

PANDEMIC INFLUENZA WORKFORCE READINESS

MANAGEMENT PRE-PLANNING CHECKLIST

Determine Critical Functions and Personnel

- Determine personnel who perform essential functions
- Determine personnel who perform non-essential functions
- Identify functions that may be suspended while personnel are assigned to more critical roles
- Identify secondary personnel who have the skills and abilities to perform other functions
- Identify other personnel, such as retired employees, former employees and contract workers, who may be available to perform essential functions
- Identify potential volunteers who have the skills to perform needed division functions

Order of Succession Planning and Delegation of Authority

- Determine essential functions and cross-train for these functions
- Establish and identify a management line of succession plan which lists alternates for key positions in each work unit
- Determine the individuals who will have the delegated authority to make decisions and communicate that succession plan to division and work unit personnel
- Provide for alternate lines of succession
- Provide for access to information and needed items to those in the line of succession (i.e. computer passwords, office keys, file cabinet keys, etc)

Review Business Hours, Work Schedules and Mode of Service Delivery

- Review business hours and work schedules to determine if they can be modified in a manner that best promotes social distancing, business continuity or other pandemic response goals during an emergency
- Identify essential functions that may be accomplished via telecommuting and whether the function needs access to all systems and applications or only e-mail and/or voice communications
- Identify technical planning methods such as the Internet, Virtual Private Network (VPN), and teleconferencing to be implemented before a pandemic influenza emergency occurs.

Employee Communications

- Communicate with employees about the threat of a pandemic influenza emergency, and describe the preparation steps being taken such as:
 - Essential and non-essential functions
 - Plans for cross training
 - Teleworking
- Changes in business culture which may include social distancing, increasing telecommuting, or suspending non-essential functions
- Personnel policies in an emergency
 - Previously approved annual, compensatory time, leave of absences may be rescinded with minimal notice
 - Employees may be required to report for work with minimal notice
 - Employees' work schedules and/or hours of work may change with minimal notice
 - Employees may be assigned overtime with minimal notice
 - Employees may be assigned special duty with minimal notice
 - Employees may be assigned to other work units with minimal notice
- The importance of staying home if employees are ill or have influenza symptoms
- Distribute practical information on maintaining a healthy work environment
- Notify employees to update personal information (address and phone numbers) and emergency contact information in PeopleSoft
- Encourage employees to update beneficiaries
- Develop consistent messaging for use by employees in an emergency (e-mail, voicemail)
 - Identify key internal and external stakeholders and the methods that will be used to communicate with them