

CITY OF	
MANCHESTER	
EMPLOYEES'	
CONTRIBUTORY	
RETIREMENT	
SYSTEM	

# MECRS COVID-19 Virus Response

## March 20, 2020

Many organizations are implementing cautionary procedures in response to the spread of the COVID-19 virus and announcing how they plan to cope with the situation if employees become infected and are unable to work. At the present time, we have no way of predicting the extent to which the COVID-19 virus might impact our operations here at MECRS, but we do have plans which we can implement in response to various stages of seriousness, should conditions worsen.

Many of the functions of our organization, such as paying the retirees each month, are largely automated and the service providers we use assure us that they have the means in place to have employees work remotely from home to carry out their missions. Here at MECRS we have similar capabilities that allow us to operate remotely if that becomes advisable.

For the protection of both staff and clients our office is technically closed to visitors. Responses to emails and phone calls should continue during normal working hours and we are confident that we can still service your account in a slightly delayed manner via the US Mail or by email. If you need service from our office, we will provide the documents needed to accomplish your goal and review them with you by telephone.

Since we cannot predict exactly how any situation may develop, we need to wait until the circumstances are understood and then respond accordingly. At present we are still operating and providing services.

For now, all of the MECRS staff is still healthy and upbeat, we continue to provide normal services in an amended manner, will take whatever actions are deemed appropriate to respond to the virus situation as it unfolds. In the event that a state of emergency is declared and we are directed to stop operations from our office, we have a plan which we believe will allow us to continue operations from our homes.

We will continue to update this website every other day or more often as events unfold.