



U.S. Office of Personnel Management Pandemic Planning Guide

What Should an Agency Do To Prepare For a Pandemic Health Crisis?

This Pandemic Planning Guide is designed to assist agencies as they prepare for and respond to a pandemic health crisis. The guide is general in nature. For detailed human resources information, see www.opm.gov/pandemic/. For the latest information on contingency planning for a pandemic influenza, see www.pandemicflu.gov. Readers should also review their agency policies, practices, and guidance prior to taking action.

Has the agency...	Completed	In Progress	Not Started
1. Developed its pandemic influenza plan in accordance with the President's National Strategy for Pandemic Influenza Implementation Plan and identified potential human capital issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Determined the potential impact of a pandemic on the agency's workforce and made appropriate modifications in its COOP plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Developed human capital related "what if" scenarios and conducted practice drills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Developed a communications plan for agency managers, employees, and contractors that includes, at a minimum: <ul style="list-style-type: none"> ▪ An internal Website with pandemic related information ▪ Instructions for determining status of agency operations ▪ Distribution of critical agency information ▪ Distribution of information on personal and family protection during a pandemic health crisis 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Identified specific hiring needs (e.g., critical positions, geographic locations) and determined which hiring flexibilities the agency may need to utilize that: <ul style="list-style-type: none"> ▪ Do not require OPM approval ▪ Require OPM approval For those requiring OPM approval, have agency officials started to develop documentation and/or compile information that can be used to immediately request approval should an outbreak occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Reviewed and familiarized agency hiring officials with Governmentwide and agency specific hiring authorities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Prepared for requesting "buyout" repayment and dual compensation (for returning retired annuitants) waivers, if needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Consulted and bargained (as appropriate) with exclusive representatives of bargaining unit employees over human resources issues that may affect employees or collective bargaining agreements. Such issues may include: <ul style="list-style-type: none"> ▪ Telework during a pandemic health crisis ▪ Assignment of work during a pandemic health crisis 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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| 8. Reviewed the agency's Employee Assistance Program (EAP) to ensure it is ready to respond to employee needs during a pandemic health crisis? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Reviewed and revised, as necessary, agency policy and/or guidance on leave, alternative work schedules (flexible and compressed work schedules), and evacuation payments? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Ensured agency telework policy and guidance align with OPM telework guidance, including the protection of sensitive information? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Ensured agency managers and supervisors are familiar with various leave options for seeking medical attention, the procedures and obligations for requesting and approving leave, and the limited circumstances under which an employee may be directed to take leave? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Ensured agency managers and supervisors are knowledgeable of and use CDC guidance on travel restrictions, quarantines, and dealing with sick employees? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Ensured agency telecommunications infrastructure is capable of handling telework or work-at-home arrangements and securing sensitive information? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Provided training for employees who will have to deal with specific pandemic health crisis related issues? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Encouraged employees to develop a family emergency preparation plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Ensured lines of communication with Federal Executive Boards (FEB) are established, where appropriate? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Met with procurement staff and major contractors to discuss the effect of pandemic-related human capital issues on the contract workforce? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Communicated to all employees: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Measures the agency has taken or has planned to deal with a pandemic health crisis, including steps to prevent or minimize workplace exposure to contagious disease? • Optional alternative work arrangements available in the case of a pandemic health crisis? | | | |
| 19. Ensured accountability through an independent review of its pandemic influenza plan and preparedness? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |