U.S. Office of Personnel Management Pandemic Planning Guide

What Should a Supervisor 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.

Have you, as a manager or supervisor…	Completed	In Progress	Not Started
1. Familiarized yourself with agency policies and guidance on dealing with a pandemic health crisis?	☐	☐	☐
2. Worked human capital implications of a pandemic health crisis into your COOP plan?	☐	☐	☐
3. Identified alternative methods for continuing critical office functions during a pandemic health crisis and discussed them with your employees? This would include: ▪ Alternative work arrangements, such as telework, working from alternative sites, and flexible or compressed work schedules ▪ Communication plans and procedures ▪ Teleconferencing and/or videoconferencing arrangements	☐	☐	☐
4. Reviewed your agency and office telework policies and agreements?	☐	☐	☐
5. Updated employee contact information and developed a plan for keeping the information current?	☐	☐	☐
6. Established and tested procedures for contacting employees (i.e., telephone trees or comparable procedures)?	☐	☐	☐
7. Developed a contingency plan for accomplishing work during increased employee absenteeism, including cross-training workers to cover for employees who are not able to work?	☐	☐	☐
8. Familiarized yourself with your agency Employee Assistance Program (EAP) procedures and communicated with employees about the EAP?	☐	☐	☐
9. Identified employees with special needs, such as those with physical impairments, and included their needs in planning activities?	☐	☐	☐
10. Familiarized yourself with employee and agency requirements and obligations for requesting and approving leave and other agency-specific policies and procedures?	☐	☐	☐
11. Familiarized yourself with agency specific guidance on communications and discussed the guidance with employees?	☐	☐	☐
12. Established a procedure for communicating with agency headquarters concerning employee status and deaths during a pandemic health crisis?	☐	☐	☐

13. Developed an office plan for dealing with travel restrictions or quarantines during a pandemic health crisis?

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