



Hi, my name is Shelby Patch and I'm the Risk Manager for the City of Lawrence.

I'm working with executive staff and supervisors to help make sure everyone is aware of best practices during the coronavirus pandemic. Part of my job is also reviewing all possible COVID-19 cases and making recommendations for employees according to Lawrence-Douglas County Public Health, LMH Health, and the Center for Disease Control.

Reviewing cases includes a methodical, multi-step process for every case brought to my attention.

As an example. . .if an employee is feeling ill or thinks they have been exposed to COVID-19, they or their supervisor will contact me. As soon as I learn of a situation, I will contact the person by phone and ask the following questions.

- Do you have a fever? If so, how high is it and when did you last take your temperature?
- Do you have a Cough, sore throat, runny nose, shortness of breath, tiredness, or body aches?
- Have you been notified that you have been in close contact with a known COVID-19 patient?
- Has anyone in your family been quarantined or told to self-isolate?
- Have you traveled recently? If so, where?
(based on where someone has traveled, they may be required to stay isolated at home for a mandatory 14 days)

After I receive answers to these questions, I work with our health care partners to evaluate the person's risk according to the Center for Disease Control guidelines. If warranted, we will have the person tested.

For testing, we work with Heartland Community Health. They have been a great partner to help us evaluate and work with our essential team members. If someone lands in the category of needing to be screened and tested, the City arranges for them to go to Heartland Community Health. They provide testing and are able to get results as quickly as possible to help determine if our essential employees test positive or negative to COVID-19.

Because of new scientific evidence, if an employee tests positive for COVID-19, the health department will interview them to determine if they have been in close contact with others 48 hours prior to when their symptoms started. This is a recent change. Previously, the Kansas Department of Health and Environment was not reviewing any close contacts *before* symptoms started. Now they are asking for information about any contacts from two days before symptoms started.

We and our community partners are working hard to ensure that all city employees are safe. Now that we know the virus can spread before someone is symptomatic, we will begin assessing staff ahead of time by taking temperatures and isolating any possible close contacts to minimize spreading the virus. Your safety and wellness is our top priority. This method allows us to be even more proactive which helps individuals, families and our whole community stay safer.

The City is working to obtain thermometers and as soon as those are in, we will start taking the temperature of all employees who report to work at the start and end of their shifts. We are also in the process of obtaining cloth face covers for all staff.

These are added steps to help increase safety and provide reassurance for staff. The work you do is essential to our city and is helping all of us get through this a little easier. We are doing all we can to make sure you are as safe as possible.

Risk Management is working closely with Heartland Community Health, Lawrence-Douglas County Public Health, LMH Health and all of you during this time to help answer any questions and provide guidance. With so much information and things changing daily, please feel free to reach out with any questions you might have. Stay safe. Together, we will get through this.

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