

Eli Gallo

From: Pete Schoemann
Sent: Friday, September 11, 2009 4:44 PM
To: Dept Heads; Div Mgrs; O&M Supervisors; O&M Superintendents
Cc: Kurt Ladensack; Jerry Brown; Steve Welch; Greg Gartrell; Wally Bishop; Desiree Castello; Secretaries
Subject: Updated Supervisor Guideline for Influenza Response
Attachments: Supervisor Information - swine flu 9-11-09.pdf

FYI and use.

The Emergency Operations Team is in the process of preparing for the coming flu season to ensure District maintains business continuity in its critical operations. One of the recommended strategies for maintaining business continuity during the flu season is to monitor employee absenteeism to identify if an influenza outbreak is developing in the workplace and/or if essential business functions are being impacted. In response to the initial H1N1 (Swine) Flu outbreaks last May, the District's Supervisors were provided with a guideline to monitor and report daily sick leave usage. This guideline has been updated and is attached. **Please make sure all your supervisors get a copy this guideline immediately.**

The purpose of the updated guideline remains the same as when it was last issued in May, to ensure consistency among supervisors when they are communicating with employees on sick leave usage. The reporting periods for sick leave monitoring have been changed, and the special circumstances for supervisors dealing with employees returning from recent travel in areas with known H1N1 virus outbreaks has been deleted. The sick leave monitoring information will be tabulated District wide for use by the Emergency Operations Team to ensure business continuity in critical staff positions so that contingency measures, if necessary, can be quickly implemented if sick usage significantly increases.

This Updated Supervisor Guideline is effective as of Monday, September 14, and it will remain effective until rescinded or revised due to severity of the upcoming flu season.

In addition to this updated Supervisor's Guideline, an Employee Update for Fall & Winter Influenza Season advice has been posted on the District's bulletin boards and staff website (www.ccwd-staff.com). If you have any questions please feel free to contact me.

Pete



Supervisor
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Supervisor Guideline – Influenza Response - Updated

Based on continued outbreaks of H1N1 flu through the summer of 2009, the CDC has updated guidance for employer actions to minimize the spread and impacts of seasonal and H1N1 viruses during the upcoming 2009-10 flu season. The District has updated its Influenza Response planning based on the current CDC guidance to address employee health and operational continuity. As supervisors, you continue to play an important role in the District's flu response efforts. The following information provides you with the District's updated Influenza Response guidelines:

Weekly Sick Leave Utilization Report: Effective immediately, the District is instituting a weekly reporting process to monitor absences that may be related to flu concerns. All departments need to report by 10:00 a.m. each Monday for the preceding week and Friday for the current week via e-mail to Eli Gallo, all sick leave absences by classification and duration of absence. The EOC will maintain a summary spreadsheet on the public server (G-drive/sickleave).

When the employee calls in, the Supervisor should ask the employee if he/she or any family members are experiencing flu-like symptoms and that information should be noted on the spreadsheet.

1. **Sick Leave Monitoring Policy:** As you are aware, it is District policy to counsel employees exceeding established sick leave usage thresholds (48+ hours and 64+ hours). Given the unique circumstances of a potential influenza pandemic, Supervisors have the discretion to consider sick leave hours used for flu-related concerns (see special circumstances below) as mitigated. The Supervisor's discretionary use of sick leave usage threshold mitigation shall be effective as of **September 14, 2009**. Supervisors will be notified if the discretionary sick leave usage threshold mitigation period is being rescinded.
2. **Special Circumstances: Employee appears ill or has advised he/she has family within the household who have flu symptoms, but refuses to stay home on sick leave:** If an employee is clearly ill with flu-like symptoms, including the appearance of fever (temperature above 100 F/ 38 C), the Supervisor is to direct the employee that for the employee's own health and the possible risk to others, the employee must stay home or seek medical attention. The Supervisor has the authority to direct the individual to stay home until the incubation period for H1N1 flu is over (approximately 3–5 days), or the employee has been fever-free for 24 hours, or a doctor's clearance of no influenza infection is provided.

Future Actions: The District will continue to provide employees with guidance on how to decrease the potential spread of seasonal flu and H1N1 flu in the workplace and at home. In the event that public health officials provide revised flu response recommendations as the 2009-10 influenza season progresses, the District through the EOC, will issue additional updates and provide direction to employees. These informational updates will be posted on bulletin boards and the employee website, and will also be disseminated via e-mail.

For now, be sure to encourage employees to wash their hands frequently, and wipe down shared equipment, such as tools, phones and vehicle steering wheels with antiseptic or alcohol wipes. The District will continue to implement putting the measures outlined above into effect for the health and safety of its employees and to ensure a continuity of service to our customers should these circumstances escalate.