

BOARD OF COUNTY COMMISSIONERS
SARPY COUNTY, NEBRASKA
RESOLUTION APPROVING THE
SARPY COUNTY PANDEMIC CONTINUITY OF OPERATIONS PLAN

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6) (Reissue 2007), the County has the power to do all acts in relation to the concerns of the county necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103 (Reissue 2007), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, a Sarpy County Pandemic Continuity of Operations Plan has been proposed to direct County functions and employees in the event of a pandemic event, and,

WHEREAS, the proposed agreement is in the best interests of the citizens of Sarpy County.

NOW, THEREFORE, BE IT RESOLVED BY THE SARPY COUNTY BOARD OF COMMISSIONERS THAT the County Board is authorized to approve the Sarpy County Pandemic Continuity of Operations Plan and any other related documents.

DATED this 20th day of October 2009.

Moved by Tom Richards, seconded by Patrick Thomas, that the above Resolution be adopted. Carried.

YEAS:

NAYS:

ABSENT:

Tom Richards
Tom Jones
Tom Keilman
Patrick J. Thomas

None

Rich Jensen

ABSTAIN:

None

Attest:

SEAL



Debra J. Houghton
County Clerk

Approved as to form:

Michelle L. ...
Deputy County Attorney

**SARPY COUNTY
PANDEMIC
CONTINUITY OF OPERATIONS PLAN**



OCTOBER 2009

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Chapter 1 - Plan Introduction

The Sarpy County Pandemic Readiness Planning Group was established in September 2007. The mission of the planning group was to prepare a plan to enable Sarpy County to continue the essential County operations if a pandemic should become a reality.

This plan was prepared to maintain essential County functions and services while protecting the health and welfare of County employees.

The primary impact of a pandemic will be on County personnel who perform essential operations. It is assumed that absenteeism will increase due to:

- Employee personal illness or incapacitation;
- Employees caring for sick family members;
- Employees under home quarantine as a result of a household member with the pandemic illness;
- Employees under County-directed home quarantine;
- Employees caring for children dismissed from school; or
- Employees self-quarantining out of safety concerns.

The following considerations were included in the development of this plan:

- Impact on the services provided by Sarpy County;
- Impact on the health and safety of the employees of Sarpy County and their families;
- Impact on the health and safety of the citizens of Sarpy County; and
- Impact on the communications and public education necessary for the organizations doing business with Sarpy County as well as the citizens of Sarpy County, employees of Sarpy County, and others.

Assumptions:

- Employee absenteeism will increase;
- County revenue may decrease temporarily;
- Little or no assistance will be available from the State and Federal Government;
- There will be a shortage of antiviral medication and vaccine;
- Service from utilities, suppliers, vendors, and subcontractors will be impacted;
- Demand for some County services will increase (i.e.: public safety, health and welfare);
- Demand for some County services will decrease (i.e.: fairgrounds use) and
- The County will work cooperatively with other area organizations to maintain essential governmental services.

Continuity of operations plan review process -

The Sarpy County Pandemic Readiness Planning Group shall review this plan prior to and after threat level changes. This includes the implementation of additional threat level activities and may require adjustments to the plan as necessary.

Individual departments have determined at least a three-deep chain of command and are encouraged to plan for a deeper chain of command as the situation dictates. The chain of command should be conspicuously posted so that all members of a department know the chain of command during a pandemic event.

County website information -

Sarpy County Information Systems will update two County-sponsored websites at Threat Level One. Both websites will include links to other sites with information related to a pandemic event.

- County Employee Website (intranet) for County-related business.
 - Communications and education Information
 - County news releases
 - Leave and return to work policy
 - Workplace hygiene policy
 - Individual and family pandemic planning information
 - Website links to other pandemic information
 - Other information deemed beneficial to County employees
- General Public Website (www.sarpy.com) for communicating County information to residents.
 - Doing business with the County during a pandemic event
 - What to expect when visiting County offices during a pandemic event.
 - Website links to other pandemic information

Information systems (IS) teleworking operations –

County Department Heads will determine which salaried and hourly employees require teleworking connections so they can work on County business from home.

After that determination is made by the Department Heads, IS will ensure any computers that will be connected to the County network meet the following minimum requirements:

- Current and up-to-date anti-virus protection.
- Current and up-to-date firewall protection.
- Other

IS will require that certain pre-identified personnel be on-site at the computer center to maintain the critical operations of the center.

