



STANDARD OPERATING PROCEDURE for the Pandemic Policy

Purpose

A pandemic is a global disease outbreak. A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in a very short time.

It is difficult to predict when the next pandemic will occur or how severe it will be. Wherever and whenever a pandemic starts, everyone around the world is at risk. Countries might, through measures such as border closures and travel restrictions, delay arrival of the disease, but cannot stop it. (www.pandemicflu.gov)

In the event of a pandemic, the Oakland Livingston Human Service Agency (OLHSA) will play a key role in ensuring the safety of employees and customers. If ever a pandemic occurs which jeopardizes the well-being of OLHSA staff and customers, the following policy will be followed:

Policy

1. Once a Pandemic is declared by the World Health Organization, information will be filtered through the U.S. Department of Health and Human Services and State of Michigan to the individual counties. When Oakland County Government closes its offices, due to a Pandemic, OLHSA's Chief Executive Officer will determine whether the declaration of a Pandemic will result in an agency closure. When Livingston County Government offices close OLHSA's Livingston County Services offices will close.
2. Employees who are actively at work when a Pandemic is declared will be sent home, to the nearest health care facility or community organization designated to assist during a pandemic outbreak, and be provided time off equal to the hours they worked during the Pandemic. In addition, the employees will be paid for the hours they actually worked on the day of the Pandemic. The equal time off should be scheduled with the employee's immediate supervisor and be taken within the next pay period if possible.
3. Employees scheduled to work on the day a Pandemic occurs but are notified not to report to work by an authorized OLHSA manager, will be credited for that day as if they worked.
4. Employees scheduled to use agency approved leave time on the day a pandemic occurs will be required to use their leave time.
5. Pay for subsequent Pandemic days will be determined on a day-by-day basis.
6. Employees who are able to perform their essential duties from home or off-site during a Pandemic shall be required to do so.
7. Each division director shall be responsible for identifying and ensuring employees and other critical inputs required to maintain business operations under their control and function occur during a pandemic.

Notification Procedure

1. Oakland County

- a. Once a Pandemic is declared and it has been determined that Oakland County offices will close, the Chief Executive Officer will determine whether the declaration of a Pandemic will result in an OLHSA closure. The Chief Executive Officer will notify the people in the following staff positions: Chief Financial Officer, Health, Housing and Nutrition Director, Early Childhood Services Director, Community and Energy Director, and Human Resources Director. It is then the responsibility of the staff mentioned above to ensure people under their direct and indirect control are notified. The mechanism for this notification is left to the discretion of the managers involved.
- b. For staff that do not have telephones, they should be instructed to listen to radio station WJR-AM 760 or WWJ-AM 950 for an announcement that the Oakland County Government offices are closed.

2. Livingston County

- a. The Health, Housing and Nutrition Director will secure the information that the Livingston County Government offices are closed by contacting the Livingston County Administrator's office. He/she will then confirm the closing of the agency offices with the Chief Executive Officer.
- b. Once it has been determined that the agency Livingston County offices will close, the Health, Housing and Nutrition Director will notify the Livingston County staff.
- c. The Chief Executive Officer will notify the appropriate central office Executive staff of the closing, so that the proper follow-up can be made.
- d. It is the responsibility of the staff in Livingston County Services ensure people under his or her direct and indirect supervision are notified. The mechanism for notification is left to the discretion of the managers involved.
- e. For staff that do not have telephones, they should be instructed to listen to radio station WHMI or 93.5 FM for an announcement that the Livingston County Government offices are closed.
- f. Livingston County Public Health Director will contact OLHSA, County Directors, Emergency Personnel, and the Livingston County Services Director on County pandemic protocols and needs as deemed necessary

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