

Preparedness and Response to a Pandemic Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
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I. Policy:

The purpose of this policy is to set forth the guidelines for management and staff to use in establishing and maintaining policies and procedures to prepare and respond to the onset of a pandemic.

II. Procedures:

Role of Management Team

The President & CEO oversees the St. Joseph Academy (SJA) pandemic policy and oversees the development, implementation, and maintenance of the program, including assigning specific responsibility for its implementation.

The management team, designated by the President & CEO, will perform the following activities: oversee the development and implementation of the pandemic preparedness program; draft procedures to ensure compliance with the program; monitor, evaluate, and suggest adjustments to the program; ensure that staff are trained on these issues; ensure that the program is regularly tested and remains relevant to the scope and complexity of SJA operations; brief the Board of Directors of SJA at least annually on the status of the program; monitor national and international pandemic news sources to be aware of potential outbreaks. Websites devoted to national health care issues will be monitored; identify key points of contact for emergency and health organizations; and assess the potential implications if a pandemic occurs.

Planning for Impact to SJA Operations

SJA will make every attempt to ensure preparedness for a pandemic's impact to our operation.

Pandemic Coordinator

The CEO/ President will identify a Pandemic Coordinator and/or team with defined roles and responsibilities for preparedness and response planning.

- The Pandemic Coordinator and/or the President & CEO and the team with defined roles will be appointed by the President & CEO during that time, as SJA needs may vary.

Essential Employees and Supplies

SJA will identify essential employees and other critical supplies that are required to maintain business operations by location and function during a pandemic. To ensure resiliency, SJA will cross-train employees to perform the essential functions.

- **Core Program Areas:**
 - **St. Joseph Academy:** Education staff, Food Services, main office. The Early Childhood Education Center (ECEC) may close due to a high level of absenteeism within the department.

Essential Business Functions and Processes

SJA will assess and prioritize essential business functions and processes that may be affected by a pandemic.

Core Business Activities

SJA will determine whether its core business activities can be sustained over several weeks with, potentially, only a minimal workforce available.

Demand Preparedness

SJA will develop and plan scenarios likely to result in an increase or decrease in demand for its services during a pandemic.

Financial Impact Projections

SJA will determine the potential impact of a pandemic in regards to financials, using multiple possible scenarios that affect the different programs offered.

Service Provider Plans

SJA will evaluate the plans of critical service providers for how they will conduct business during a pandemic. When possible, SJA will implement a back-up arrangement to mitigate risk.

Up-to-Date Information

In the event of a pandemic, SJA will pay close attention to the guidance provided by local, state, and federal health departments.

Staff Compensation

In the event of a pandemic resulting in a mandated closing, SJA will pay all eligible employees in accordance with State, Federal, and any governing body regulations by their regular work schedule in a 40 hour work week. In addition, in the event of a mandated closing, no PTO/Personal Days/Sick Days will be accrued during that time.

Emergency Communication Plan

SJA will establish (and revise when necessary) an emergency communications plan which will include identification by key contacts (with back-ups), chain of communications (including vendors and customers), and processes for tracking and communicating business and employee status.

Planning for Impact to Employees and Customers

SJA will take actions to ensure that SJA is prepared for the impact to its employees and customers in the event of a pandemic.

Employee Absences

SJA will forecast and allow for employee absences during a pandemic, due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures.

- Each department manager will track reasons for absence including symptoms of the flu (see below) = to help identify when an outbreak has occurred.
- In the event of a serious outbreak, supervisors will conduct active screening of employees when they arrive at work.

Personnel Policy Modifications

SJA will modify its personnel policies to cover employee compensation; non-punitive sick leave absences; what to do for employees who have been exposed, or are suspected to be ill with, pandemic illnesses; determining when a previously ill person is no longer infectious and can return to work; telecommuting; and flexible work hours in the event of a pandemic.

In deciding when whether an employee apparently suffering from an illness may continue to work, SJA considers several factors. The employee must be able to perform normal job duties and meet regular performance standards. In the judgment of SJA, the employee's continued presence must pose no risk to the health of the employee, other employees, and customers. With feedback from an appropriate health care provider, SJA may decide that the employee must stay home. In the event SJA decides the employee should not work and the employee desires to continue working, the employee must submit a statement from his or her attending health care provider that the employee's continued presence poses no significant risk to the employee, other employees, or customers. SJA may provide Time Off in an effort to make all reasonable attempts to ensure that employees not attend the workplace while displaying symptoms of illness or if subject to quarantine directives.

Through the Flu Season employees do not need to submit medical documentation to return to work if absent for 3 days or more. Employees should stay home for at least 24 hours following a fever, without the use of fever reducing medications (e.g. Tylenol, ibuprofen), even if using antiviral medications.

A pandemic may have an impact on any or all of the following:

Cancellation of scheduled vacations

Approval of overtime

Employees staying home

Re-assignment of staff to a different department or branch

Additional use of part-time and supplemental staff

Contact Modifications

SJA will implement guidelines to modify the frequency and type of face-to-face contact among employees and between employees and customers (e.g., hand-shaking, seating in meetings).

- Daily cleaning with chemical germicides with attention to door knobs, handrails, bedside tables, and dining tables.
- Vaccinations – SJA will encourage and track annual influenza vaccination for employees. FSMM will encourage employees to receive the H1N1 vaccination due to the high level of risk of the ministries and child care.
- Self- Quarantining.

Health Care Services

SJA will evaluate employee access to and availability of healthcare services (including mental health and social services) during a pandemic, and improve those services as needed.

Special Needs Employees

SJA will identify employees and key customers with special needs, and will incorporate the requirements of such persons in its preparedness plans.

Allocation of Resources to Protect Employees and Customers During an Outbreak

SJA will take measures to protect its employees and customers during an outbreak of a pandemic illness.

Infection Control Supplies

SJA will plan for and provide sufficient and accessible infection control supplies in its main office and throughout the buildings (e.g., hand-hygiene products, tissues, and receptacles for their disposal).

Information Technology Infrastructure

SJA will enhance its communications and information technology infrastructure as needed to support employee telecommuting and remote member access.

Educating Employees

SJA will develop and disseminate programs and materials covering pandemic fundamentals (e.g., signs and symptoms of influenza, modes of transmission), personal protection and response strategies (e.g., hand hygiene, coughing/sneezing etiquette, contingency plans), and SJA pandemic preparedness and response plan.

Approved by: Tabitha Jones
President/CEO

Date 2/09/2021