

## MCLA PREPAREDNESS GUIDELINES

The cover memo for this planning document explains the procedures to be used by each department head and department chair. This document will provide the information to be covered in your meetings with department members.

The two most important elements of preparing for an influenza pandemic are to 1) make sure that our employees are aware of what they can do to protect themselves and their families and 2) determine what the College can do to make sure we maintain essential work responsibilities during a time when our workforce could be reduced by an influenza outbreak.

Please complete the following forms, which are found at <http://www.mcla.edu/pandemic>:

1. The Contact Information Form for faculty and/or staff
2. The Operations Planning Form for administrative and academic departments
3. The Classroom Planning Form (faculty only)

We are asking each director and department chair to meet with their faculty and/or staff to review the pandemic information, document essential department responsibilities, and collect contact information.

**We also ask that these individual meetings with your staff members occur during September 2009, and that the first draft of an operations plan be submitted by October 2, 2009 to your division head.**

**Please review the following items with each of your employees. Please document any special circumstances.**

### Instructions for calling in sick

Review the normal process for calling in sick, including the following:

Name of primary contact (sick calls) \_\_\_\_\_ phone \_\_\_\_\_  
Name of back-up contact (sick calls) \_\_\_\_\_ phone \_\_\_\_\_

### Email contact with faculty and staff

Please determine whether your staff has the ability to check email from home. Knowing who can check in via email and who can get information from web postings will help our communications greatly.

### Who will manage office phone calls

Should the primary contact person not be available to manage phone calls, who is the back-up person? Who can come in during work-intensive times should the primary person be absent?

Please include the following:

Name of primary office contact \_\_\_\_\_ phone \_\_\_\_\_  
Name of back-up office contact \_\_\_\_\_ phone \_\_\_\_\_

### Document and confirm contact information

Complete the contact information form with home phone numbers, cell phone numbers, and the numbers of extended family if possible so that we might be able to reach your staff members on short notice for updates. **Also remind faculty and staff to check the MCLA Campus Web page for updates.**

### Knowledge of important and essential work deadlines

As we develop our operation plans for all offices, it is important to document the important roles and work routines that each staff member serves in the office and the unique knowledge that they have about work processes that we would need to know in the event that they are away ill.

### Preventive measures

This is an opportunity to remind staff about the importance of hand washing, covering coughs, and keeping an appropriate distance from other staff members.

### Call in sick, if sick

Should the illness be influenza, the time away sick will likely be two to five days. If sick with flu symptoms, it is recommended employees stay home until 24 hours after the fever is gone.

### Sick leave balance

Every employee's sick leave balance is noted on their pay advice, which is received every two weeks. Should department members have any questions about their leave balance, please have them check with the Human Resources Office.

If you have questions please contact Cindy Brown at extension 5242, Marilyn Truskowski at ext. 5598 or Jim Stakenas at ext. 5245.