

<b>Pre-Planning Checklist</b>
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**Determine Critical Functions and Personnel**

- Predetermine personnel who perform first responder functions
- Predetermine personnel who perform essential functions
- Predetermine personnel who perform non-essential functions
- Identify functions that may be suspended while personnel are assigned to more critical roles
- Identify secondary personnel who have the skills and abilities to perform other functions
- Identify other personnel, such as retired employees, former employees, temporary workers, and contract workers, who may be available to perform essential functions
- Identify potential volunteers who have the skills to perform needed departmental functions

**Succession Planning**

- Review the Succession Plan in the Continuity of Government for managerial functions
- Identify alternates for key leadership positions in each division or work unit
- Predetermine the individuals who will have the delegated authority to make decisions and *communicate* that succession plan to division and work unit personnel
- Provide for access to information and needed items to those in the line of succession (*i.e.* computer passwords, office keys, file cabinet keys, etc.)
- Cross-train for essential functions, such as the payroll function
- Provide document succession plans on the inter-department drive:

**Review Business Hours, Work Schedules and Mode of Service Delivery**

- Review business hours and work schedules to determine if they can be modified in a manner that best promotes social distancing, business continuity or other pandemic response goals during an emergency
- Identify essential functions that may be accomplished via telecommuting and whether the function needs access to all systems and applications or only email and/or voice communications
- Identify technical planning methods such as the World-Wide-Web, Virtual Private Network, Instant Messenger and teleconferencing to be implemented prior to a Local State of Emergency for Pandemic Influenza

**Develop a Communications Plan**

- Communicate with employees about the threat of a Local State of Emergency for Pandemic Influenza, and describe the steps they are taking to prepare for it such as:
  - Potential changes to personnel policies located in this Plan
  - Changes in business culture which may include social distancing, increase in telecommuting, or suspension of non-essential functions
  - The importance of staying home if employees are ill or have influenza symptoms
- Distribute practical information on maintaining a healthy work environment
- Update employee emergency contact information
- Identify key internal and external stakeholders and the methods that will be used to communicate with them
- Communicate to labor union and employees that certain provisions of their respective collective bargaining agreement may be suspended such as:
  - Use of employees outside of the bargaining unit to perform the work
  - Previously approved vacation, compensatory time, leave of absences may be rescinded with minimal notice
  - Employees may be required to report for work with minimal notice
  - Employees' work schedules and/or hours of work may change with minimal notice
  - Employees may be required to telecommute with minimal notice
  - Employees may be assigned overtime with minimal notice
  - Employees may be assigned special duty with minimal notice
  - Employees may be assigned to other work units with minimal notice