



GEORGETOWN UNIVERSITY

Interim H1N1 Workplace Guidelines for Georgetown University for the 2009-2010 Academic Year

APPROVED SEPTEMBER 1, 2009

Purpose

These guidelines have been created to help departments and employees prepare for and operate during an Emergency occasioned by the H1N1 influenza virus pandemic. This document outlines the process for the designation of “Essential” Employees, responsibilities for reporting for work, and the provisions for using and charging leave.

For purposes of business continuity employees will be designated by their departments as “Essential” or “Non-Essential” Employees. The designation is made at the department level following a thorough review and evaluation of the essential services provided by the department that will continue in the event of a spike in absenteeism or a modification to the existing operations of the University.

Department Responsibilities

Pre-emergency Planning: Evaluation of Operations for Essential Services

Departments should thoroughly evaluate their operations to determine the essential services that will continue to be delivered in the event of increased absenteeism or a change in the normal operations of University business and which of their employees will be responsible for delivering these services as “Essential Employees”, both primary and back-up. Departments should also evaluate what additional roles they may have to perform during the Emergency related to the influenza pandemic. Additionally, departments should identify employees who can be reassigned to other University departments on an as needed basis to maintain essential University operations.

Pre-emergency Planning: Preparing Employees, Contact with Employees during Emergency

Departments should know the leave balance status of employees and carefully consider leave requests in the light of information about impending emergencies.

Supervisors should discuss with employees – in particular those who are in roles that are designated as “Essential” – circumstances that could impact an employee’s availability for work.

Employees should be instructed to update their emergency contact information. Employees should be encouraged to sign up for direct deposit of pay as the process for distribution of paper pay advices may be disrupted.

All employees, who do not have a GU email account, should be encouraged to set one up.

Departments must develop plans for contacting employees. Supervisors should have home telephone numbers, cell phone numbers, and GU e-mail addresses for their employees and be able to reach their staff to discuss the status of the situation and their essential designation, work assignments, etc. Employees should be instructed to check the University's Emergency Preparedness website for updates to the University's status at <http://preparedness.georgetown.edu/h1n1.html>

Designation of Essential Employees

Departments have the authority and responsibility for designating employees who are "Essential." This evaluation is made on the basis of the duties to be performed and the essential duties of the job. Departments should review their positions to ensure that enough employees are designated as “Essential” in order to ensure that critical services will be delivered in the event of increased absenteeism. “Essential Employees” are to be notified in writing of the designation, including their status during each phase of the Influenza Pandemic.

An "Essential Employee" is an employee who meets one or more of the following criteria:

- An employee whose job is critical to the operation of his/her department and/or
- An employee whose presence is required to back up or provide additional services that are required for his/her department and/or
- An employee whose presence is otherwise required to maintain the business of the University.

Departments should talk to employees about their responsibilities to ensure that there are no impediments to the employees carrying out their duties, in the manner specified in the department plans.

Reassignment of employees

Departments must plan for how services will be delivered if above-average or even total absenteeism occurs¹.

Consider the reassignment of staff within the department to meet temporary service needs.

In advance of the emergency, departments should cross-train staff who will be temporarily re-assigned to meet temporary service needs that may arise from staffing shortages.

Consider the reassignment of staff to another department.

Alternative Work Schedules and Alternative Work Sites

Departments should evaluate the possibility that some essential services may be delivered at a time other than the regular work hours of the employee. For example, an employee who is unavailable to perform their work during their regular hours because they are caring for a sick family member during the day may be able to work hours in the evening. Staggering hours is also a “social distancing” measure if social distancing is a recommended response to the health emergency.

Departments should evaluate the possibility that some essential services may be delivered from a location other than the regular work site, including an off-campus location. In this case, the department must determine that the employee's duties (or part thereof) must continue to be performed, but may be performed through an alternative method such as working from home (or "teleworking"). Factors to consider in making such a determination include the security of confidential information (personal and University business) and the adequacy of supervision. For employees who work with confidential information, the Department **must** consult with the University Information Security office before authorizing any telework arrangement.

Employee Responsibilities

Pre-emergency Planning

¹ According to the planning assumptions contained in the Federal government's website, PandemicFlu.gov, "in a severe pandemic, absenteeism attributable to illness, the need to care for ill family members, and fear of infection may reach 40% during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak". Also, "certain University Declared health measures (closing schools, quarantining household contacts of infected individuals,) are likely to increase the rate of absenteeism."

All employees, particularly “Essential Employees”, are advised to develop contingency plans to meet their work obligations should family members become sick and need to be cared for or in the event children’s schools are forced to close.

All employees should know their leave balances.

All Employees Should have a GU mail account.

In order to ensure continuation of pay in the event the University is closed, all employees should have direct deposit.

Personal Situations that Impact an Employee’s Ability to Serve

Employees who are in roles that are designated as “Essential” must inform their supervisor, in advance, of personal situations that could impact their ability to perform their essential functions.

