



COVID-19 Policies

March 25, 2020

To All City Employees:

General Operations

In order to protect your health and the health of the general public and maintain the continuity of essential services to the public, beginning Tuesday, March 17, 2020 for a period of 6 weeks, the City of Belgrade offices are closed to the public. This includes the City Hall Administration Building, the City Prosecutor's Office and the City Shop Yards. All City functions remain operational and fully staffed. Closing to the public will help to flatten the curve of infection rates and help our local health providers not to become overwhelmed now that an outbreak has started in Gallatin County.

The Belgrade Community Library is also closed to the public and will provide their own notices under the direction of Library Director Bacon and the Library Board of Trustees.

The Police department will continue to operate under the direction of Police Chief Clark according to their specific protocols and in coordination with Emergency Service Agencies in Gallatin County.

Utility payments will continue to be accepted and processed promptly from the drop box location or via phone and online. All credit card processing fees will be waived during this time. Contact from the public will be via phone, email or other technology-based means. In person meetings will be replaced with conference calls, Skype and other technological means. All regular events and meetings at City Facilities are cancelled.

Site Inspections

City staff that must visit construction sites or work in the public must practice proper social distancing by staying 6 feet from others.

Travel Considerations

Effective March 17, 2020, all employee travel for business purposes is cancelled until further notice. We are also monitoring all personal travel, including those expected to return soon. Flights are considered high risk due to the confined area of larger gatherings of individuals. Please consider rescheduling personal travel to a later time or reaching out to your supervisor to determine if a 14-day self-quarantine is likely required before returning to work.

What if I want to work from home?

Telecommuting and Work from Home is encouraged where possible and will be at the discretion of each department head or manager. This is an option for those positions that are conducive to working remotely, or allowing arrangements when childcare is an issue due to school closures or family sickness. Our Information Technology people are working diligently to ensure all remote work is done in a safe manner and does not put our City's network and data at risk.

What if I am sick?

If you are ill and have a fever of 99 or above – do NOT report to work. Contact your physician or clinic via phone for guidance and possible testing depending on your travel and exposure history. If you are tested and are positive for COVID-19 follow all instructions from your healthcare provider precisely.

City Employees will be provided with up to 120 hours of paid leave as it relates to the Coronavirus. This leave is in addition to other types of leave. It can be used for illness, quarantine, or caring for a child that is home as a result of school closure due to required quarantine, daycare closure, or other COVID-19 related circumstances. Any other illnesses will be handled normally via the current sick time policies.

What if I am in a high-risk group for complications from COVID19.

If you are in a high-risk group (over 60 years of age, heart or lung condition, or are immunocompromised) please consult with the HR Manager so we can work with your Department Head to accommodate as best we can. If you choose to, you may utilize sick or accrued time to remain away from work.

What if I want to self-isolate?

You may utilize any vacation time to self-isolate if you feel compelled to do so. If, however, you are not in a high risk group (as outlined above) and you do not have a history of recent travel or contact with infected persons, there is no medical evidence to support the need for self-isolation.

Where do I get reliable information?

Please continue to utilize reliable sources of information such as the CDC, the Gallatin County Health Department, or DHHS to stay informed of changes. Facebook, Instagram, podcasts and other “unofficial” outlets are often not reliable or credible.

What can I do to help?

We are asking that everyone continue to do their part: hand washing, social distancing, and covering your mouth when you cough and sneeze are essential to stopping or slowing the spread. At this time, it is also recommended by the CDC that we all avoid crowds or gatherings with more than 10 people. Please continue to be vigilant in your precautions and diligent in looking after those that are at higher risk. There is no need to panic or hoard supplies such as toilet paper, Kleenex, cleaning supplies, or bleach. We will get through this together with patience and compassion for everyone.

It is essential we think beyond ourselves and especially consider the most vulnerable ones within the City team and out in our community. We ask you to stay vigilant with these best practices:

- Practice “social distancing” by staying 6 feet from others and canceling gatherings of 10 people or more (no gatherings for immunocompromised people and/or 60+ years).
 - Wash your hands thoroughly and often with soap and hot water for at least 20 seconds.
 - Avoid touching your eyes, nose, and mouth.
 - Cover your cough/sneeze with a tissue (or your elbow).
 - Clean and disinfect frequently touched objects and surfaces.
 - If you feel sick, Stay away from work, school, or other people
 - If you become sick, call ahead to your health care provider, health department, urgent care, or emergency room before arrival.
 - If you require emergency services, please tell the dispatcher in advance if you have flu-like symptoms so EMS can be prepared with appropriate safety equipment.
- In addition: If you have any symptoms before returning to work, you must contact your supervisor and Human Resources to determine what is needed to return to work and to obtain approval to return to work. If you have been ill, with any COVID-19 symptoms, you will need a doctor’s release to return to work. A copy of this release must be given to Human Resources for your file.
 - If you feel you are experiencing any emotional distress due to the current situation, please remember that we have EAP benefits. If you need to contact EAP services, you can call them at 866-750-1327 or visit them online at MyRBH.com. Your access code for EAP online is MMIA.
 - If you have questions about COVID-19 testing, you can call Bozeman Health at their COVID-19 line. The number is 406-414-3334, and you will choose 7 when prompted to get more information or to talk to a healthcare professional.

If you have any questions, please contact Sherry Brown, HR Manager, or your supervisor. I will be briefing with Department Directors daily to provide any updated information to you in a timely fashion.

While these times can be trying, we will get through them together. Thanks for staying vigilant and for your continued service to our community.