Public Information Activities –

The Emergency Management (EM) Office is designated as the official county source for information concerning the Sarpy County Continuity of Operations Plan in conjunction with the Sarpy County Board of Commissioners (BOC). Departments who receive calls directly from the media shall refer them to the EM Office. In the absence of the EM Office, refer all questions about this plan to the County Administrator's Office.

Disclaimer –

The material in this plan has been assembled for guiding Sarpy County and its employees in planning for a possible pandemic. This information is current as of the date of publication. However, further work is ongoing in this area and changes, deletions, additions, or other amendments may be made to the plan without notice. The information in this plan is not intended to cover every possible situation.

Sarpy County accepts no liability or responsibility for any acts or omissions done or omitted in reliance, in whole or in part, on the plan. Sarpy County disclaims all responsibility or liability to any person, whether in contract, equity or tort, or on any other basis, for any direct or indirect losses, illness or injury, or damage of any kind arising from the use of the information in this plan.

Sarpy County is not responsible for the contents or reliability of any websites mentioned in the plan (other than its own website), and does not necessarily endorse the views expressed in them.

Chapter 2 – Sarpy County Pandemic Severity Index (PSI)

The Sarpy County Pandemic Severity Index (PSI) uses a case illness ratio and corresponding 30% fatality rate of those persons who become ill. It is based on an estimated Sarpy County population of 150,467. The index is designed to enable estimation of the severity of a pandemic on a population level rather than a level of geographical spread.

Interventions will be recommended based on the severity of pandemic, including: isolation and treatment of ill persons with antiviral drugs; voluntary home quarantine of members of households containing confirmed or probable cases; dismissal of students from school; closure of childcare facilities, and use of social distancing measures to reduce contacts between adults in the community and workplace.

CATEGORY	CASE RATIO (% of population)	ILLNESS RATE	FATALITY RATE (30% of ill)
Category 1	<0.1%	<150	<45
Category 2	0.1% - 0.5%	150 - <752	45 - <226
Category 3	0.5% - <1.0%	752 - <1,505	226 - <452
Category 4	1.0% - <2.0%	1,505 - <3,009	452 - <903
Category 5	≥2.0%	≥3,009	≥903

Chapter 3 – Community Mitigation Strategy

The Community Mitigation Strategy illustrates the use of nonpharmaceutical interventions by severity category and presents actions steps that are dependent upon the level of severity of the strain. Some of the interventions will be based on recommendations from the Sarpy/Cass Public Health Department. The interventions listed in the Community Mitigation Strategy should be used in combination with other infection control measures, including hand hygiene, cough etiquette, and personal protective equipment such as face masks.

For all levels of the PSI, the following action steps will be implemented:

- Monitor the status of the potential spread of the pandemic.
- The Emergency Management Director receives notification from the Sarpy/Cass Public Health Department; the Director informs the County Administrator who then updates the Sarpy County Board of Commissioners.
- The Board Chair communicates to the County Administrator regarding the continuation of County operations and services.
- The County Administrator informs Department Heads who then inform their employees of the current PSI level and continuation/closing of County operations and services.
- Department Heads will verify a three-deep chain of command.
- Information Systems updates the County website and employee-only intranet website with new information.
- The employee-only intranet website identifies the current PSI level and actions to be taken.
- Emphasize communications and education with employees on the continuity of operations process, pandemic protocols (sick leave, call-in, personal hygiene, and protocols for working with the public).
- The Continuity of Operations Plan is reviewed by the Planning Group.

Interventions by Setting	Pandemic Severity Index		
	1	2 & 3	4 & 5
HOME			
Voluntary isolation of ill at home (adults & children), combine with use of antiviral treatment as available and indicated.	Recommend	Recommend	Recommend
Voluntary quarantine of household members in homes with ill persons (adults & children), consider combining with antiviral prophylaxis if effective, feasible, and quantities are sufficient.	Generally not recommended	Consider	Recommend

