



## 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/](http://www.opm.gov/pandemic/). For the latest information on contingency planning for a pandemic influenza, see [www.pandemicflu.gov](http://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?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Worked human resources implications of a pandemic health crisis into your COOP plan?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Identified alternative methods for continuing critical office functions during a pandemic health crisis and discussed them with your employees? This would include: <ul style="list-style-type: none"> <li>▪ Alternative work arrangements, such as telework, working from alternative sites, and flexible or compressed work schedules</li> <li>▪ Communication plans and procedures</li> <li>▪ Teleconferencing and/or videoconferencing arrangements</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Reviewed your agency and office telework policies and agreements?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Updated employee contact information and developed a plan for keeping the information current?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Established and tested procedures for contacting employees (i.e., telephone trees or comparable procedures)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Familiarized yourself with your agency Employee Assistance Program (EAP) procedures and communicated with employees about the EAP?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Identified employees with special needs, such as those with physical impairments, and included their needs in planning activities?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Familiarized yourself with employee and agency requirements and obligations for requesting and approving leave and other agency-specific policies and procedures?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |