



Administration  
1236 Helena Ave.  
Helena, MT 59601  
(406) 443-3085

Adult Services  
1236 Helena Ave.  
Helena, MT 59601  
(406) 442-1571

Family Support  
Services  
1212 Helena Ave.  
Helena, MT 59601  
(406) 443-7370

Family Support  
Services  
1315 E. Main St.  
Bozeman, MT 59715  
(406) 587-2477

Family Support  
Services  
641 Sampson St.  
Butte, MT 59701  
(406) 494-1242

March 14, 2020

Dear Staff,

Family Outreach would like to remind everyone of the importance of health and safety for the individuals we serve, all employees and the communities we serve. Out of an abundance of caution and care for everyone's wellbeing, Family Outreach is implementing Tier II agency response plan for COVID-19.

**Tier II Response Activities:**

- Increase frequency of sanitizing of common contact materials in all offices and cars used during company business.
- Supervisors will identify staff needs for essential work duties in the office. All other staff will work in the field or from home, having contact remotely with supervisors. Any staff that is at high risk will work from home.
  - Contact direct supervisor to confirm work schedule and start work from home.
- Offices will have limited access by the public and staff. Call office before you come to see if the visit is needed.
  - Those coming to office must be symptom free. No fever or cough. All visitors will be screened for symptoms.
  - Upon entering and leaving office all people must wash hands.
  - In office and community settings staff will maintain social spacing.
- Only essential transportation of consumer in the community refrain from social events and activities.
- All staff will refrain from traveling for Family Outreach related business – such as attending meetings, conferences, training, home visits, and other related matter – and participate virtually.

During this time of concern please take time to care for yourself and support each another.

- For improved mental health maintain a sense of hope and positive thinking.
- Use Family Outreach Employee Assistance Program (EAP)



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### Email a Counselor

Get answers to general benefit questions and assistance with solutions for the challenges in daily life.



[eapcounselor@ibhcorp.com](mailto:eapcounselor@ibhcorp.com)

[www.IBHworklife.com](http://www.IBHworklife.com)

### Chat With a Counselor

Chat with a WorkLife consultant in real time and get immediate, interactive assistance  
8:00 AM - 4:00 PM PST.



#### Phone

[1-800-386-7055](tel:1-800-386-7055)

User Name: Matters

Password: wlm70101

If you have any questions or concerns, please contact your supervisor, Myself or Tyler Tobol 443-3083. Please look to Family Outreach website and Facebook for updates.

Sincerely,

Jackie Mohler M.Ed., LBA  
Interim Executive Director