



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

**MEMO**

**DATE:** March 24, 2020

**TO:** All GCRC Employees

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

**RE:** COVID-19: Keeping Our Workplace Safe Update

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In our attempt to safeguard the safety and health of our employees and to remain transparent concerning COVID – 19, we want to inform you that a GCRC employee has reported having COVID-19 symptoms, but is not being tested for COVID-19. As a recommendation by the employee’s medical provider, the employee in question will be under self-quarantine for at least 14-days or until symptoms have fully resolved.

Consulting with the officials of the Genesee County Health Department, they are not recommending that we self-quarantine any employees that may have come in contact with this employee. However, we are asking that ALL employees do the following:

- If you think you have been exposed to COVID-19, call your health care provider. If you do not have a health care provider, call the nearest hospital.
- 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 elbow sleeve and not your hand when coughing or sneezing and discard the tissue immediately after.
- Avoid contact with people who are sick.
- If you are sick, stay home, and avoid contact with others.
- If you have a fever over 100 degrees, please stay home for 14 days to ensure you have not contracted the coronavirus.
- Replace handshakes with elbow bumps.
- Stay at least 6 feet away from others when in a public setting.
- Wear rubber gloves any time when you are accessing the time card kiosk system.
- Use best practice hygiene and wash hands before and after using the restroom.
- Refrain from visiting the workplace after travel to an infected city or high-risk country.

We’re closely monitoring the situation and know that misinformation and fear can spread more virulently than the virus itself, and we want to discourage false information from circulating. In the future, we will only report instances of a confirmed COVID-19 infection in the workplace. If you’re looking for trusted, up-to-date information, we recommend visiting the specific coronavirus websites at [Michigan.gov](https://www.michigan.gov) or [CDC.gov](https://www.cdc.gov)

We cannot stress enough the importance of staying home when you’re sick. Please do your part to keep everyone safe and healthy by refraining from coming into work with COVID-19 symptoms.

As always, please contact the HR department with any questions or concerns.

Thank you for your continued support in this uncertain time.