



BUTTE-SILVER BOW
OFFICE OF THE CHIEF EXECUTIVE

Courthouse, 155 W. Granite Street, Suite 106
Butte, Montana 59701-9256

TO: Butte-Silver Department Heads and Elected Officials

FROM: Dave Palmer, Chief Executive

A handwritten signature in black ink, appearing to be "DP", is written over the name "Dave Palmer".

DATE: March 16, 2020

RE: COVID-19

This memo is to inform you that the City-County of Butte-Silver Bow is continuing to closely monitor the threat of Coronavirus and the resulting illness COVID-19 across the State of Montana.

COVID-19 poses a high risk to people over 60 and people who have underlying health issues that compromise their immune systems. These include people with serious chronic medical conditions, including heart disease, diabetes, and lung disease. Protection of high-risk employees and the public is of utmost importance.

Butte-Silver Bow, as precautionary measure, is immediately implementing the following practices:

1. If possible, managers will provide options for employees who fall into the high-risk category to work remotely or make other arrangements.
2. Managers will ensure appropriate back-up for employees in the high-risk category who have essential duties.
3. All non-essential work-related employee travel outside of Silver Bow County is cancelled.
4. Please consult the Centers for Disease Control (CDC) at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> to assist you in making decisions about personal travel. Consider not only your personal risk of contracting illness, but the possibility of bringing the virus home or to work with you. If you are planning personal travel, please discuss in advance with your manager the requirements that will be necessary in order for you to return to work. In cases where such travel poses a high risk (i.e., traveling to a geographic location considered to be high-risk, traveling by means of public transportation, boarding cruise ships, etc.), employees will be required to self-quarantine for 14 calendar days upon their date of return. If the employee is able to work from home and their manager has work available and approves them to work at home, they will be allowed to do so (just for the time they are performing work). Examples of this are grant writer, accountant, utility rate analyst, engineer. If the employee's position does not allow them to work from home, they are eligible to use sick

leave, vacation, personal days, or comp time. Examples are customer service employees, equipment operators, stationary operators, laborers, electricians, mechanics).

5. For essential meetings, consider alternative meeting methods such as teleconference or Skype.
6. Non-Essential meetings sponsored or conducted by the City-County are cancelled. For example, Zoning Board Meetings, Archives Board Meetings, Library Board Meetings, etc.
7. When possible, cancel or make changes to services that help to alleviate the transmission of illness. For example, water meter change-outs, building inspections for high-risk customers, etc.
8. Work as a team to evaluate alternatives to in-person public processes. For example, changing or shortening office hours, operating by e-mail or mail only, etc. Such alternatives should be discussed with the Chief Executive and, if approved, communicated to Jason Parish at jparish@bsb.mt.gov to notify the public via the BSB website, newspapers, social media, etc.
9. Stay home if you or a family member have symptoms such as fever, cough, shortness of breath, or acute respiratory illness. Remember to notify your supervisor and do not return to work until you or they are free of such symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines, such as cough suppressants. Accrued leave time (i.e., sick leave, vacation, personal days, comp time) or time-without-pay may be used – work from home may also be available.
10. Employees who report to work and appear to have a fever, cough, shortness of breath, or acute respiratory illness symptoms or who begin to exhibit such symptoms while at work will be immediately separated from other employees and sent home. In such a case, the manager should immediately report the possible exposure and potential for contamination to the Human Resources Office. Again, accrued leave time (i.e., sick leave, vacation, personal days, comp time) or time-without-pay may be used – work from home may also be available.
11. Follow CDC recommended guidelines for your return to work. Consult your manager prior to returning to work.
12. Practice social distancing of six feet or more from each other.
13. Practice good hygiene:
 - a. Wash your hands often with soap and water for at least 20 seconds and/or sanitize your hands often using an alcohol-based sanitizer that contains at least 60% alcohol.
 - b. Cover your cough or sneeze with tissue – and then dispose of the tissue in the trash.
 - c. Avoid touching your eyes, nose, and mouth.
 - d. Avoid shaking hands.
 - e. Ensure that frequently touched workplace surfaces (doorknobs, switches/switch plates, countertops, work stations, keyboards, mice, telephones, etc.) are routinely cleaned throughout the day. Our service workers are continuing to wipe down

surfaces in high-traffic areas (restrooms, doorknobs, conference tables, tabletops, counters, elevator buttons, switches/switch plates, etc.).

14. Recognize the impact this situation may have on your mental health. The following are some things you can do to support yourself and others:
 - a. Avoid excessive exposure to media coverage of COVID-19.
 - b. Take care of your body. Practice deep breathing, stretching, or meditation. Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep, and avoid alcohol and drugs.
 - c. Connect with others. Share your concerns and feelings.
 - d. Maintain a sense of hope and positive thinking.
 - e. Take advantage of Butte-Silver Bow's Employee Assistance Program (EAP). See attached for scheduling information and a list of local providers.
 - f. Take advantage of Butte-Silver Bow's HealthJoy Telemedicine Program for questions about COVID-19 and its symptoms as well as emotional wellbeing due to fear and anxiety. This program applies only to employees and dependents enrolled in the Butte-Silver Bow Health Insurance Program. Contact Healthjoy for services on their mobile app, at support@healthjoy.com, or 1-855-947-6900.
15. Stay informed through the Butte-Silver Bow Health Department Website at <http://www.co.silverbow.mt.us/135/Health> or their HOTLINE at 406-497-5008 OR the National Centers for Disease Control (CDC) at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Our City-County Health Department Professionals responding to this incident are highly experienced and have been working long hours to make sure we obtain and communicate the most current information and make the best-informed decisions. Your safety and the safety of the public is our top priority. Please take these precautions seriously. I am confident that we can reduce the effects and disruption of COVID-19 in our community.

We are in constant communication as this incident unfolds and will continue to adapt plans and programs as circumstances change and new information presents itself. In the meantime, I trust you to use the common sense you employ every day in serving our community.

Two final thoughts -

- 1) It's important to remember that this is a very fluid situation. Changes to these or other guidelines issued by Butte-Silver Bow, the Butte-Silver Bow Health Department, the State of Montana, or the CDC may have to be made depending on the circumstance (i.e., case-by-case basis).
- 2) Please be patient with one another. This situation is new to most (if not all) of us - and it's pretty nerve racking. We don't know of all of the possible situations that could arise. We don't have all the answers. We can only hope that we are making decisions that will keep our employees and their families healthy and safe.