

Good morning/evening everyone:



We realize there may be some things that you need to know and haven't really thought about. That's what this supplemental employee information sheet will provide. If you have questions we haven't answered, please don't hesitate to contact my office. If you thought of the question, odds are others have also. We'll update this as needed for everyone's education.

- There is a lot of information floating around on social media. We are getting our information straight from those who really know at the Minnesota Department of Health and here is the link for your use...<https://www.health.state.mn.us/diseases/coronavirus/index.html>
- Information to all City employees will be provided on the employee benefit hub at <https://cityofstpeter.benefithub.com/>. You can access this site from any computer and you don't need a password to get to the information.
 - Employees are asked to check this site for new, up-to-date information on a weekly basis. As the response to this emergency is fluid and things can change quickly, it is to the benefit of all staff to check it more frequently including on a daily basis.
- To remotely access your voicemail follow these steps:
 - Dial 507-934-0666.
 - When voicemail answers and asks for "your party's extension", dial #9 and your voicemail number (i.e. #9720).
 - When prompted, put in your personal security code.
 - From this point on you will be in the system and can listen, review old messages, save, etc.... including change your message to indicate you are out of the office.
 - City Administrator Prafke would like voicemails checked on a daily basis.
- To remotely access your email account follow these steps:
 - From any internet connected computer type in the following: <https://mail.saintpetermn.gov/owa/>
 - In the window that appears you will be asked for your Domain/User name – enter stpeter2\your user id)
 - Tab down to the Password box and enter your password
 - Click "sign in"
 - Your email inbox will (should) appear and you can access emails at this point.
 - To sign off, go to the upper right hand corner, find the circle with the person in it icon, and click on "sign out" in the drop box.
- Here is information being distributed by BCBS for all those covered by the City's insurance policy...

Coronavirus: How we are responding to COVID-19 - At Blue Cross and Blue Shield of Minnesota, our top priority is to ensure the health and safety of our members. We continue to follow the developing guidance of local and federal health officials regarding the impact of the coronavirus (COVID-19).

*We know many of you have questions about when and if you or members of your family should be tested for the COVID-19 virus — and if such tests are covered by your Blue Cross plan. Please be assured that **when medically necessary and appropriate** — which*

is currently determined by accepted guidelines from the Center for Disease Control and/or the Minnesota Department of Health — a screening test ordered by a medical professional will be covered at no cost with no prior authorization required.

Blue Cross coverage commitments for COVID-19

1. **Blue Cross will cover the full cost of medically necessary diagnostic tests and office visits that are consistent with CDC guidance related to diagnosing COVID-19.** With no cost to the member, Blue Cross will pay for the appropriate medically necessary diagnostic testing and related office visits for fully insured employer, individual and Medicare members who meet CDC guidelines for testing. These members will not have any co-pay, co-insurance, or deductible costs for COVID-19 tests and related office visits. Any care needed once diagnosis of COVID-19 has occurred will be covered consistent with your standard health plan benefits. Self-insured employers will have the flexibility to apply the same no-cost structure.
2. **Blue Cross will waive all prior authorizations for diagnostic tests and for covered services that are medically necessary and consistent with CDC guidance if diagnosed with COVID-19.** Blue Cross will also make dedicated clinical staff available to address inquiries related to medical services, ensuring timeliness of responses.
3. **For members who have Prime Therapeutics as their Pharmacy Benefit Manager (PBM), Blue Cross will increase access to prescription medications by waiving early medication refill limits on 30-day prescription maintenance medications (consistent with member's benefit plan) and/or encouraging members to use 90-day mail order benefit.** Blue Cross will also ensure formulary flexibility if there are shortages or access issues. Patients will not be liable for additional charges that stem from obtaining a non-preferred medication if the preferred medication is not available due to shortage or access issues. Members with PBMs other than Prime Therapeutics should contact their PBM for information.
4. **Blue Cross offers no cost virtual care through Doctor on Demand.** There will be no member cost for all virtual services provided by Doctor on Demand for members with commercial health plans and Medicare through April 14, 2020. Given the nature of this pandemic, seeking in-person medical care may lead to further spreading of the virus, therefore we are encouraging the use of virtual care whenever possible.

Finally, we will get through this together and in good health if we follow the sanitation guidelines, practice the 6' social distancing recommendation and treat each other well. My door is always open to each of you.

Todd Prafke
City Administrator