

From: [Baxley, Robin L](#) on behalf of [Bielarski, Edward J](#)
To: [EveryoneGRU](#)
Subject: Update from GM Ed Bielarski
Date: Monday, March 16, 2020 10:19:59 AM

The City of Gainesville remains committed to its workforce and is proactively reviewing and amending its policies and procedures to ensure it is prepared to support the health, financial stability and overall well-being of employees.

Please see the following updates below:

Human Resources: In an effort to provide guidance and ensure consistency on managing the current COVID-19 outbreak, Employee Health Services and Risk Management have developed an **Employee Management Process** and **Screening Questionnaire** to assess and refer our workforce. The goal of this process is to mitigate the potential impacts of the current public health crisis on our community and this organization.

Employee Leave

- To empower employees to self-report illness and self-quarantine, we have implemented several modifications to our leave policy.
- If you're placed into quarantine by health officials, you won't be required to use PTO or other accrued leave for the duration of the quarantine.
- If you're sick, we'll ask you to contact Employee Health Services, and to voluntarily disclose the places you've traveled.

If you have work-related questions regarding COVID-19, please direct those to **COVID19@cityofgainesville.org**.

Sincerely,

Ed Bielarski
General Manager
Gainesville Regional Utilities