All employees should discuss leave plans with their supervisors as soon as possible in advance of the leave.

Notify & Respond to Department & Monitor University Information

All employees, particularly “Essential Employees”, must provide departments with contact information and respond promptly when contacted.

It is the responsibility of all employees to check the University Emergency Preparedness website <http://preparedness.georgetown.edu/h1n1.html> for updates. The information on the site will be continuously updated and will reflect current information on the University’s status.

Influenza Phases

Pre-Planning

When the University is open and operating normally, departments will engage in enhanced planning in anticipation of the foreseen Influenza Season. Enhanced planning includes:

Evaluation of operations to determine the essential services that will continue to be delivered in the event of a University Declared Health Emergency.

Designation of employees to be responsible for delivering these services as “Essential Employees”, both primary and back-up.

Consideration of how services will be delivered, including where and when employees may perform those services and reassignment of employees to perform other functions deemed essential during the Emergency.

Development of contingency plans to mobilize employees as needed.

Stockpiling of materials for use.

During the pre-planning phase, healthy employees should report to work. All employees not reporting to work must follow the appropriate call in procedures and all [normal leave policies](#) apply.

During an Outbreak

If necessary, the University may declare a more significant change in its operating procedures due to an increased incidence of H1N1 influenza. The University might declare a (1) Health Advisory, (2) Health Alert, and/or (3) Campus Closure. The following describes what the status of Health Advisory means for University business and for individual employees. As of September 2, 2009 Georgetown University has declared a Health Advisory.

Health Advisory

What this means for University business:

Health information support for employees and supervisors

- A dedicated phone line will be available to respond to questions from faculty and staff.
- The Human Resource Managers and Generalists in the Department of Human Resources will be available to triage questions from supervisors about application of the Guidelines within their department.
- The Emergency Preparedness web site will be updated on an ongoing basis with new information as it becomes available from the Centers for Disease Control and Prevention, the World Health Organization, the District of Columbia Department of Health and other relevant health advisories.

What this means for employees:

When the University declares a Health Advisory:

- Healthy employees should report for work.
- Employees with influenza-like illness should not report to work until 24 hours after fever has resolved without the use of fever-reducing medications.
- Supervisors should anticipate that employees may have obligations to care for an ill family member with influenza-like illness and be flexible in responding to such situations to help employees balance their family and work obligations; employees should keep their supervisors well informed about such situations.
- Supervisors will NOT require employees with influenza-like illness or employees caring for an ill family member with influenza-like illness to show medical documentation to justify absences.

- Employees with influenza-like illness will be asked to leave the workplace.
- Employees may not bring children or other family members to work.
- Employees may be reassigned to perform work other than their regularly assigned job duties.
- All other leave policies apply. Excused absences will be charged to an employee's leave (paid leave, vacation leave, and/or sick leave, as appropriate). In addition, leave eligible regular and term employees, will be able to obtain paid leave advances as follows:

1. For Employees with Paid Leave

If an employee does not have sufficient accrued Paid Leave to cover the period of time when he/she is absent because of the employee's own influenza-like illness, or to take care of a family member with influenza like illness, or to be home to take care of children because normal child care arrangements have been lost or schools closed, he/she may borrow against future Paid Leave earnings up to 7 working days to cover the time away.

2. For employees with Sick Leave and Vacation Leave

Employees who have Sick Leave will use Sick Leave in accordance with the normal Policies governing use of such leave. If an employee does not have sufficient accrued Sick Leave or Vacation Leave to cover the period of time when he/she is absent because of the employee's own influenza- like illness, or to take care of a family member with influenza-like illness or to be home to take care of children because normal child care arrangements have been lost or schools closed, he/she may then borrow against future Sick and Vacation Leave accruals, as applicable, up to 7 working days to cover the time away.

3. For employees with Grandfathered Sick Leave and Paid Leave

Employees who have grandfathered Sick Leave under HR Policy 605 will use such Sick Leave in accordance with the normal Policies governing use of such leave. If an employee does not have sufficient grandfathered Sick Leave or Paid Leave to cover the period of time when he/she is absent because of the employee's own influenza- like illness, or to take care of a family member with influenza-like illness or to be home to take care of children

because normal child care arrangements have been lost or schools closed, he/she may then borrow against future Paid Leave earnings, as applicable, up to 7 working days to cover the time away.



Georgetown University

Notification of “Essential Employee” Status for Purposes of the Influenza Pandemic during the 2009-10 Academic Year

Certain employees are designated “Essential” for the purpose of determining whether they must report to work during the Influenza Pandemic. Your Department has evaluated the services it will be required to provide during the Influenza Pandemic and designated certain of its employees as Essential. An Essential Employee is one who meets any or all of the following criteria:

- An employee whose job is critical to the operation of his/her department and/or
- An employee whose presence is required to back up or provide additional services that are required for his/her department and/or
- An employee whose presence is otherwise required to maintain the business of the University.

