U.S. Office of Personnel Management Pandemic Planning Guide

What Can A Supervisor Do To Accomplish Work During 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.

Here are some actions you can take in advance of a pandemic health crisis to ensure you can accomplish work if such a crisis occurs:

- Discuss the potential pandemic and the possibility of an outbreak with your employees

    o Explain that should a pandemic health crisis occur, Government operations will continue. Stress need for employees to plan for how they will continue to work (in office, at alternative site, or from home)

- Remind your employees about the availability of information on the opm.gov/pandemic and pandemicflu.gov Websites

- Update office emergency plan, including updating all employee emergency contact information and establishing or updating a telephone tree

- Reassess all positions and employees for potential telework agreements

    o Establish agreements/procedures in accordance with agency's telework plan and offer telework agreements to eligible employees

    o Implement telework arrangements as broadly as possible so systems and employees are fully prepared for remote work

- Review work schedules and work arrangements for all employees

    o If your agency policy permits alternative work schedules (AWS), consider asking employees to work:

        - A Flexible work schedule, which allows an employee to complete the basic 80-hour biweekly work requirement in less than 10 workdays. The employee may vary his or her arrival and departure times and AWS day off.

        - A Compressed work schedule, which also allows an employee to complete the basic 80-hour biweekly work requirement in less than 10 workdays. The employee may **not** vary his or her arrival and departure times or AWS day off under a compressed work schedule.

- Conduct a test of:

    o Telework arrangements with all participating employees

    o Telephone trees or similar employee contact procedures

- Discuss agency plans and processes for

    o Communicating the status of agency operations with employees

    o Communicating the status of employees with supervisors and managers

Here are some actions you can take if a pandemic health crisis occurs:

- Implement your emergency plan.

- Adjust emergency plan, work assignments, and work arrangements as dictated by the crisis and employee availability.

- If your workplace should become unsafe, see Pandemic Planning Guide V-D.