



Eagle Mount Bozeman's Phase 1 Re-opening policies and procedures:

In an effort to protect our staff during this re-entry transition period the following policies and procedures will be in effect as of April 26, 2020. The Eagle Mount Bozeman office and campus **remain closed to the general public**, and staff should not bring guests to campus. These procedures are based on what is currently known of COVID-19 and the best practices utilized to control its spread and danger to human beings. Staff are encouraged to continue to work from home, but in the event that you need to come to campus we offer these MANDATORY guidelines:

1. Before exiting your vehicle put on a mask. **Masks** (cloth, surgical, N95, or bandana) must be worn when in a building and/or within close proximity to each other outdoors. It is your responsibility to keep it clean and fitted properly over your nose and mouth. Please self-police. Masks will be enforced and staff must remind each other to "mask up". Wearing a mask is *primarily* a way to protect others and secondarily a way to protect ourselves. Please show your respect to each other by complying with this measure.
2. **Enter building** through the Aquatic Center – use your elbow to activate accessible door "button" to prevent touching door handle. Upon entering the building take your temperature and log into building (this procedure applies to the Barn Facility as well). Disinfect the thermometer scanner, pen and wash your hands for at least 20 seconds.
3. When using **work stations**, located in the Conference Room, maintain proper spacing, avoid facing another individual, and disinfect surfaces and equipment before and after use. **NO MORE** than 4 individuals are to use Conference Room at one time – See Staff Schedule [HERE](#)
4. If you move around the building or use any other entrance or building, you are responsible for **disinfecting that area**. Make note of where you went and what surfaces you touched. Before you leave, please disinfect all surfaces and equipment you touched. Again, wash your hands!
5. **Wash hands** every hour you are in the building or more frequently.
6. Maintain at least **six feet distance** between individuals – both must have masks on.
7. Upon leaving the building, disinfect the locks and door handles.
8. Do not remove mask until you reenter your vehicle or leave the campus.

*NOTE: This is a fluid situation. The Governor and/or local health officials may change the level of isolation in the event there is a spike in COVID-19 cases or additional public health practices are devised to control the spread of this disease. Staff members are encouraged to monitor their own health and if there is any concern that you may be sick, someone in your home is sick, or if you have been in close contact with someone who is sick, please **stay home** and do not come to campus.*

Kevin will be available to help you determine when it is safe for you to return to work – please contact him to discuss and share your concerns.