

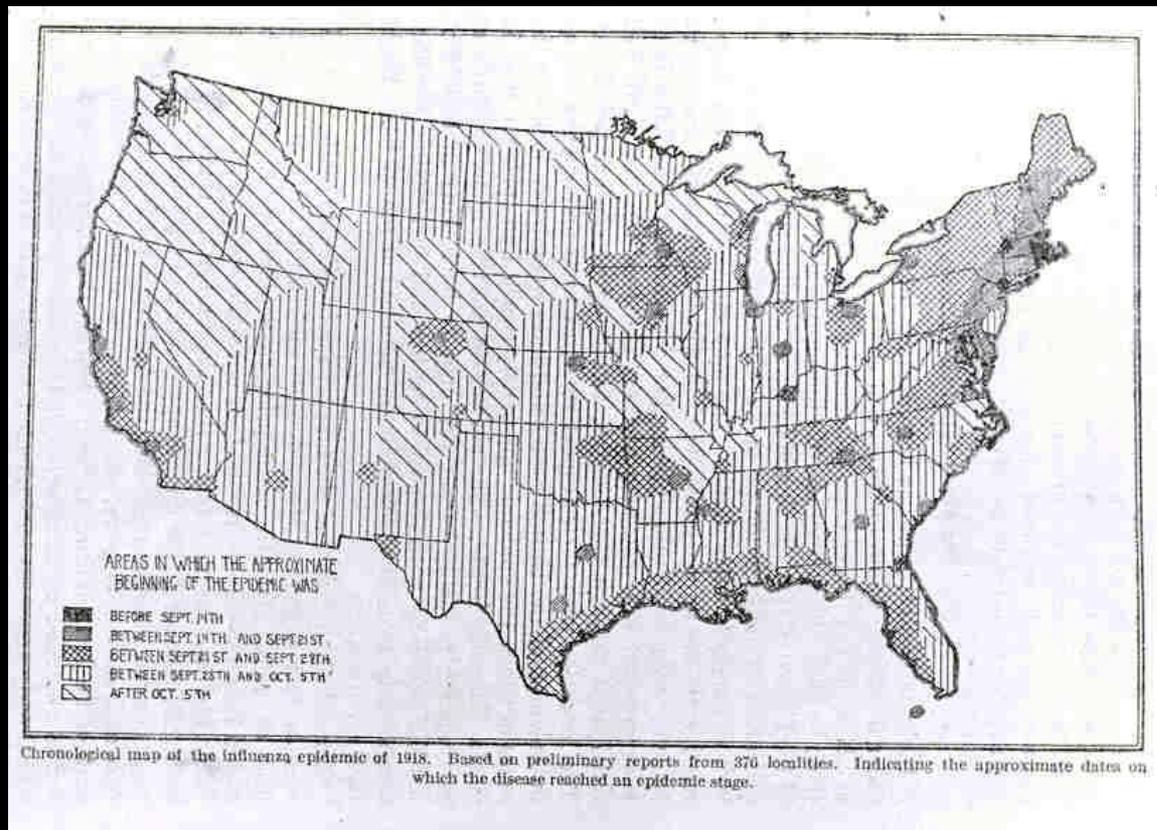
# Delegations of Authority

Because absenteeism may reach a peak of 40% at the height of a pandemic wave, Delegations of authority are critical.



