

3/17/20 – From Human Resources

Good afternoon fellow employees,

Human Resources is now following the Social Distancing advice from the CDC. Beginning tomorrow 3/18/20 all City facilities will be closed to the public, therefore all City offices, including Human Resources will be available by phone, email, or appointment. Below is contact information for the Human Resources office:

Best regards,
Human Resources

- Human Resources General – humanresources@lawrenceks.org 832-3203
- Lori Carnahan - Human Resources Manager - lcarnahan@lawrenceks.org 832-3202
- Connie Meyer - Payroll - cmeyer@lawrenceks.org 832-3212
- Marlo Cohen - Payroll - mcohen@lawrenceks.org 832-3207
- Ashley Kim - Benefits - akim@lawrenceks.org 832-3204
- Jeremy Denham - Recruiting - jdenham@lawrenceks.org 832-3209
- Amy Chavez - P&R Recruiting - achavez@lawrenceks.org 832-3457
- Angela Johnson - FMLA/Training & Development - anjohnson@lawrenceks.org 832-3206
- Cori Brees - Compensation - cbrees@lawrenceks.org 832-3209

Benefits Update:

LMH WellCare Clinic has asked that **before** you show up for your scheduled online visit, please wait to receive a phone call from them to confirm.

Working From Home Tips: - Practice Self Care!

Get up at your normal time and do your normal routine (SHOWER!) and instead of your commute, plop down with your computer and get to work. Keep a routine that you can keep.

-It's easy to drink too much coffee- make sure you drink lots of water!

-Keep food put away- it's easy to snack too much.

- Have a work space that is physically separated from your personal space and especially your sleeping space as much as possible. (do your best in a small apartment/condo situations). Even if it's just half of the table. Don't work from bed or the couch if you have any other option.

- Have a list of tasks that you need to accomplish for the day and focus on just one at a time (no multitasking!)

- Eat lunch. Drink water. Remember to move around. Without having any conference rooms or coworkers' desks to go to, you can easily find yourself sitting still for hours at a time. Set an alarm or use the stand feature on your fitness watch to make sure you spend some time every hour moving around.

- Do not, under any circumstances watch TV. It's tempting, but it will ruin your workday. (That includes Netflix, Hulu, YouTube, etc)

- If you have to use your phone for work, leave it in a different room when you sleep.

- Every 20-30 minutes it's important to stand up and stare off to a distance at least 20-30 meters/yards

away.

- During your breaks, it's a good time to stretch, do yoga, meditate, etc.
- Have your set hours of work and stick to them- it's easy to work too much (and too little)!
- Stop at the end of the day.
- **Feeling the blues? Call New Directions (Employee Assistance Program) at 800-624-5544. This is a completely confidential program to assist you! If you log on their [website](#), the code is "Lawrence".**