



November 18, 2020

Dear Colleagues:

As COVID-19 continues to spread in our community at an alarming rate, we all need to double down on the practices we know prevent this virus from spreading. I'm calling on each of you to do your part.

As the holidays approach, we all long to be with our families in person, but with the continued rise in cases, I'm urging you to refrain from travel this Thanksgiving holiday. For my family that means cancelling our traditional gathering of our extended family. We must take these steps now if we want to change the trajectory of this virus.

Please be aware that if for any reason you choose to travel out of state, upon return you will be required to quarantine for 14 days. That timeframe can be shortened if you are able to provide a negative test result based on a test performed no less than five (5) days after returning from your travel. Employees who are unable to work from home while quarantined may have to use their own leave, but should refer to [DenverHub](#) for additional information.

In addition, if you're currently working from home, continue to do so and don't come into the office unless it's absolutely necessary and you have supervisory approval. If you must come into the office, complete the [Symptom Monitoring Form](#) in advance. Wear your mask unless you're working in an office or room by yourself with the door closed. Don't gather in groups with people outside of your immediate family household. Please maintain six feet of distancing between you and other people.

Another important preventative tool is exposure notification. I encourage all city employees to [activate exposure notifications](#) on their mobile devices as soon as possible. Here's why these notifications are critical: knowing about a potential exposure allows you to self-quarantine immediately, get tested, and reduce the risk to your family, friends, neighbors, coworkers and community.

Notifications are anonymous and no personal information is stored or shared. Until we have a vaccine, the best way to limit the spread of COVID-19 is to remove the opportunity for it to spread to others. That means staying safer at home and activating exposure notifications to know if you've been exposed so you can take appropriate measures to prevent the spread of the virus to others.

[Click here to learn more about exposure notifications and activating them on your mobile device.](#)

Remember.....let's do what we need to do now, so we can do what we want to do later.

Respectfully,

A handwritten signature in black ink, appearing to read "M. Hancock".

Michael B. Hancock
Mayor