

☑ For Your Information

May 7, 2020

This message is for all Bozeman Health employees from John Hill, president and CEO, and the Bozeman Health Executive Team.

Updated Bozeman Health Travel and Meeting Restrictions during Re-opening Phases**Here's what's happening...**

Ensuring your health, wellness, and safety as our Bozeman Health workforce is essential to continuing the clinical care and expertise required by our mission and by the community as we continue our work in responding to the COVID-19 pandemic. While we have seen evidence that social distancing, wearing of cloth face coverings, and adherence to strict hand and respiratory hygiene is helping to reduce the number of COVID-19 positive cases, it is important to continue these efforts for the health of our Bozeman Health family, our patients, and our community.

In March, we issued directives related to travel, meetings, and visitor restrictions. Heightened visitor restrictions remain in effect. We have made updates to travel and meeting expectations and they are as follows:

Travel Directive

- Cases of COVID-19 have been reported in all states, and all states are experiencing community spread of the disease. For in-person workers that travel out-of-state this increases their chances of getting and spreading COVID-19. Bozeman Health will continue to follow CDC guidance regarding travel in the United States, as well as Montana's state and local travel restrictions currently in place and our travel directives will be updated accordingly as the state and local restrictions change.
- Employees and medical staff traveling out-of-state for essential purposes, such as to provide medical care or home care to others or if travel is necessary for their job, will not be required to self-quarantine upon their arrival or return; however they may be required to undergo additional screening procedures under the supervision of Bozeman Health's Employee Health program.
- Employees and medical staff traveling out-of-state for non-essential purposes will be required to self-quarantine for 14 days upon their return to Montana.
- Employees may still request time off work (ET) through their chain of command.

Meetings

- All non-essential meetings, trainings, and events should continue to be postponed, rescheduled using teleconference capabilities, or cancelled until the state of Montana is in phase two or three of reopening (phase two allows for expanded gatherings of up to 50 people). Essential meetings include those that directly support our teams in their ability to do their vital work and support our community through effectively addressing every day health concerns as well as the COVID-19 pandemic.
- Continued use of teleconference capabilities (such as ZOOM or Skype Meetings) is encouraged whenever possible.
- We will continue to communicate when the state enters phase two and phase three.

Alternative Work Arrangements

- Employees working in an alternative work arrangement (AWA) will continue to work remotely through June 1, unless requested to begin onsite work earlier by their direct supervisor.

We greatly appreciate the sacrifices you all make in responding to this global pandemic and the needs of Bozeman Health and our community. Efforts continue to be coordinated with the Governor's Office and the phased reopening Montana plan, Gallatin County Emergency Preparedness, and Gallatin City-County Health Department.

Here's why...

Bozeman Health providers, nurses, employees, and leaders are critical to the community effort to identify and care for patients, track and analyze the spread of disease, and establish protocols and procedures to protect our workforce and patients from exposure to COVID-19. Adhering to these directives are meant to continue to ensure our employees are healthy and able to care for our community in our mission of improving community health and quality of life.

Questions or comments? Contact your system director.