

ADMINISTRATIVE POLICY

#2020-002

FROM: Dana Smith, City Manager

RE: Travel Restrictions: Response to COVID-19

DATE: March 15, 2020



The novel coronavirus (COVID-19) outbreak has developed into a public health emergency throughout the United States and we now have six confirmed cases in Montana. The health and well-being of our employees and community members is our top priority. While most individuals will experience mild symptoms, there are employees and members of our community who are more vulnerable to serious complications from COVID-19. Therefore, we must all take action to help prevent and slow the spread of the virus.

Effective March 16, 2020, employee travel to conferences and/or meetings in Montana and out of state, is cancelled through April 17th. The need to extend this no travel policy for City business will be considered at the end of March. All employees are encouraged to participate and/or hold meetings through conference calls. The Information Technology Office can provide training to use Microsoft Teams to host conference calls.

For personal travel, we ask that you inform your supervisor and department director of your travel plans and discuss before you leave the possible implications of your travel plans. We recommend you also visit the CDC's website at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> to make sure you are prepared for possible impacts from travel throughout the United States and other countries. If you are traveling to or through an area that has seen localized transmission of COVID-19 or if you come into contact with a person that has symptoms of a respiratory illness on your trip you may be required to self-quarantine for 14 days at home. More information regarding possible temporary short-term telecommuting during self-quarantine situations can be found in Administrative Policy #2020-003.

Decisions such as this, are difficult and not taken lightly due to the impact on our employees, partners, and community. However, together we will get through this public health emergency and will continue to provide policy updates as needed.