


DATE: March 17, 2020
TO: GRU Employees
FROM: Ed Bielarski, General Manager 
SUBJECT: Coronavirus-Related Leave Procedure

GRU continues to monitor the COVID-19 pandemic and how to best serve our community during the outbreak. As always, the health and safety of our employees and customers is our top priority.

The City of Gainesville has developed a new leave procedure that outlines how employees who have been quarantined or who have tested positive for coronavirus will be compensated. In addition, this procedure addresses how employees who are at risk, managing at-risk dependents or must stay home with out-of-school children should use their PTO or PCLB as outlined in the procedure.

GRU is also working with the leadership team and department heads to determine which employees are best suited to work from home and when. We also are considering splitting the workforce to isolate departments from one another in case the outbreak hits us hard.

So, today, the next steps are:

- Any GRU employee who is at-risk under CDC guidelines, caring for an at-risk dependent, has a dependent child at home or is approved by a department head to work from home, should communicate their situation with their supervisor and plan to remain at home until further notice.
- Any GRU employee, when coming into work, may be asked to have their temperature taken by a temporal thermometer, to ensure that the first signs of coronavirus (high fever) do not go undetected.
- Any GRU employee, when coming into work, may be asked questions about travel history or symptoms, such as, "Have you traveled abroad within the past 14 days?"
- I will be suspending the CWA labor agreement effective at 5:00 p.m. today, in order to ensure maximum flexibility in managing the needs of the GRU workforce.

INTEROFFICE COMMUNICATION

General Manager's Office

To this point, GRU has asked some employees to work from home out of an abundance of caution, but no one within the utility has tested positive for COVID-19. We will continue to monitor the situation closely and make decisions that are in the best interest of our employees and customers. Please also do your part to practice the recommended preventative measures.

Please read the Leave Procedure [Here](#). You can also view it under the Coronavirus link on GRUPerNet.