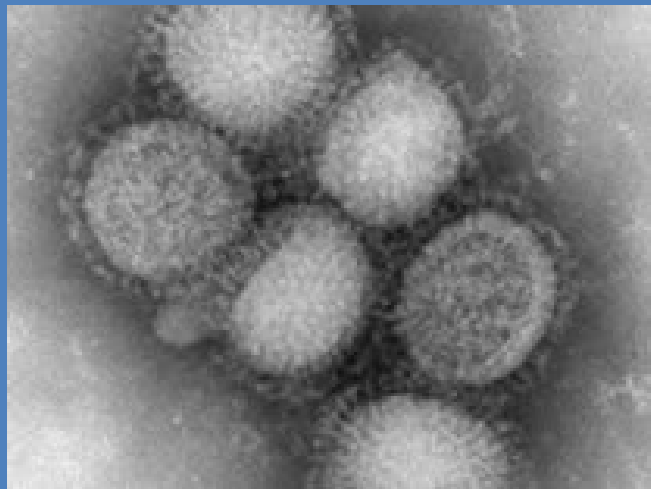




HUMAN RESOURCES FORUM H1N1 SEPTEMBER 11, 2009



Stan Thomas/DCBS

Continuity of Operations

THE PLAN

- ◉ Our goal is an October 1 deadline
- ◉ Comprehensive and developed under Continuity of Operations (COOP)
 - Loss of Work Force scenario



ASSUMPTIONS



- ⊙ ~~H1N1 will be returning soon~~ (Has Returned!!)
- ⊙ 30% to 40% of our workforce could be affected
 - Either ill
 - Taking care of a loved one
 - Self imposed isolation
- ⊙ Vaccine will be come available Mid-October or later
 - With booster - immunity mid November

OTHER AGENCIES

- ◉ Working on consistent planning with other Agencies
 - Department of Administrative Services
 - Department of Human Services



ESSENTIAL FUNCTIONS

- Factors to determine essential functions are activities that are:
 - Required by statute
 - Time sensitive
 - Provide vital services
 - Exercise civil authority
 - Maintain safety of the general public
 - Sustain the industrial or economic base during an emergency

MAINTAINING BUSINESS SERVICES/COMMUNICATION

- The DCBS Communication Plan
 - DCBS Staff Communication
 - News Media
 - DCBS Customers
 - Legislators and other Stakeholders
 - Multicultural Communications



MAINTAINING BUSINESS SERVICES/IT

- Technology

- Instructions on making access control adjustments
- Emergency Information Resource Unit
- Web Coders Resource Unit

MAINTAINING BUSINESS SERVICES/TRAVEL

- ◉ Travel required by Essential Functions
- ◉ Stranded travelers
- ◉ Travel restrictions
 - Statewide
 - Agency
 - Division



EMPLOYEE SERVICES

- ◉ Leave Flexibilities
- ◉ Alternative Work Arrangements
- ◉ Absence Tracking



EMPLOYEE SERVICES

- Transferrable Skills



HYGIENE AND SANITATION

- ◉ Workplace hygiene
- ◉ Sanitation
- ◉ Personal Protective Equipment
 - *This section will rely heavily on policies and guidance developed by DAS and OSHA*

PROCUREMENT

- ◉ Lessons Learned from Spring event
- ◉ Emergency Procurement Processing Unit
- ◉ Ordering Supplies relevant to H1N1

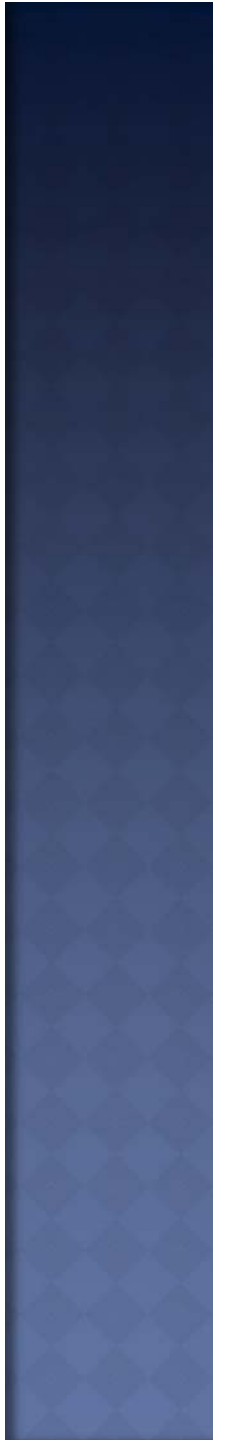


TRAINING

- Training should be accomplished at several levels related to this plan
 - Labor Management Relations
 - Human Resource Management
 - Health and Safety Information
 - Communications
 - How to access communication materials for your staff
 - The contents and application of this plan's procedures

FREQUENTLY ASKED QUESTIONS

- ◉ Compiled from multiple discussions and meetings with the Department of Administrative Services and the Department of Human Services
 - Will be included in this plan and also found on our DCBS Home page under Flu Information



THANK YOU!!!!!!



Stan Thomas
DCBS Emergency Preparedness Manager
stanton.e.thomas@state.or.us
503-947-7824