

St. Joseph County Road Commission

David H. Allen, Chairman
Eric B. Shafer, Vice-Chairman
Vincent J. Mifsud, Member

John W. Bippus, Member
Rodney D. Chupp, Member

March 26, 2020,

Thank you for your continued patience as the SJCRC responds to the dynamic and evolving public health crisis surrounding the spread of COVID-19. In response to COVID-19: Beginning Monday, March 23, 2020 all SJCRC operations will be conducted from the Centerville barn.

All Management employees will be meeting to best determine how we will schedule the essential work that has to be done going forward.

All hourly employees will report as usual to the Centerville barn and go straight to their assigned vehicle(s). Each employee will be expected to take all precautions for safe hygiene practices as recommended by the Center for Disease Control and the State Health Department for avoidance of COVID-19. Equipment will be assigned to each employee for services and emergency response to avoid cross contamination.

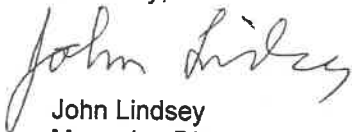
Beginning Monday, March 30, we will start hours of 6:30 am – 4:30 pm, Monday – Thursday. After hours business will be conducted as usual with emergency response. All leave time currently approved will be utilized as normal. Remember, we need you now more than ever to assist in this different way of serving the public.

Employees will not have access to the office, unless prior approval is provided by your Supervisor.

All essential communications shall primarily be completed via our contact list, either by phone, text or email so make sure we have the best way to contact you as I am sure circumstances will continue to change. If you are not being contacted with updated information, make sure YOU contact a supervisor.

Please provide any questions to your Supervisor so we can provide feedback to all employees who may have similar questions. These procedures are not meant to create panic within our organization. Our community needs our services and if our workforce is largely sick, our community will deal with safety issues. None of us have experienced this type of phenomenon. We plan to continue to monitor this situation closely which will allow us to react swiftly and consistently based on information provided by reliable sources. We are in continued discussion with the County of St. Joseph Emergency Services. Thank you sincerely for your cooperation in this matter and your public service.

Sincerely,



John Lindsey
Managing Director