

To all staff,

The safety of our staff is our number one priority during the COVID-19 pandemic. Every team member is an essential contributor to the City of Lawrence's goals and mission, and we want to make sure we are taking care of our most important assets, which are all of you!

After much deliberation and careful consideration, City leaders have decided to implement a daily temperature screening process for all city employees who are currently physically reporting to work sites. We know that this new process is outside of our normal operations; however, we feel as though this is a prudent step to ensure the safety and health of all city employees moving into the next phases of our COVID-19 operations in the community.

Employees reporting to a City facility shall have their body temperature measured and logged at the beginning and end of their shift. These measurements will ensure that anyone coming to work or into a city building is not doing so with a temperature of 100.0° F or greater. If at any time during the day the employee is not feeling well or becomes symptomatic, a temperature reading will also be taken and recorded. [This Administrative Policy](#) will guide supervisors through the details of the process, any questions about the policy or process should be sent to Shelby Patch at [spatch@lawrenceks.org](mailto:spatch@lawrenceks.org).

Again, we understand this is an unprecedented practice for our operations, and city leaders have consulted experts and other government agencies before deeming it necessary for the health of the entire city workforce. We hope that this knowledge is power, and will help you all feel more comfortable when having to report to work during this time of uncertainty.

We appreciate your work. Continue taking care of each other so we can all take the best care of our City.

City of Lawrence Office of Risk Management