

☑ For Your Information

May 22, 2020

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

Update to Bozeman Health Travel and Meeting Guidelines as Montana Enters Phase 2 of Reopening**Here's what's happening...**

On May 19, 2020, Governor Bullock announced that as of June 1, 2020, Montana would be entering Phase 2 of the *Reopening the Big Sky* plan. Additionally, Bozeman Health is on track to be at full operational capacity on June 1, 2020 as well.

Remaining in alignment with the Governor's and the Gallatin City-County Health Department directives continues to be one of our three priorities during our COVID-19 response. With that in mind, Bozeman Health is updating our travel guidelines as follows, effective June 1, 2020. Our meeting and alternate work arrangements will remain in place until June 30, 2020.

Travel

- Employees and medical staff traveling out-of-state for any reason will not be required to self-quarantine for 14 days upon their return to Montana.
- Employees and medical staff traveling out-of-state should be aware of and adhere to the travel directives set forth by that state or region.
- Twice daily self-monitoring is still required and employees should refrain from travel and stay home from work if they have any signs or symptoms of illness.
- If an employee or member of the medical staff does travel, it is recommended that they adhere to strict hand and respiratory hygiene and wear a cloth face covering when proper social distancing cannot be maintained.
- Earned time requests must still follow the proper process and chain of command with your direct supervisor.

Meetings

- Continued use of teleconference capabilities (such as ZOOM or Skype Meetings) for meetings is encouraged whenever possible.
- All non-essential meetings, trainings, and events should continue to be postponed or rescheduled using teleconference capabilities through June 30, 2020.
- 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.

Alternative Work Arrangements

- Employees working in an alternative work arrangement (AWA) will continue to work remotely through June 30, 2020, unless requested to begin onsite work earlier by their direct supervisor.

We understand that entering Phase 2 may bring mixed feelings of excitement and trepidation. Please continue to exercise caution and use your best judgement as we enter the summer months.

Bozeman Health will continue to evaluate our re-opening gates as we enter full operational capacity and as Montana enters Phase 2. Our guidelines and directives may change if we see an increase in the number of COVID-19 cases in our community. 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 help 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.