



**GENESEE COUNTY ROAD COMMISSION**  
**Human Resources Department**

**MEMO**

**DATE:** March 24, 2020

**TO:** All GCRC Employees

**FROM:** Donna Poplar, Human Resource Director

**RE:** Families First Coronavirus Response Act

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On March 18, 2020, President Donald Trump signed the U.S. Congress approved Families First Coronavirus Response Act (FFCRA), which is an expansion and amends the Family and Medical Leave Act (FMLA) of 1993.

The law is effective April 2, 2020 and the provisions end on December 31, 2020. The FFCRA seeks to assist employees impacted by novel coronavirus (COVID-19) and applies to employers with ***fewer than 500 employees***. FFCRA does not provide leave to an employee who is still able to telework.

While this act has extensive provisions in response to COVID-19, please note the following are included: (1) one new category of paid FMLA leave related to child care or school disruption due to the current public health emergency for the son or daughter under (18) years of age and (2) paid sick time for specific reasons related to COVID-19.

More details and instructions will be made available on the above-listed provisions and the entire amended act. As instructed by the legal counselor, the Genesee County Road Commission (GCRC) is awaiting for the Department of Labor (DOL) confirmation and instructions. The DOL will provide employers with the relevant details and guidelines that will best educate and inform our entire GCRC employee community.

In the meanwhile, as previously informed, please continue practicing making safe and health hygiene efforts:

- Wash your hands often with soap and warm water for 20 seconds. If not available, use hand sanitizer.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose with a tissue or upper sleeve when coughing or sneezing.
- Avoid contact with people who are sick.
- If you are sick, stay home and avoid contact with others.
- Replace handshakes with elbow bumps.
- Stay at least 6 feet away from others when in a public setting.

We are continually staying abreast of all developments concerning the COVID-19 pandemic and are committed to keeping our employees informed.

Thank you.