Sincerely,


Ted Barkley
City Manager

Please see Management Memos (attached):

- 2020-1 (Travel Restrictions)
- 2020-2 (Telecommuting/Remote Work)
- 2020-3 (Use of COVID-19 Leave)

MANAGEMENT MEMO

NUMBER: MM 2020-1
DATE ISSUED: 03-26-2020
EXPIRES: UNTIL RESCINDED
ISSUING AUTHORITY: City Manager

SUBJECT:
COVID-19 RESPONSE – TRAVEL RESTRICTIONS

Purpose

The novel coronavirus (COVID-19) outbreak has developed into a public health emergency throughout the United States and we now have confirmed cases in Gallatin County, 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.

Procedure

All employee travel for business purposes is cancelled until further notice. Employees are encouraged to participate and/or hold meetings through conference calls or through online technology.

All personal travel will be monitored as well, including those expected to return from travel already underway. We ask that you inform your supervisor and HR Manager of pending travel plans beforehand. This will allow consideration of 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. Required self-quarantine as a result of personal travel does not qualify for COVID-19 leave. Employees may use accrued vacation time for this purpose.

More information regarding possible temporary short-term telecommuting during self-quarantine situations can be found in the Management Memo #2020-2

Application

This Management Memo applies to all City employees.

Contact

For additional information about this management memo, contact Human Resources.



Ted Barkley, City Manager
City of Belgrade

03-26-2020
Date

MANAGEMENT MEMO

NUMBER:
MM 2020-2

SUBJECT:

DATE ISSUED:
03-26-2020

COVID-19 RESPONSE – TELECOMMUTING/REMOTE WORK

EXPIRES:
UNTIL RESCINDED

ISSUING AUTHORITY:
City Manager

Purpose

The novel coronavirus (COVID-19) outbreak has developed into a public health emergency throughout the United States and we now have confirmed cases in Gallatin County, 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.

Procedure

All employees are to continue to report to work as normal unless otherwise notified. However, if the situation arises that requires an employee to be quarantined, remain at home to care for a child, or City facilities are closed to prevent the spread of COVID-19, voluntary telecommuting on a temporary short-term basis may be approved.

To request a temporary and short-term telecommuting arrangement, an employee must notify his or her Supervisor and the HR Manager. The Supervisor and HR Manager will determine if the employee's position is conducive to working remotely. If the duties or position is not found to be conducive to telecommuting, the Supervisor will document the reasons for denial and provide a copy to the HR Manager. If it is determined that the position is conducive to a telecommuting arrangement then the Supervisor will work with the HR Manager to determine a plan. This will include the estimated duration, hours to be worked, a general work plan, and technology needs. Upon approval by the City Manager and the HR City Manager, the employee will be notified of the telecommuting requirements. At any time, the City may revoke the telecommuting arrangement and require the employee to return to the workplace.

During telecommuting arrangements, employees may be required to detail on their timesheets the work completed during the hours reported and communicate frequently with his or her supervisor. It is expected that all employees accurately report hours worked and coordinate interruptions with his or her supervisor. Telecommuting brings unique responsibilities with it, along with advantages that should not be abused or misused.

The City will not reimburse an employee for the use of the remote office space including, personal equipment and supplies. Certain equipment and supplies will be allowed to be checked out from City facilities as determined by his or her supervisor and the Information Technology Office.

Application - This Management Memo applies to all City of Belgrade employees.

Contact - For additional information about this management memo, contact Human Resources.



Ted Barkley, City Manager
City of Belgrade

03.26.2020
Date

MANAGEMENT MEMO

NUMBER: MM 2020-3
DATE ISSUED: 03-26-2020
EXPIRES: UNTIL RESCINDED
ISSUING AUTHORITY: City Manager

SUBJECT:

COVID-19 RESPONSE – Use of Leave

Purpose

The novel coronavirus (COVID-19) outbreak has developed into a public health emergency throughout the United States and we now have confirmed cases in Gallatin County, 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, which may in the future include the closure of certain offices and facilities.

Procedure

City Employees will be provided with up to 120 hours of paid leave as it relates to COVID-19.

This leave is in addition to other types of leave. It is intended to be used for the following situations causing time missed related to the Coronavirus COVID-19 pandemic:

- Employee Illness
- Quarantine
- Caring for child(ren) due to school closure or daycare closure
- Caring for a family member
- Shutdown of City facilities*

If an employee is in a high-risk group (over 60 years of age, heart or lung condition, or are immunocompromised) they should consult with the HR Manager to discuss accommodations. If any employee feels the need to self-isolate except under the conditions listed above, whether or not they are considered to be at high-risk, they should inform their Supervisor and the HR Manager as soon as possible for duty coverage. The employee may use their accrued comp time or vacation to remain away from the work site. Please note that if you choose to conduct personal travel outside of Gallatin County, you will be asked to quarantine for 14 days before returning to work. You will not be allowed to use the COVID-19 leave for this quarantine, but you will be able to use accrued vacation time if you would like and you meet the necessary requirements to take vacation.

*Please refer to Management Memo 2020-2 for clarification on the possibility of telecommuting and working from another location in certain situations.

Application

This paid leave time is available to all City of Belgrade employees, part-time and full-time, for any absence related to COVID-19 occurring on or after March 17, 2020. It is intended to provide continuity of wages for any and all City employees who may be affected by this pandemic. For additional information about this Management Memo, contact Human Resources.



Ted Barkley, City Manager
City of Belgrade

03-26-2020

Date