

03/17/20 – Human Resources Update #2

Good evening City employees,

During their meeting on Tuesday, March 17, the Lawrence City Commission confirmed the City's plan to [restrict public access to City Hall](#). This will be effective starting Wednesday, March 18.

As a follow-up to our previous communication, we want to give some guidance for employees who may have currently scheduled appointments with members of the public. Employees should use department guidance and/or their best judgment for canceling or continuing appointments with members of the public. If phone appointments are possible, we strongly encourage you to conduct business in that method. The goal through all these efforts is to follow local, regional and national health guidelines, and reduce the number of people in City Hall, when possible.

If you are continuing to hold appointments, please communicate appropriately so that your visitor knows the new protocols at City Hall. All visitors would require an employee's assistance to gain access to the building, and you should provide your visitor with your direct contact information so that you can let them into the building upon arrival.

We will have signs on both first floor doors as well as the ground floor door alerting the public to this change. The sign also has general contact information as well as instructions for deliveries.

We appreciate your assistance and want to thank you all for the terrific work you are continuing to provide on behalf of the City of Lawrence. We have a strong team, and this experience is only going to make us stronger.

Thank you.