

Dear City Employees,

Today we became aware that one of our coworkers tested positive for COVID-19. This employee is a field worker in the Municipal Services and Operations Department whose primary job is not in contact with the public.

The situation is being handled in the best way possible. The employee followed our recommended procedures and has been in consultation with me, as instructed by our internal review processes. We conducted contact tracing and we notified all the employees with whom they came in contact. Seven other employees are now removed from work, are being tested and will be required to quarantine for 14 days. LDC Public Health is assisting the city and the employees through this process. At this time, none of the employees who may have been in contact with the employee who tested positive are showing symptoms.

This scenario was determined to be “low risk to exposure” for the majority of City employees. Should there be any changes to the current safety assessment for the larger City workforce, we will communicate to you all as quickly as possible.

It is both our plan and desire to keep a safe work environment for everyone, and we will continue putting our best efforts toward this goal. It is important during this time that we are all respectful of one another’s privacy while practicing precautions recommended by our public health officials. We would ask that you remain calm and refrain from gossip. If you have questions, please speak with your supervisor who can contact Risk Management as needed.

This underscores the fact that the virus is still present in our community. We want to remind everyone that we all have to do our part to continue to slow the spread of COVID-19, and it is very important to follow [Health Officer Orders and Directives](#):

- Wear a mask, particularly when it may be difficult to stay at least six feet away from others ([Mask Requirement notification](#));
- Practice social distancing by staying at least six feet apart from others;
- Wash your hands for at least 20 seconds with soap and water often, and/or use an alcohol-based hand sanitizer when soap and water is not immediately available;
- Cover coughs and sneezes with your elbow;
- Avoid touching your face;
- Keep your home and office surfaces clean;
- Stay home as much as possible and keep your circle of contacts small.

Please continue following health and safety guidelines. Take your temperature, wear a mask in any situation when you will be near others, practice social distancing and, if you believe you or someone you work with may be symptomatic, you should immediately

report it to your supervisor.

Further instructions, and all other employee information related to coronavirus (COVID-19), are available on the City's [intranet](#) or on the web site [HERE](#). (Please note: This web page is only accessible by clicking this link or entering it in the address bar of your web browser; you cannot find it by searching on the City website.)

The City will continue to share *public* information related to coronavirus (COVID-19) on our website, here: lawrenceks.org/coronavirus.

Thank you for your commitment to our mission spatch@lawrenceks.org and for continuing to provide excellent services on behalf of the City of Lawrence.

Shelby Patch, Risk Management
spatch@lawrenceks.org