<p>SCHOOL Child Social Distancing</p> <ul style="list-style-type: none"> Dismissal of students from schools and school based activities, and closure of child care programs. Reduce out-of-school social contacts and community mixing 	Generally not recommended	Consider ≤ 4 weeks	Recommend ≤ 12 weeks
	Generally not recommended	Consider ≤ 4 weeks	Recommend ≤ 12 weeks
<p>WORKPLACE/COMMUNITY Adult Social Distancing</p> <ul style="list-style-type: none"> Decrease number of social contacts (e.g., encourage teleconferences, alternative to face-to-face meetings). Increase distance between persons (e.g., reduce density in public transit, workplace). Modify, postpone, or cancel selected public gatherings to promote social distance (e.g., stadium events, theater performances). Modify workplace schedules and practices (e.g., telework, staggered shifts). Suspend business travel. Discourage personal travel and require medical screening upon return for employees who choose to travel on their personal time. Confirm that employees who will work from home have computers/work stations that will support their work. Employees are directed to prepare their worksites for possible critical essential activities. Prepare Emergency Operations Center for possible opening. Individual departments will review departmental pandemic response plans and initiate their action steps. The Fiscal Department will purchase 100% of the identified supplies. Department Heads will communicate to County employees on time-away-from-work policies and protocols. Restrict public access to courthouse. Implement Essential* and Non-Essential County operations which may include closing some/all County locations. 	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend

<ul style="list-style-type: none"> Review and alter business hours of County functions. 	<p>recommended</p> <p>Generally not recommended</p>	<p>Consider</p>	<p>Recommend</p>
<ul style="list-style-type: none"> Review and alter the frequency of County Board meetings 	<p>Generally not recommended</p>	<p>Consider</p>	<p>Recommend</p>
<ul style="list-style-type: none"> Emotional support for employees and their families will be made available. 	<p>Generally not recommended</p>	<p>Consider</p>	<p>Recommend</p>

Generally Not Recommended – unless there is a compelling rationale for specific populations or jurisdictions, measures are generally not recommended for entire populations as the consequences may outweigh the benefits.

Consider – important to consider these alternatives as part of a prudent planning strategy, considering characteristics of the pandemic, such as age-specific illness rate, geographic distribution, and the magnitude of adverse consequences. These factors may vary globally, nationally, or locally.

Recommend – Generally recommended as important component of the planning strategy.

**See pages 10 – 12 for a list of Essential County Functions.*

ESSENTIAL COUNTY FUNCTIONS –

County Department Heads have determined that the following positions/functions are essential and will be performed during a pandemic event.

- Assessor
 - Document Reception & Processing
- Board of Commissioners/Administration
 - BOC Meetings
 - Phone business
- Buildings & Grounds
 - County Infrastructure Operations
 - Maintenance & Repair Services
 - Custodial Services
- CASA
 - Phone monitoring
- Community Service
 - Phone monitoring
 - Special Populations Needs
- County Attorney's Office
 - Coroner Services
 - Bond Settings
 - Trials & Adjudications
 - Mental Health Board
 - Child Support Services
 - Diversion Phone Supervision
 - BOC Duties
- County Clerk
 - Payroll
 - BOC Minutes
 - Accounts Payable
 - Personnel
 - Vehicle Titles
- Courts
 - Dependent Upon State Plan
- Driver's License Services
 - Dependent Upon State Plan
- Election Office
 - Dependent Upon State Plan
- Emergency Management
 - Emergency Management Operations
 - Emergency Operations Center Operations
- Emergency Services Communications Center
 - 911 Center Operations

- Fiscal/Purchasing
 - Purchase Supplies
 - Outgoing Mail
- Fleet Services
 - Maintenance & Repair
- Highway
 - Snow Removal Operations
 - Road Maintenance
- Human Services
 - Phone Monitoring
 - Online Services
- Information Systems
 - Network Operations
 - User Support
- Landfill
 - Open to Commercial Haulers
- Noxious Weeds
 - Report to Landfill
- Planning & Zoning
 - Document Reception & Processing Via Postal Mail & Online
 - Inspections
- Pre Trial Services
 - Phone Supervision
 - Electronic Monitoring
- Probation
 - Supervision of High Risk Sex Offenders
 - Supervision of Very High and High Risk Offenders
 - Phone Supervision
 - Limited Juvenile Intake
- Public Defender's Office
 - Bond Settings
 - Trials & Adjudications
 - Mental Health Board
- Register of Deeds
 - Death Certificates
 - Document Reception & Processing
- Sheriff
 - Jail Operations
 - Juvenile Service Center Operations
 - Patrol Operations
 - Investigative Operations
 - Records Operations
 - Court Services
 - Vehicle Inspections

- Tow Lot
- Tourism
 - Phone Business
 - Closed to the Public
- Treasurer
 - Register Vehicles
 - Collect & Disburse Money
- Veteran's Services
 - Services Via Postal Mail & Online

Chapter 4 – Post-Pandemic Recovery

A post-pandemic recovery will consist of an assessment of the situation, an end to many action steps, and the restoration of normal County services. A post-pandemic recovery will also require the treatment of the many physical and psychosocial effect that will have taken a toll on the community, including Sarpy County employees and their family.

