

Internal Correspondence

April 24, 2020

Dawson County Employees,

The last several weeks have seen the world, country and state go through some significant challenges and changes due to the COVID virus pandemic. First of all, we would like to thank you for your dedication and commitment to the residents of Dawson County. Through your effort's, services have still been provided at a high quality while keeping the residents and everyone safe. While the Governor has put out a phased approach for the opening of the State of Montana, Dawson County's Board of Health and School Districts may still have additional and more restrictive guidelines that we will need to follow. We do need to get back to business but we need to do so with a cautious approach as Dawson County, the State of Montana and the nation have not come out of this storm and hopefully Dawson County will not see the issues that other parts of the country and world have seen. That is why we ask for your continued commitment to the resident, your co-workers and yourselves to continue to follow recommended practices. The following are some of the continued steps and guidelines that Dawson County will operate under through the month of May starting Monday May 4th:

- Any employee that feels sick needs to stay home, period. If an employee comes to work sick or exhibits signs of being sick, they will be sent home immediately.
- If a Dawson County employee has come in contact with a known infected person, the employee will not report to work and will self-isolate for the recommended 14 days or until testing becomes readily available.
- Supervisors and Department Heads will ensure that their employees follow self-distancing guidelines and provide for self-distancing work environment that also doesn't allow for gatherings. Work schedules will be continued to be determined by the supervisor or department head based on their area's workload and circumstances.
- Shared equipment and areas used by employees will be cleaned and disinfected between use by the last employees using the equipment or area.
- Employees that come in contact with the general public will wear face masks and keep areas of contact disinfected between dealings.
- All out of town travel for Dawson County business will continue to be cancelled or postponed as appropriate.
- All meeting rooms and conference rooms will continue to be closed to the public.
- All nonessential board and county meetings in person will be canceled, but may be held by a conference call or virtually if posted and open to the public as normal.
- The Glendive Library will be open for pick up service only and the Senior center will be providing congregate lunch time meals as a curb side pickup option. Meals on Wheels will operate as normal.
- The Correctional Facility will remain closed to the visiting public.
- The Airport and Sherriff's office will continue to remain open for official business.

- All nonessential County offices not previously mentioned will be open to the public by appointment only for business that cannot be conducted over the phone, mail and/or electronically.
- Essential County offices, required to be open by MCA code, will operate with limited staff interfacing with the public. The public will also be encouraged to conduct business by phone, mail and/or electronically when possible.

We need to continue to support the residents and each other through this process, and know that the Commissioners are continued to be committed to you as well. Please remember that you do not to feel scared or ashamed to reach out for assistance in this trying time. Remember that if you or your families need anything please contact one of us. This includes, but not limited to, financial resources, household items, food or mental health services. We will do all in our power to make sure you and your families are taken care of while you continue to take care of our residents.

Stay safe,

Dennis, Joe and Gary