

# Pandemic Influenza Workforce Readiness

Presentation to  
(INSERT THE NAME OF THE GROUP OR AGENCY YOU  
ARE MAKING THE PRESENTATION TO)  
DATE



**NAME & TITLE**



GEORGIA DEPARTMENT OF  
COMMUNITY HEALTH  
*Division of Emergency  
Preparedness & Response*

# DCH Mission

## ACCESS



Access  
to affordable,  
quality health  
care in our  
communities

## RESPONSIBLE



Responsible  
health planning  
and use of  
health care  
resources

## HEALTHY



Healthy  
behaviors and  
improved  
health  
outcomes



# Purpose

- Provide an easy reference
- Key policies and procedures
- Pandemic influenza emergency



# Critical and Essential Functions

- Impact the Department's mission critical services
- Must be performed

# Critical and Essential Functions

- Insert the critical and essential functions for your unit here



# Critical and Essential Functions

- Should report to work
- Should have a family plan in place
- Make advance arrangements for teleworking

# Non-Essential Functions

- Should make every effort to report to work
- Should have a family plan in place
- May use accrued leave or request leave without pay



# Succession Plans/Delegation of Authority

- Insert your plans for succession as well as delegation of authority



# Contact Information

- Employee self-service
- Update personal contact information
- Include an emergency contact



# Teleworking

- May be used to implement social distancing
- Eligibility and authorization may change
- Seek approval in advance



# Telework Approval Process

- Submit teleworking agreement
- Submit teleworker space self-certification checklist
- Granted or denied



# Attendance and Leave

- Schedules may be modified
- Approved leave may be rescinded



# Attendance and Leave

- Those with flu symptoms will be sent home
- Visible symptoms
- Sick and/or personal leave



# School and Daycare Closures

- Children are not allowed at work
- Alternative work schedules
- Leave



# Office Closure

- DCH will remain open unless life, health, or safety risk is imposed
- Governor makes decisions regarding state office closures

# Office Closure

- Excused from duty
- Pre-approved leave hours will be deducted
- Only affected and scheduled workers will be excused
- An alternative worksite may be designated

# Employee Assistance Program

Cameron and Associates, Inc.

1-800-334-6014

404-843-3399

<http://www.caiquality.com/>



# QUESTIONS