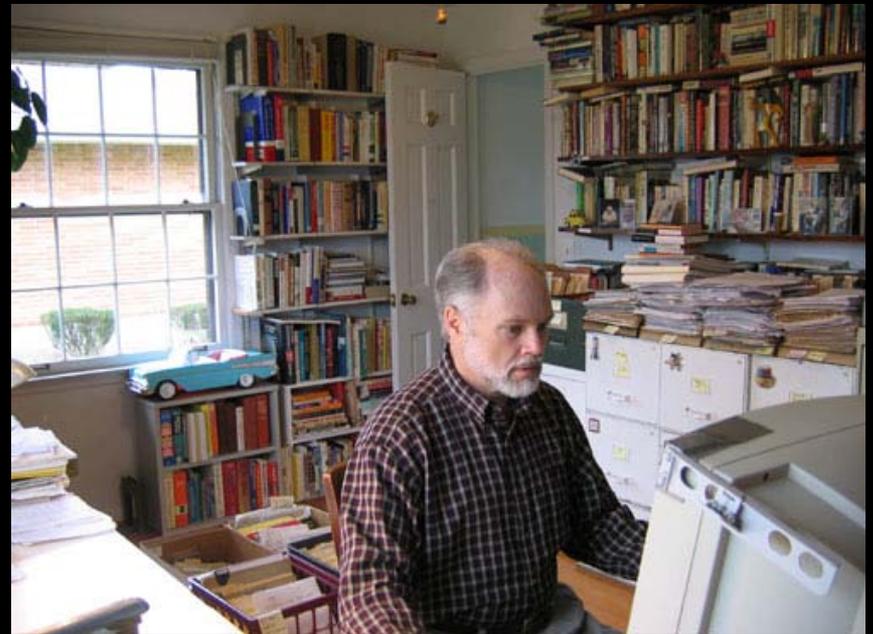
# Orders of Succession

Because a pandemic influenza may affect regions of the United States (and Idaho) differently in terms of timing, severity, and duration, organizations with geographically dispersed assets and personnel should consider dispersing their order of succession.



# Alternate Operating Facilities

Because a pandemic presents essentially simultaneous risk everywhere, the use of alternate operating facilities must be considered in a non traditional way. COOP planning for pandemic influenza will involve alternatives to staff relocation/co-location such as “social distancing” in the workplace through telecommuting or other means.



# Interoperable Communications

Systems that facilitate communication in the absence of person-to-person contact can be used to minimize workplace risk for essential employees and can potentially be used to restrict workplace entry of people with influenza symptoms.



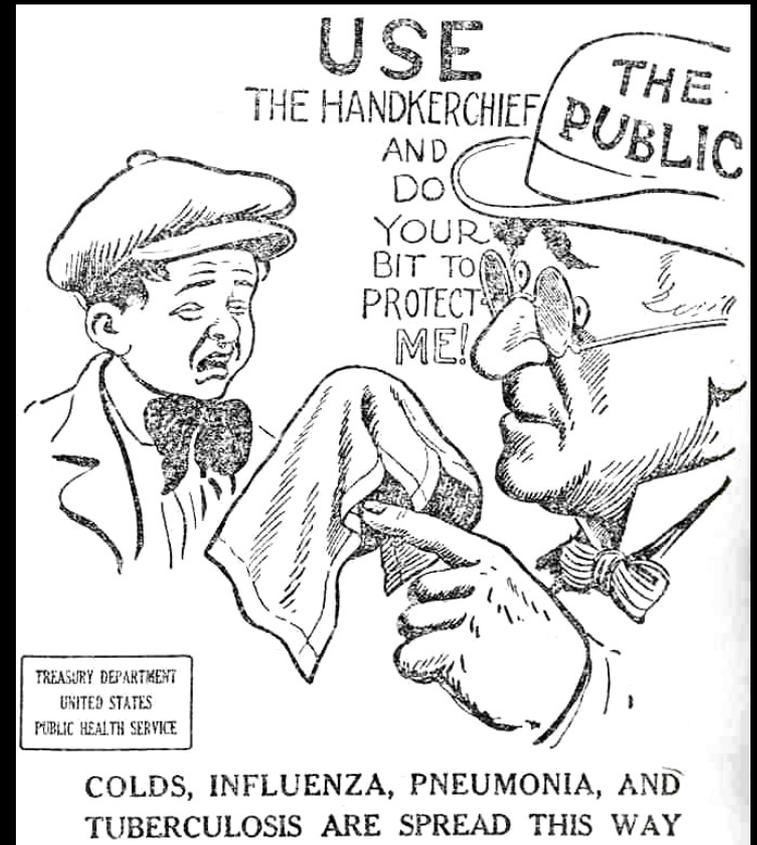
# Essential Records and Databases

Pandemic influenza COOP planning must identify and ensure the integrity of essential systems that require periodic maintenance or other direct physical intervention by Employees.



# Human Capital\*\*

Each organization must develop, update, exercise, and be able to implement comprehensive plans to protect its workforce. Although an influenza pandemic will not directly affect the physical infrastructure of an organization, *a pandemic will ultimately threaten all operations by its impact on an organization's human resources. The health threat to personnel is the primary threat to COOP during a pandemic.*



# Common Issues Affecting Idaho State Agency Emergency Response During an Influenza Pandemic

(identified during Community Containment Exercise April, 2007 – 23 state agencies participated)

- **Leave/benefit policies for employees**
- **Required leave**
- **Absenteeism**
- **Performance of unusual/additional duties or work done under unusual conditions**
- **Submission of time sheets**
- **Mechanism for communication to all state employees**
- **Telework/authorized expenses**
- **Staff reassignment**
- **Travel**
- **Expedition of paperwork**
- **Contractors, vendors, etc.**
- **Loss of revenue**

# Human Capital Pandemic Influenza Considerations

National Strategy Implementation Guidance states:

- Each organization must develop, update, exercise, and be able to implement comprehensive plans to protect its workforce.
- Although an influenza pandemic will not directly affect the physical infrastructure of an organization, *a pandemic will ultimately threaten all operations by its impact on an organization's human resources.*
- The health threat to personnel is the primary threat to COOP during a pandemic.