MONITORING FOR SECOND WAVE - Typically in a pandemic, the number of new cases peaks and then declines, giving the impression that the pandemic is over, then within a few months incidence once again increases. It is important to remain vigilant for a return of pandemic activity. This is especially difficult given that all personnel and supplies involved in responding to a pandemic may be exhausted. The perceived “end of the pandemic” may be viewed as an opportunity to relax and recover. However, all essential functions should be restored to return to pandemic imminent status.

POST-PANDEMIC PHASE – Recovery consists of measures and actions taken to repair and restore communities after an emergency. Recovery may also include some *mitigative actions*. Typically recovery focuses on the physical and psychosocial effects that arise as a result of an emergency; however, in a pandemic event the primary impact will be on people, not infrastructure, and will therefore need to be heavily structured to deal with the psychosocial aspects. Whether county government will be responsible for reconstruction of infrastructure or the provision of personal support services, the one common element will be the people affected by the event.

A number of resources are available to help individuals to adjust after an emergency experience including family and friends, Critical Incident Stress Management (CISM) Professionals and Programs, health care professionals, wellness programs, grief counselors, clergy, employee and family assistance programs, and volunteer agencies (e.g., Red Cross).

Appendix 1

PANDEMIC MONITORING –

The Emergency Management Director will receive notification and updates from the Sarpy/Cass Public Health Department regarding the potential spread of a pandemic. The Emergency Management Director will inform the County Administrator regarding any updates from the Sarpy County Public Health Department. The County Administrator will inform the Board of Commissioners and all Department Heads.

The Sarpy County website and employee intranet will provide links to other websites containing pandemic spread information. These websites include, but are not limited to:

- World Health Organization (WHO)
- Centers for Disease Control and Prevention (CDC)
- US Government Pandemic Website
- Nebraska Department of Health and Human Services and Department of Public Health Pandemic Influenza Response Plan
- The Sarpy/Cass Public Health Department

Appendix 2

COUNTY OPERATIONS -

Normal County operations will continue at PSI Level One with steps identified for continuing essential County functions and services. Employees will also prepare and maintain current work status reports.

Operations of the County will continue normally, however, employees will be asked to focus on essential functions and services and not take on any new special assignments.

At PSI Levels Two through Five, County operations may not be normal and employees may engage in essential operations, performing critical functions and services only.

The County Clerk's Office will prepare and release necessary press releases at all PSI levels.

The Sarpy County Pandemic Planning Group will review the Sarpy County Pandemic Readiness Plan at each PSI level. Additionally, Department Heads will review their departmental pandemic readiness plans at each PSI Levels Two through Five.

Employees will review the various PSI level operational procedures for their specific area/department.

Employees will be directed to prepare and maintain work status reports so that at any point in time, should another employee need to step into their work function to perform their duties, employees will have an idea of what the work-in-progress situation is.

Appendix 3

COUNTY WORK SCHEDULES; HOURS OF OPERATION –

It is possible that Sarpy County may need to close various non-essential County workplaces to conduct critical County functions and services. This could be as a result of sick employees, the lack of patrons or because it presents an unacceptable level of risk to employees and/or patrons.

All County workplaces will evaluate their existing work schedules, possible shift changes, and required delivery of services with expected employee attendance due to a pandemic event. This will assist in determining if alternative work hours are necessary or if closing specific workplaces is appropriate.

Public access to the Courthouse may be restricted or denied. Any change in operating hours or worksite schedules will be communicated openly and frequently to both County employees and the general public.

Appendix 4

COUNTY BUSINESS TRAVEL –

Sarpy County has employees who may travel to conferences, remote training, and other events throughout Nebraska and the United States. The following identifies the restrictions necessary should a pandemic event occur.

County business travel may be suspended or limited in PSI Levels Two through Five.

If any County employee is outside of Sarpy County when a PSI Level is triggered, it is possible that airports may be closed and or ground travel restricted. It is even anticipated that quarantine measures could be implemented for those employees outside Sarpy County before travel will be allowed to resume.

