

**☑ Talking Points**

May 3, 2020

*This message is for the Bozeman Health leadership team from Incident Command and Human Resources.*

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**Reopening Staffing Guidance for Leaders****Here's what's happening...**

Earlier this week, we shared the news that we have begun planning for the re-opening of the non-essential services that were temporarily suspended on or about March 19, 2020. Our phased approach intends to remain in full alignment with the Gallatin City-County Health Department and Governor's Office recommendations. Throughout our re-opening sequences, we will review indicators that will help guide decisions towards the progression to the next phase and returning to pre-COVID-19 work.

Department leaders are responsible for determining the dates and staffing levels needed for the reopening of non-essential services in accordance with Incident Command guidelines. Once the reopening plan is established with date(s), leaders contact staff members and communicate the plan and return to work date(s) with them.

Leaders and staff should use "Return to Work Flow" quick guide found on the COVID-19 Mind page to ensure an employee can safely return to work. Employees should return to work in accordance with the approved Incident Command plan and guidelines.

**Here's what you need to do...**

Below are a few common scenarios and general guidance. We encourage leaders and staff to reach out to Human Resources or Employee Health to ensure a consistent and compliant approach as we navigate through reopening of health care services.

**(Q) What should I do if I have an employee who has requested not to return to work for one of the following reasons?**

1. the employee is subject to a government quarantine order or has been advised by a health care provider to self-quarantine; or
2. the employee lives with someone who is subject to a government quarantine order or has been advised by a health care provider to self-quarantine; or
3. the employee is caring for a person in their household who is subject to a government quarantine order or has been advised by a health care provider to self-quarantine;

**(A)** There are a variety of legal and policy implications for these leave requests so you should contact Human Resources at extension (5421) and we'll work with you to arrange an

appropriate leave of absence or if appropriate, provide an Alternate Work Arrangement (AWA). We'll walk through the details about what needs to be done, how the employee is paid, next steps as well as how to handle return to work options.

**(Q) I have an employee who is caring for their son or daughter whose school or place of care is closed or whose child care provider is unavailable for reasons related to COVID-19.?**

**(A)** Contact Human Resources at extension (5421) and we'll work with you to arrange an appropriate leave of absence. An AWA is typically not appropriate as child care is the individual's primary focus. We'll walk through the details about what needs to be done, how the employee is paid in this circumstance as well as how to handle return to work options.

**(Q) I have an employee who is experiencing COVID-19 symptoms and is seeking medical attention; how do I handle this?**

**(A)** Contact Employee Health and they will help you determine if and when the employee may return to work. You can reach them at: 406-595-2295 or 406-414-5566. Additionally please contact Human Resources at extension (5421) and we'll walk through the details about how the employee is paid for time off in this circumstance.

**(Q) I have an employee who wants to continue their Alternate Work Arrangement (AWA) on a more permanent basis; can we do that?**

**(A)** It should be noted that COVID-19 AWA's were intended to be temporary. All jobsites, duties, shifts and/or hours prior to COVID-19 should be restored as soon as is feasible in accordance with the Incident Command approved reopening plans.

The term "Alternate Work Arrangements" means approved alternate work arrangements which differ from the employee's typical jobsite, duties, shifts or hours, and may include options to perform duties remotely, work reduced hours or split shifts, or work performed in departments or locations other than employee's primary assigned position.

We understand that COVID-19 may have shifted some of our thinking about how and where work is done. We are open to potential changes however we currently do not have a system wide policy to handle AWA's. We are working on a policy to ensure a fair and consistent approach AWA's going forward.

**(Q) I have an employee who is working in the labor pool and need them to return to my department. How do I do that?**

**(A)** Leaders need to email # BH Labor Pool to request that a staff member be fully removed from the Labor Pool. The requesting leader needs to provide each employee's name and proposed date of transfer back to home department. The Labor Pool needs at least a three (3) business day notice and will negotiate a transfer date with the requesting leader. Please be aware that requests may be

delayed due to critical need areas due to COVID-19 (Call Center, Entrance Screening, Viral Triage Clinics, PPE Safety/Sterilization, Drive-Up Screening, Package Delivery etc.).

**Questions or comments?** Contact Human Resources at x5421 and/or Employee Health at 406-595-2295.