

STAFF UPDATE FROM PRESIDENT PAUL CARLSEN – March 17, 2020

Team LTC,

Around the same time of the President's press conference yesterday, Governor Evers prohibited mass gatherings of 50 people or more. I wish we had consistent, coordinated communications from the federal and state governments, but we do not.

Despite these mixed messages, we know the threat posed by COVID-19 is real. We will continue to do our part to flatten the curve. Out of an abundance of caution, the following will be enforced through at least April 3rd:

- In-person meetings of more than 10 people are prohibited and must be held in rooms where social distancing can be observed. Today and tomorrow we will be identifying those rooms, and their doors will be clearly marked. Rooms that do not allow for social distancing of 10 people will also be clearly marked with their maximum capacity.
- No more than one person should be in any office at one time. If confidential meetings are needed, find a larger room where social distancing can be observed.
- Do not to spend more time on campus than your current job function and duties absolutely require. Managers are instructed to immediately assess each team member in their reporting structure and plan/act accordingly.

As the situation continues to evolve, be aware some actions will be taken before we have the chance to communicate them with you. Know we are doing our best to keep you in the loop on critical matters.

Do not hesitate to reach out to me with questions or concerns.

Thanks, Paul Carlsen