In the case of a County employee traveling on official County business who is unable to return due to a pandemic quarantine and/or transportation restrictions, the County shall cover reasonable lodging, per diem, and travel expenses for the duration of the quarantine and/or until the transportation restriction is lifted.

Appendix 5

PANDEMIC PERSONNEL POLICY

The information in this section is specific to Sarpy County employees only. Each department may need to look at how it will deal with and respond to employee issues on a case-by-case basis. As the County Board obtains new knowledge and/or events take place, the information/advice contained in this section may be revised.

I. Introduction

This section offers personnel advice and directives that Sarpy County will follow in the event of a pandemic emergency. In the event of such an emergency, many personnel processes may be simplified and the administration of collective bargaining agreements and plans postponed in order to meet urgent staffing needs.

The provisions of this section confer no new privilege, right of appeal, right of position, transfer, demotion, promotion, nor reinstatement for any County employee, contract worker, or volunteer. This section does not constitute an express or implied contract. It provides general guidance that cannot form the basis of a private right of action.

II. General Expectations

Policy: The basic operating principle in an emergency will be to continue providing essential services to the citizens of Sarpy County to the extent possible. Employees will be expected to report to work as assigned. Department Heads will be expected to take the necessary steps to accomplish the County's essential functions/services. When the Governor declares a State of Emergency and/or the County Board declares a "County Emergency", standard operating procedures may be suspended and measures taken to ensure that essential services continue.

- A. Management can assign employees to any type of work in any location as necessary to keep essential services/functions operational.
- B. Dept. Heads/Managers are empowered to take the necessary steps to get the work done.
- C. Departments will use social distancing principles when making decisions about how and where to conduct meetings and other business gatherings.

III. Labor Relations - Emergency Administration

Policy: Certain collective bargaining agreement and plan provisions may be suspended in order to maintain the necessary flexibility to best manage the County's essential services.

- A. Collective bargaining agreements and plans will be honored to the extent possible, but not at the risk of failing to provide essential services to the citizens of Sarpy County.
- B. All provisions of all collective bargaining agreements and plans are subject to review and temporary suspension. Sarpy County reserves the right to alter agreements based upon legal consultation and union notification.

IV. Leaves

Policy: Leaves will not be granted to employees who are assigned to essential services, except as required by law or indicated below. Pre-approved leaves may be canceled to ensure that sufficient resources are available to carry out the essential services of the County.

- A. Employees assigned to work essential functions will be required to report for work as assigned (unless the employee is ill or qualifies for leave under the Family and Medical Leave Act - FMLA). Previously approved vacation leave and compensatory time off may be rescinded in order to provide staffing coverage for essential functions.
- B. Rescission of an employee's leave which is already in progress will be based upon the essential functions of the department and the employee's ability to report to work.
- C. Absent any extenuating circumstances, statutorily provided leaves such as FMLA will continue to be administered in accordance with federal requirements, unless suspended by an appropriate authority, e.g., federal agencies, Governor, etc.
- D. Personnel will make a determination on whether an absence qualifies for FMLA based on the information available to them in the event that medical certification is not obtainable.
- E. Vacation leave accrual maximums may be suspended for the duration of the pandemic.
- F. Leave approval to attend medical appointments will be handled on a case-by-case basis.
- G. Considering the operational needs of the departments, employees will be permitted to use accrued leave to care for those within their household who are ill or other family members as defined by collective bargaining agreements or plans or as further defined under FMLA.
- H. At the discretion of the Official/Dept Head, employees will be permitted to use a reasonable amount of funeral leave to attend the funerals of family members and members of their household.
- I. If an employee presents symptoms consistent with a contagious illness, supervisors have the authority to require the employee to leave the workplace.

- J. The decision to remove an employee from the workplace should be based on the safety of all employees and whether the health of employees and/or public is endangered by the attendance of an ill employee.
- K. Employees who are sent home because they are believed to be ill may use accumulated sick leave. Employees sent home ill who have no sick leave available, or who have exhausted their sick leave, may elect to use vacation, compensatory time or approved leave without pay for that workday.
- L. The County may determine the need to require a medical authorization when an ill employee decides to return to work.
- M. The provisions of the County's "Illness Leave Donation Policy" will be suspended during a declared emergency. Current recipients may use accumulated leave until it is exhausted. Employees may continue to donate hours to current recipients, but no new recipients will be added during the emergency. Processing may be delayed.
- N. Employees who are sent home because of lack of work may elect to use accrued vacation, compensatory time, or leave without pay. Departments will try to find essential functions for them to perform either within the department or in another department.
- O. The employee may use sick leave only if it meets the conditions in the Policies and Procedures Manual and collective bargaining agreements or plans.

