

**07/02/2020**

To All City Staff,

The City of Lawrence remains committed to taking care of all of you so you can continue to provide the best service to the people of our community. You and your families are important to our success and it is imperative that we remain committed to our values, which includes taking care of each other. We have two important updates to share regarding revisions to the [HR COVID-19 Policies and Procedures](#).

### **Update #1: C19 Leave Code Usage**

The C19 Leave Code usage has been evaluated organizationally to determine whether it will continue beyond July 18, 2020. Based on usage data and other situational factors, we have decided to continue the use of the C19 Leave Code for all full- and part-time benefited employees' COVID-19-related leave until the end of the 3<sup>rd</sup> Fiscal Quarter, which is **September 12, 2020**. However, some other changes to the policy regarding C19 Leave Code Usage have been made, as highlighted below:

- C19 pay code extended for full-time and part-time regular staff through **September 12, 2020** (will be re-evaluated at that time).
- C19 pay code for part-time temporary and seasonal staff is discontinued after **July 18, 2020** (unless qualified under the Family First Coronavirus Response Act (FFCRA)).
- Employees with medical conditions that place them at high risk for contracting COVID-19, or experience difficulty performing their duties under the new safety guidelines due to a medical condition, will work with their supervisor and Human Resources to brainstorm, evaluate and document accommodations in order for them to perform their job duties. For those who are at high risk for contracting COVID-19 and we are unable to accommodate, medical documentation will be needed for continued use of the C19 Leave Code.
- All other items approved during COVID-19 with respect to paid time off and the Family First Coronavirus Response Act (FFCRA) will continue.

The [HR COVID-19 Policies and Procedures](#) has been updated to reflect these changes on the [internet/intranet](#) pandemic pages for future reference. This extension and continuance of the C19 Leave Code will be re-evaluated as the new timeline of September 12, 2020 comes closer. We hope this will provide staff continuity and support navigating the coming months as the ongoing impact of COVID-19 is realized in our community.

### **Update #2: Contacting Your Supervisor for COVID-19 Concerns**

Additionally, the updated [HR COVID-19 Policies and Procedures](#) outlines the situations in which employees should immediately contact their supervisor, including the following:

- The employee or someone in their household is experiencing COVID-19 symptoms
- They or someone in their household has been tested for COVID-19

- The employee thinks they have been exposed to someone with COVID-19
- They have been in close contact with someone who is being tested or has tested positive
- They see indications that lead them to believe a coworker is showing symptoms of COVID-19
- They are considering personal or business travel

Supervisors are responsible for contacting Risk Management for a risk analysis. Supervisors can call or text 785-813-2843 to evaluate the circumstances based on the most recent guidance available.

As a reminder, the list of common COVID-19 symptoms includes the below. More information from the CDC is available [here](#).

- Fever or chills
- Sore throat
- Nausea or vomiting
- Shortness of breath
- New loss of taste or smell
- Muscle or body aches
- Congestion or runny nose

The road to recovery for our community will be long, and there will be no days off. If we take it day by day, embrace the hope that begins in the dark, and strive to do the right thing, we will prevail. Thanks to all of you for your incredible work and dedication to the values that make this such a great place to work and live.

Have a safe and happy Fourth of July weekend!

City of Lawrence Human Resources