# Human Capital Pandemic Influenza Considerations

Need to Coordinate directly with Human Resources as appropriate to determine the impact of Pandemic Influenza on workforce capabilities, including:

- Compensation policy for nonessential and essential employees
- Sick leave policy
- Fitness for Duty policy
- Family medical leave policy
- Grievance policy
- Telework policy
- Family Assistance Programs



# Human Capital Pandemic Influenza Considerations

Coordinate modifications to human capital policies and plans with labor relations.

Review terms and conditions of contract work to ensure contractor responsibility for essential functions (where relevant) and to suspend non-essential work.

# Human Capital Pandemic Influenza Considerations

In accordance with current guidance, evaluate need for hygiene supplies, medicines, and other medical necessities to promote the health and wellness of personnel.

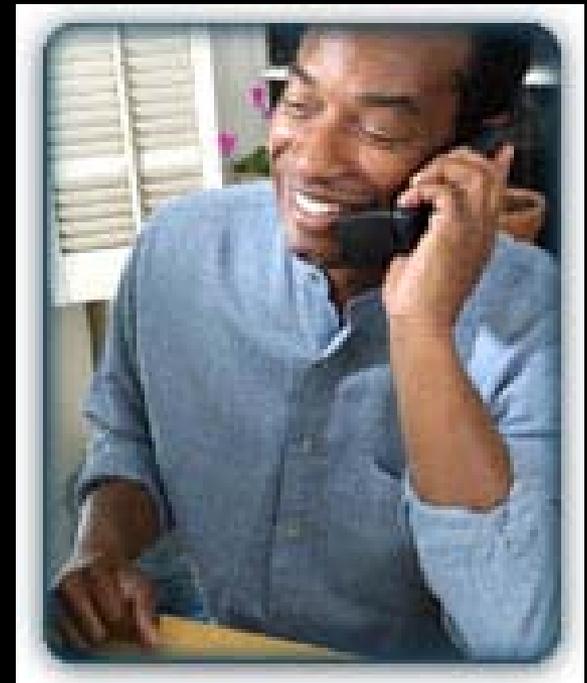


# Human Capital Pandemic Influenza Considerations

Develop and/or modify an employee accountability System.

All supervisors should have a contact list for their personnel. Contact lists should be updated monthly when COOP is not activated. Contact lists should be updated daily during COOP operations.

EMERGENCY TELEPHONE NUMBERS	
Fire Department:	_____
Police:	_____
Ambulance:	_____
Hospital Emergency Room:	_____
Missouri State Poison Control Center:	1-800-368-1111



# Human Capital Pandemic Influenza Considerations

Promote guidance developed by public health and safety authorities, including:

- Infection control
- Occupational risk reduction strategies
- Personal hygiene
- Social distancing techniques
- Travel restrictions



# Human Capital Pandemic Influenza Considerations

Provide employees and families with relevant information and advisories about the pandemic, via:

- Web sites
- Voice Messaging System Alerts
- Hotlines (2-1-1 Careline)



2 New Websites being launched by IDHW

[www.PANFLUIdaho.org](http://www.PANFLUIdaho.org) (launched Oct 1)

[www.READYIdaho.org](http://www.READYIdaho.org) (Jan 1, 2009)

# Human Capital Pandemic Influenza Considerations

Consider the need for cross-training to ensure essential staff are available to perform functions and services.



# Test, Training, and Exercises

Pandemic influenza COOP plans should test, train, and exercise sustainable social distancing techniques that reduce person-to-person interactions within the workplace.



# Devolution of Control and Direction

Because local outbreaks will occur at different times, have variable durations, and may vary in their severity, devolution planning may need to consider rotating operations between regional/field offices as the pandemic wave moves throughout the United States (Idaho).



# Reconstitution

Because a pandemic will not harm the physical infrastructure or facilities of an organization, and because long-term contamination of facilities is not a concern, the primary challenge for organizations after a pandemic will be the return to normal and bringing their systems back to full capacity.

**Planning and preparing for a catastrophic event that is not geographically or temporally bound calls for a creative and dynamic approach to ensure the continuity of essential government functions.**

