

DATE: April 9, 2020  
TO: GRU Employees  
FROM: Ed Bielarski, General Manager  
SUBJECT: Update on GRU Operations

I hope all of you at GRU, your families and friends are safe.

To this point, no GRU employees have tested positive for COVID-19. We do have tests outstanding and will update you if any of those tests are positive.

Employees should continue to practice social distancing and work from home when appropriate until further notice. I am also extending my suspension of the following:

- GRU plant and facility tours.
- Business travel, unless approved by the general manager.
- Community/organizational events.
- Service disconnections (at least May 15).
- Late fees (at least May 15).
- Entering customer homes unless for an emergency such as a gas leak.
- Group meetings, unless the meeting room allows enough space for social distancing.

#### *Personal Protection Equipment*

In accordance with Alachua County's new emergency order encouraging residents to wear PPE in public, GRU also is encouraging all employees to wear a facial covering consistent with CDC guidelines or issued by GRU.

Additionally, I am requiring all field employees to have this facial covering accessible and to put it on when coming into contact with the public. I understand that this may not always be convenient, but my top priority remains the health and safety of our employees and customers.

If you need a facial covering, please talk to your supervisor. We have traditional masks in stock and are in the process of procuring more masks, plus other approved alternatives.

As with all COVID-19-related policies and procedures, we will continue monitoring the situation and make adjustments as necessary.

As always, I appreciate all of your hard work and encourage you to stay safe and healthy.