

Employee Communication 3/14/2020

Subject line: Coronavirus 2020: Employee and Supervisor Information for Evaluation of Possible Exposure and Modified Work Options

We have had several questions from employees, family members and supervisors on what to do if one of us feel like we either have been exposed to the Coronavirus or observe someone we are in contact with at work that seems to be ill. We believe that it is important to have a process in place to evaluate concerns while maintaining privacy, showing compassion and remaining safe — not only in our workplace but at home with our families.

While this is a difficult time through which to maneuver, we know that everyone at the City of Lawrence is committed to provide our community with the services they expect, understand the facts of this virus as they become available to us, and display the courage to remain flexible as the situation develops and changes daily.

The following is important information to employees and supervisors alike on how we may evaluate our own health and possible exposure and modify our regular work processes in order to meet these goals. ***As this situation continues to progress, instructions may change.*** A page has been created on the Intranet [here](#) for your reference.

Employee Instructions if they believe someone may be symptomatic

If an employee thinks that they may be exposed to someone with COVID-19 or sees indications that leads them to believe that a coworker is showing symptoms of the coronavirus, they should immediately report it to their supervisor.

Supervisor Instructions for employees concerned about exposure or symptoms

Supervisors will follow these steps if an employee notifies them with concerns about exposure or symptoms:

1. Contact Shelby Patch, Risk Management, by calling or texting 785-813-2843
2. Shelby will speak with employee along with the supervisor and discuss the following:
 - a. Have you been in close contact (approximately 6 feet) for a prolonged period of time with a COVID-19 case?
 - b. Have you had direct contact with infectious secretions of a COVID-19 case (being coughed on)?
 - c. If yes, - how long ago were you in contact?
 - d. In the past 2 weeks have you had?
 - i. Fever
 - ii. Coughing
 - iii. Runny Nose

- iv. Sore Throat
 - v. Shortness of Breath
 - vi. Significant Tiredness or body aches
 - vii. Any recent travel? Where?
 - viii. Any recent contact with someone with a CONFIRMED COVID-19 diagnosis?
3. Risk Management will determine the level of risk based on CDC Recommendations for Management of Exposed Person and Presence of Symptoms. If there is any doubt or question, risk management will work with LMH Well Care and err on the side of caution/safety for our employee and others.
4. Risk Management will provide a written report to supervisors of the outcome.

Modified Work Options

Following are some ideas for modifying work from our regular practices that will allow all of us to practice “social distancing” to reduce the chance of exposure as recommended by the CDC. More ideas may be shared in the coming days and weeks.

Working Remotely

Please check with your supervisor to see if there are options for working remotely or some other workplace modification as an alternative to being absent from work. This option is not available for all positions.

- Employees should have permission from their supervisor/department to work remotely.
- Use IT instruction previously communicated [here](#).
- If working remotely is available, worked hours should be recorded appropriately in Executime.
 - Enter regular work hours
 - In comments section type “remote”
 - Employees are required to have permission from their supervisor/department to work remote.

Travel, Events, and/or Meeting Attendance

- Check with supervisor for instructions on all currently scheduled travel for work
- If you are sponsoring an event, consider teleconferencing or postponing

Essential Operations

- Essential operation personnel will be identified and published in the COVID-19 Pandemic Plan document that will be published in the weeks to come. Requirements to report to work will be outlined. Due to the nature of our work, some employees may be required to report to work even if they request to be absent.