



MEMO

DATE: March 12, 2020

TO: All GCRC Employees

CC: F. Peivandi

FROM: Donna Poplar, Human Resource Director

RE: Coronavirus (COVID-19) Information

Genesee County Road Commission (GCRC) values the health and safety of ALL its employees. In response to the increasingly global spread of the Coronavirus (COVID-19), GCRC is encouraging our employees to exercise good judgment and use CDC-recommended safety precautions to help protect yourselves, your family, and others from COVID-19.

To ensure business continuity, a safe workplace and to provide guidance on how to plan, prepare, and respond to the COVID-19 outbreak, GCRC is directing ALL employees to the **Centers for Disease Control and Prevention (CDC)** website at [CDC.gov/Coronavirus](https://www.cdc.gov/Coronavirus) and to review the **Michigan Department of Health and Human Services (MDHHS)** [Interim Recommendations to Mitigate the Spread of COVID-19](#) to stay abreast of pertinent information and the precautionary steps that should be taken.

GCRC will be working closely with our legal team to ensure that we remain at all times in compliance with our legal obligations to our employees during this infectious disease outbreak. We will stay diligent in our efforts to provide a safe and healthy work environment, the duty not to discriminate based on disability, national origin, or other protected characteristics, the duty to comply with laws regarding compensation and absence from work, and the duty to protect the privacy of our employees.

We are asking ALL employees to immediately contact their health care professional and the HR Department if they suspect possible exposure to COVID-19. ***GCRC encourages Sick and Exposed Employees to Stay Home and utilize your sick time, vacation, or PDO time.*** GCRC is working with our health care partner on temporary benefit changes that will directly relate to COVID-19. Specifically, Blue Cross Blue Shield has indicated that it will:

- *Fully cover the cost (including cost share) of all medically necessary COVID-19 tests that are prescribed by members' physicians, following CDC guidelines.*
- *Waive prior authorizations for diagnostic tests and for covered services related to COVID-19 that are medically necessary, if the physician follows the CDC guidelines in prescribing the test.*
- *Waive early medication refill limits on 30-day prescription maintenance medications (consistent with member's benefits plan) except for opioid drug limits. Members are encouraged to use 90-day mail order benefits if available.*
- *If there are shortages or access issues due to a COVID-19 outbreak, also ensure formulary flexibility. Patients will not be liable for the additional charges stemming from obtaining a non-preferred medication for COVID-19 treatment—or if there is a shortage of drugs stemming from a COVID-19 outbreak.*
- *Help to reduce the need for in-person medical care which may lead to further spreading of the virus. Seeking virtual consultations for flu-like symptoms is a safe step for members who want to talk with board-certified doctors and can help to avoid the spread of illness in physician's offices and emergency room settings.*

Moving forward, GCRC will continue to monitor the situation and keep employees updated on developments impacting the GCRC work environment.