V. Assignments, Schedules and Position Filling

Policy: Appropriate measures will be taken to adequately staff the County's essential services. Personnel will attempt to assist departments in an alternative position filling process to the extent reasonably possible.

Deployment of County Employees

- A. Management reserves the right to deploy employees to alternative worksites in varied operations in order to carry out essential service functions (within the employee's abilities/job functions).
- B. Employees deployed to perform essential service functions, whether or not the assignment is within their own department, are expected to report to work.
- C. If an employee refuses to come to work as assigned, the employer shall deny the use of vacation and the employee will be subject to discipline.

Working Out-of-Class

A Department Head may temporarily assign an employee to a classification that is higher or lower than the employee's permanent classification. If the assignment constitutes a "working -out-of-class" situation in which additional pay may be appropriate, any applicable payment may be delayed until the conclusion of the declaration of emergency. Assignments should be made in writing as soon as practicable.

Employees Not Performing Essential Service Functions

- A. If employees already at work are sent home because of the closure of specific offices, they will be paid through the end of their regular shift.
If an employee is not assigned to perform essential service functions within their own department, or another department, the employee may be told to not report to work.
- B. During a pandemic, if a department meets its Essential Services functions, that department's other functions may be discontinued and Personnel or the Department Head may reassign those employees to another department that cannot meet its essential functions, if needed. If there is no need for a reassignment, the department may continue its daily functions as needed except under the following situations:
- *The Department of Health or Board Chairman has issued a recommendation that all employees stay home, except those performing Essential Service functions.*
 - *There is not sufficient revenue to meet the payroll requirements for essential functions and staff requirements.*
- C. Employees who are told not to report to work due to lack of services needed may elect to use accrued vacation, compensatory time, or leave without pay. Unemployment claims would be considered to the extent applicable by law. Departments will try to find essential functions for them to perform either within the department or in another department but only if practical to do so.
- D. The employee may use sick leave only if it meets the conditions in the Policies and Procedures Manual and collective bargaining agreements or plans.

Alternative Work Schedules and Training

- A. Departments should review their normal business hours and work schedules to determine if they can be modified in a manner that best promotes social distancing, business continuity or other emergency response goals during an emergency (i.e. evenings and weekends when suitable).
- B. Training will be canceled for the duration of the declared emergency, unless the training is mandatory for the continuation of essential functions.

Filling of Positions

- A. Only hires necessary to provide essential service functions shall occur.
- B. Departments will still be required to conduct legally required background and reference checks unless regulation is suspended in accordance to the law.
- C. Departments can continue to hire individuals for permanent or temporary work. They are permitted to use temporary hiring agencies.

VI. Insurance Benefits

Policy: Insurance-eligible employees will continue to receive health insurance coverage and will continue to receive the employer contribution during this time. Employees are expected to continue to pay the employee contribution. As medical services are expected to be overwhelmed during a pandemic and limited to only those services for life-threatening conditions, access to primary care clinics may be limited. The timing of a pandemic may limit the County's ability to provide open enrollment opportunities.

VII. Health and Safety

Policy: County Departments will implement health and safety recommendations put forth by the Sarpy/Cass Public Health Department during pandemic. Sarpy County will also utilize the Sarpy/Cass Public Health Department and the Sarpy County Pandemic Continuity of Operations Plan for specific recommendations on organizational and environmental changes that can reduce the spread of the illness. Shortages of certain personal protective equipment (PPE) are expected to occur during a pandemic. Departments should consider whether they can modify work procedures to avoid the need for PPE during a pandemic.

- A. County departments will be responsible for providing employees with properly selected and fitted PPE when needed during a pandemic. Departments in conjunction with the Health Department must provide training on the proper use of PPE. Employees that are issued PPE are required to wear the equipment.
- B. Departments that have a clear need for PPE during a pandemic (direct contact with public individuals or ill persons or other essential functions where PPE is required) should consider the gradual stockpiling of PPE. Departments considering the stockpiling of PPE should coordinate with the Health Department and the Fiscal Administrator.
- C. Guidelines regarding the operation and maintenance of building systems during a pandemic will be distributed to departments. Building maintenance should expect to modify system operation to increase ventilation. Departments occupying leased space should discuss building operation expectations with both maintenance and their landlord.
- D. Basic guidelines regarding building cleaning are outlined in the Sarpy County Pandemic Guidelines. Additional information will be distributed to departments as specific recommendations are developed in response to a pandemic.

