

## Montana Conservation District Office Closure Response to COVID-19 (Template)

A few Conservation Districts have announced their intent to close their offices and have staff work remotely from home.

If your district makes a similar decision, here are things to consider when crafting an announcement.

1. Identify that your office will be closed (effective date) until at least (date). If staff is working from home, you could note that.
2. Reiterate why this action is being taken. Be factual about the reason for the closure (e.g. refer to recommendations made by state leaders/health authorities).
3. Identify all district meetings and events through (date) that have been postponed or cancelled and include special 310 procedures if available.
4. Provide contact information: e.g. email addresses, cell phones (if available)
5. Identify locations where you will update information: e.g. office hours, responses – Facebook, web page etc.

Here's a couple of samples of closures from Conservation Districts:

*The Rosebud Conservation District will be working remotely during this national crisis. Bobbi & Monica will both be available to continue to serve you as normal as possible. The no till drill is still available for rent, tree orders will still be taken and we will still be taking applications for the no-till drill and the no-interest loan program. If needed we can meet you at the office for specific reasons. We will ask that you are in good health and have not been exposed to and do not show symptoms for the covid-19 virus. We will be back at the office as soon as possible. Please feel free to contact us on our cells or through email. Please text your name and phone number and we will return your call as soon as possible. We are hoping to still have access to our network and work emails, in the event we don't please feel free to use our alternatives below.*

*Alternative contact is:*

*Bobbi- 406.201.0258; [blvannattan@gmail.com](mailto:blvannattan@gmail.com)*

*Monica- 406.351.9061; [mboyer@macdnet.org](mailto:mboyer@macdnet.org)*

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*In keeping with social distancing guidelines for COVID-19, the Flathead Conservation District will be reducing staff presence at our office, effective 03/17/20. Likewise, the March Business Meeting, previously scheduled for March 23, has been canceled. We are making every effort to continue providing services while balancing the health of our staff and the public we serve. At this time, the office will remain open but may have slightly reduced hours. If you need to visit the office, please call ahead to schedule an appointment.*

*Staff working remotely will continue to be available by email and phone. Circumstances are rapidly evolving so please monitor our website for any updates.*

*Thank you for your cooperation and for considering the health and safety of others.*

*Pete Woll,  
Chairman*

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*EFFECTIVE IMMEDIATELY, THE CASCADE CONSERVATION DISTRICT OFFICE IS CLOSED FOR AT LEAST 2 WEEKS. STAFF MEMBERS ARE WORKING FROM THEIR HOMES. TELEPHONES HAVE BEEN FORWARDED TO ADMINISTRATOR TENLEE ATCHISON'S CELL PHONE. CCD BOARD OF SUPERVISORS APOLOGIZE FOR ANY INCONVENIENCE THIS MAY CAUSE, BUT IN LIGHT OF THE COVID-19 OUTBREAK, WE FEEL THIS IS OUR ONLY OPTION. THANK YOU.*

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*The Sheridan County Conservation District will be working remotely during this national crisis. Please feel free to contact us through email [sheridancd@macdnet.org](mailto:sheridancd@macdnet.org) or Facebook messenger.*

*We hope everyone is staying safe and healthy!*