

☑ **For Your Information**

November 11, 2020

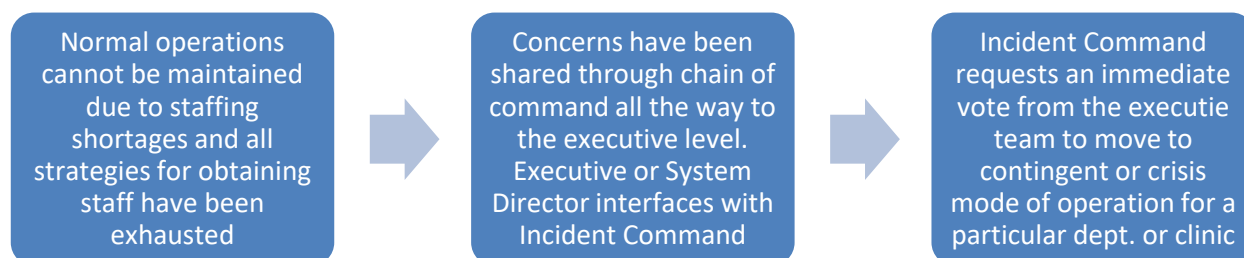
This message is for all Bozeman Health employees from Incident Command.

Bozeman Health Procedure on How to Enact Contingency Staffing Mode of Operation

Here's what's happening...

Due to the COVID-19 surge and the subsequent numbers of employees who are out due to isolation and quarantine, Incident Command has established a policy for employees who have been exposed to COVID-19 and remain asymptomatic, to be able to return to work.

First, **prior to implementing this policy, departments must be experiencing an inability to operate due to staffing shortages. Appropriate approval through a department's chain of command needs to have taken place. Then departments must have approval from both the Executive Team and Incident Command.** See process below for successfully obtaining approval on changing modes of operation for staffing.



Once the need has been established and appropriate approvals obtained, departments can have employees who have been exposed to COVID-19 and have quarantined, return to work if they meet the following parameters:

- Seven days must have elapsed since an employee's last exposure to COVID-19.
- Employee(s) must be asymptomatic.
 - Employee(s) must self-monitor twice daily at home.
 - Employee(s) will be screened for symptoms and temperature prior to shift and every six hours thereafter while working. (See page three of the [policy](#) for the tracking form.)
 - Absence of fever and symptoms must be documented and these records will be maintained by the department manager, or designee, and returned to Employee Health at the end of the employee's quarantine period.
 - If an employee develops symptoms during their shift they must report to their supervisor, leave work and contact Employee Health at 406-414-5566 or 406-595-2295.

- If current Bozeman Health testing guidelines prioritize testing of asymptomatic exposed HCP, employees must test negative for COVID-19 prior to returning to work, and the test must be conducted at least seven days post exposure.
- Asymptomatic, exposed employees will wear an approved mask at all times unless eating or drinking, remain at a six foot distance from others, and practice impeccable hand hygiene.
 - Source control **must** be maintained. Respirators with an exhaust valve (including P100's and PAPRs) cannot be used.
- Asymptomatic, exposed employees will eat in a designated location away from other co-workers.
- Staff assignments will be made to limit transmission, e.g. exposed, asymptomatic employees will care for only COVID-19 positive patients, will be assigned to roles without patient contact (call center), etc.
 - If needed, please reach out to Infection Control via Everbridge page for help with determining assignments.
 - Infection Control **must** be consulted if contingency mode of operation for staffing will be requested in all areas, but especially in a high risk area – Hillcrest Senior Living or Infusion Center.

This new policy, *Provisional Work Release for Asymptomatic Employees on Quarantine Under Contingency Operational Mode for Staffing* is available on [MIND](#).

Here's why...

The safety of our employees and patients is the number one priority at Bozeman Health. We also remain steadfastly committed to providing compassionate, quality care to our community throughout the COVID-19 pandemic. Maintaining optimum staffing levels safely is crucial in order for us to adhere to this commitment.

Questions or comments? Contact Incident Command at IncidentCommand@bozemanhealth.org.