

To all staff,

We know the pandemic has caused significant changes to many of your routines over the past few weeks. We wanted to take time to remind you all, and especially those working from home, of the many learning opportunities available to city employees. The City utilizes Target Solutions, a web-based program that hosts training, lessons, quizzes, and assignments to keep you sharp and engaged and can be a great addition to your toolbox.

Some of their offerings include:

- Coronavirus 101
- Mastering Office 365
- Healthy Practices: Nutrition, Exercise and Safety
- Fire Prevention Safety
- Personal Protective Equipment
- Driving Safely
- Slips, Trips and Falls
- Windows 10 Essentials
- Customer Service

To access these training opportunities, visit the [Target Solutions login page](#), sign in with your city credentials and navigate to the “Self-Assign” tab on the left side of the screen for a list of options. Also, supervisors and managers can assign relevant materials to their employees and tailor training programs specifically for them. Target Solutions can be accessed on a smartphone. If you have trouble logging in to your Target Solutions account, contact Target Solutions at [support@targetsolutions.com](mailto:support@targetsolutions.com).

Additionally, we know some of you working from home may have limited internet access. Many supervisors have indicated that they have at-home training options available that do not require an internet connection. If you are interested in these options, please speak with your supervisor to coordinate.

Finally, the Command Staff has compiled quite a few external training resources on the [Intranet](#) and [Internet COVID-19](#) pages for your use. Information from organizations like the International City/County Management Association (ICMA), Lawrence Public Library, KPERS, BLR and others, are available to you. These training resources are a fantastic opportunity to grow while we navigate this current climate.

You may receive specific required work assignments from your supervisor in the near future that involve Target Solutions or other educational webinars that you will be required to complete while at home. Now is a good time to pick some that you believe would benefit your professional development.

We appreciate the work you do for our community, and we appreciate your continued commitment to serve the City of Lawrence.

Continue to take care of each other so that we can continue to take care of the community.

Keep it up!

City of Lawrence Human Resources

### **REMINDERS:**

Any employee who uses a COVID-19 (C19) code related to a leave of absence **MUST email FMLA@lawrenceks.org** or call 785-813-9664. This step is imperative for tracking COVID-19 time accurately and consistently.

Additionally, please know that City updates and resources related to COVID-19 are available on the [internet](#) and [intranet](#) sites, as well as through our Employee Assistance Program (EAP) via phone (1-800-624-5544) or <https://eap.ndbh.com/> Company Code= Lawrence.

Aetna has opened a crisis response line for all members, as well as access to the Aetna Nurse Medical Line and Teledoc services. Visit [Aetna.com](#) to see all of the ways Aetna is supporting employees during this pandemic.