

**11/13/2020**

Dear City Staff,

In light of recent increases in positive COVID-19 cases in Lawrence and Douglas County, the City of Lawrence has updated the administrative policy on face coverings during the pandemic.

While we encourage you to read the updated policy in full, which is available [here](#), the key point of the update is:

- All employees while on duty are required to wear a clean face covering any time they are, or will be, in direct contact with other people, in public or private spaces.

This means that the six feet of distance exception is no longer valid for not wearing a face covering while inside and near others. While indoors, unless you are alone in an office or assigned workstation or eating while socially distanced in a common area, you will be required to wear a face covering.

Wearing a face covering is proven to be the best defense to protect each other and reduce the spread of the virus. This policy will help us protect our employees (their families), volunteers and the general public as we provide essential city services.

We appreciate everyone's efforts and ask that you continue to do your part and wear a mask whenever you're around others at work.

Thanks to all of you for your commitment to keeping each other safe. If you have any questions about this policy change, please contact Risk Management, 785-813-2843.

Thank you,

City of Lawrence Human Resources

Employee coronavirus page on the intranet: [intranet/pandemic\\_flu](#)

Employee coronavirus page on the internet: [lawrenceks.org/hr/coronavirus](http://lawrenceks.org/hr/coronavirus)