

DOE Guidance on Preparing and Coping with Pandemic Influenza (Revised January 2011)

In addition to the guidance provided by the Office of Personnel Management for Federal employees, which is available at: <http://www.opm.gov/pandemic/>, below is guidance that is specific to the Department of Energy.

A. Federal Employees

1. Your Departmental element will advise you when a flu pandemic has been declared. You are expected to keep your supervisor informed if you have flu-like symptoms during a declared influenza pandemic. According to the Centers for Disease Control and Prevention these include some or all of the following symptoms: fever or feeling feverish/chills, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches, fatigue, vomiting, or diarrhea (<http://answers.flu.gov/questions/6260>). If you have an influenza-like illness, or are diagnosed by your personal physician or medical service provider with suspected or confirmed pandemic influenza, you should promptly report that to your supervisor. If a household member is ill with flu-like symptoms, you can come to work as long as you are healthy. If you need to care for the household member, you should discuss the possibility of teleworking with your supervisor if you are able to perform work. In order to telework, you must be on an appropriate telework agreement. You should monitor your health daily and take necessary precautions, including washing your hands often with soap and water, especially after coughing and sneezing.
2. If you are at high risk for flu complications as determined by your physician or the Centers for Disease Control and Prevention (<http://answers.flu.gov/questions/4863>), you should consider informing your supervisor of this situation so that precautionary measures, such as telework or leave may be taken at the onset of an outbreak in your area. You do not need to describe the basis of your existing health condition.
3. Make sure that your organization has your current emergency contact information. You should check and, if needed, update your contact information in the Employee Self Service (ESS), which can be found by scrolling over the “Update” button and clicking on “Emergency Contacts” on the drop-down list.
4. Check whether any travel advisories are posted on CDC’s Web site (www.cdc.gov) or Department of State’s Web site (www.state.gov) before departing on travel. If one does exist for your destination, then discuss alternative travel plans with your supervisor if the travel is work-related.
5. Periodically check the DOE pandemic web site (<http://www.hss.energy.gov/healthsafety/pandemic.html>) for updated information and guidance.

B. Supervisors

1. In accordance with the Privacy Act, only release an employee's medical information to DOE employees who have a need to know such information in the performance of their official duties. You should keep your senior management and human resources staff or, for Headquarters organizations, Administrative Officers, and anyone else who is responsible for your organization's pandemic planning and reporting informed of suspected and confirmed cases. You may also release such information to the appropriate public health officials.
2. Review the Office of Personnel Management (OPM) guidance and any local implementation guidance or plan so that you are prepared to address employees' needs and cope with a local outbreak.
3. Foster telework in your organization for employees who are able to work. It is recommended that all employees whose work can be performed at an alternative worksite be placed on a situational telework agreement to cover any situation, including a pandemic situation. Contact your organization's telework coordinator for a copy of the applicable situational telework agreement for your Departmental element. As an alternative, a sample contingency telework agreement just for emergency situations is available on the DOE pandemic web site at http://www.hss.doe.gov/healthsafety/iipp/hcm_resources.html.

C. Human Resources Offices and Headquarters Administrative Offices

You are to keep the Office of the Chief Human Capital Officer informed of all suspected and confirmed new cases of pandemic influenza determined by CDC in accordance with the following Attachment.



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