

Dear City Employees,

Today we learned that another one of our coworkers in the Municipal Services and Operations Department tested positive for COVID-19. As was reported on [yesterday's case](#), our Risk Manager, Shelby Patch, is working with Lawrence Douglas County Public Health to handle this situation in the best way possible. Also like yesterday's case, this individual had limited contact with other employees, and all are currently in quarantine.

With this information, and seeing that case numbers are higher now than ever before in Douglas County and across the United States, to minimize the risk of spreading the virus and to make sure we keep our work groups healthy, **starting Monday, June 29, we are going to implement Phase 2.5 of our internal plans.** This aligns generally with [Phase Two of the City Reopening Plan](#), except that the facilities currently open will remain open to the public at this time.

It's critical that we continue providing essential core services for the City of Lawrence. If one person gets sick in any of our departments, that could force a whole work group to quarantine for two weeks.

What I want everyone to know now is that the two primary parts of this plan include:

- **Moving to a staggered work team schedule in order to protect employees and maintain our critical functions**
- **Implementing a mandatory mask policy** that follows the requirement that was implemented in April: [Coronavirus 2020: Mask Requirement](#).

Additional details are still being developed, including the Mandatory Mask Policy, and will be shared with you as soon as possible.

I also want to remind everyone to be conscious, cautious and considerate with their personal travel and personal activities in any group situation. The CDC lists current hotspots throughout the US here: [CDC Cases in the U.S.](#) Consider changing plans if you're planning to go somewhere with a high number of cases.

And, if you do travel anywhere with a large number of positive cases, let your supervisor know so that we can work with our Risk Manager to help ensure that we implement best practices for safety. Your personal choices may have an impact on your fellow employees and their families.

While Phase Three allows for gatherings of up to 45 people, it also strongly recommends social distancing and wearing masks. Please remember that when you accept risk for yourself, you're also risking the health of those around you. Let's all work together to minimize risk for everyone!

You'll be hearing more from your supervisors and department leadership as we continue developing plans to minimize spread and keep everyone as safe as possible. You can also check in with your supervisor or department head if you have questions.

Also, as a reminder, you can keep tabs on employee information by going to either of these

two web pages:

· Internet: [Lawrenceks.org/hr/coronavirus](http://Lawrenceks.org/hr/coronavirus)

· Intranet: [http://intranet/pandemic\\_flu](http://intranet/pandemic_flu)

Finally, I ask that you continue to reach out and support one another during this pandemic.  
Thank you for all you do to serve the City of Lawrence!

Sincerely,  
Craig