Departments occupying leased space should discuss custodial activity expectations with maintenance and their landlord.

- E. Product specifications will be distributed as they become available. Departments considering the purchase of products for response to a pandemic should coordinate with the Fiscal Administrator and the Pandemic Planning Committee.

VIII. Performance Management

Policy: Employees are expected to report to work and perform duties, unless directed otherwise. Managers should continue to hold employees accountable for meeting performance expectations. Formal performance reviews may be suspended.

- A. Employee misconduct, including unexcused absences, may arise and need to be addressed through normal disciplinary measures.
- B. Departments should take the necessary and appropriate action to hold employees accountable for their behavior and performance.
- C. Grievance hearings and timelines may be suspended or delayed.
- D. If an employee refuses to come to work as assigned, the employer shall deny the use of vacation and the employee will be subject to discipline.

Appendix 6

Pandemic

Guidance for Returning to Work after Pandemic Illnesses

Sarpy County Department Heads will work with the Sarpy/Cass Public Health Department and the Personnel Department to determine return to work guidelines based on the characteristics of the pandemic, geographic distribution, and the magnitude of adverse conditions.

Appendix 7

WORKPLACE HYGIENE POLICY –

Workplace Infection Control Practices at all PSI Levels -

Sarpy County recognizes the importance of precautionary measures in the prevention and reduction of the spread of a pandemic illness by requiring employees to follow personal workplace hygiene protocols and use the County-provided materials when dealing with the general public or internal customers.

The following workplace infection control practices are to be communicated by Department Heads and implemented at the designated PSI Levels.

PSI Level One:

- During a pandemic event, employees will be required to practice good personal hygiene in the workplace. They will also be encouraged to practice good personal hygiene at home. While at work, employees will be provided easy access to antibacterial waterless cleaner to clean their hands when they come into contact with other personnel or the general public.
- Influenza viruses are inactivated by alcohol and chlorine. Cleaning of work surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with the hands should be cleaned often, preferably at least daily. Examples of those surfaces include telephones, door knobs, stair rails, light switches and elevator buttons.

PSI Levels Two & Three:

- In addition to the precautions listed above, the County should consider implementing social distancing measures, including maintaining a distance of at least three feet for all social interactions whenever possible.
- Employees are encouraged to avoid large gatherings of people; conference calls and teleconference meetings are preferred and rest breaks and lunch breaks should be taken at one's desk, if possible. Employees are encouraged to avoid recreational or other leisure meetings where they might come into contact with infectious people.

PSI Levels Four & Five:

- In addition to the precautions listed above, the County will provide masks, gloves, and the proper personal protective equipment for employees to wear while at work. Conference calls and teleconference meetings will be required and employees will be required to take breaks, including lunch, at their desks. The general public, while visiting county facilities, may also be asked to wear appropriate personal protective equipment.

Sarpy County Board of Commissioners

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ADMINISTRATOR
Mark Wayne

DEPUTY ADMINISTRATOR
Scott Bovick

FISCAL ADMIN./PURCHASING AGT.
Brian Hanson



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District 2
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District 3
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District 4
Rich Jansen
District 5

MEMO

To: Sarpy County Board

From: Carrie Davis-Sedlacek

Re: Sarpy County Pandemic Continuity of Operations Plan

On October 20, 2009 at the County Board Meeting, the County Board will be asked to approve the attached Sarpy County Pandemic Continuity of Operations Plan.

The Pandemic Planning Committee began meeting in the fall of 2007 with the goal of developing an overarching pandemic readiness plan to guide County operations in the event of a pandemic illness outbreak. The attached plan applies to all Sarpy County departments; however, each individual department was asked to prepare their own Departmental Policy to further direct their actions during a pandemic. Departmental plans are more narrow and specific in outlining the actions of employees and the Department's interaction with the public.

Please do not hesitate to contact me if you have comments, questions, or recommendations.

October 8, 2009

Carrie Davis-Sedlacek
593-1565
carrie@sarpy.com

cc: Mark Wayne
Brian Hanson
Scott Bovick
Linda Welles
Deb Houghtaling