

Emergency Management Workforce Decision Guide

eff date 3-11-2020 3:00pm

TOPIC	Level 0 No Impact Normal Operations (Standard Policies Apply)	Level 1 Minimal Impact Emergency Readiness Activation	Level 2 Moderate Impact HHC Emergency Declaration	Level 3 Extreme Impact Statewide Emergency Declaration
PTO		PTO allowed on a case by case basis or Limited PTO and/or possible suspension of prior approved PTO.	Limited PTO and/or possible suspension of prior approved PTO.	No PTO allowed with the exception of sick.
TRAVEL				
Business		Non-essential business travel suspended. Screening protocols in place.	Business travel banned.	Business travel banned.
Inter-Company Travel		Limited travel between HHC sites or Employees to remain at their primary work location or work remote	Employees to remain at their primary work location or work remote. Redeployed to HHC sites as needed for business critical.	Employees to remain at their primary work location or work remote. Redeployed to HHC sites as needed for business critical.
Personal Travel		Certain restrictions in place. Employees notified of implications upon return. Screening protocols in place.	Certain restrictions in place. Employees notified of implications upon return. Screening protocols in place.	Adhere to State guidelines and internal protocols
MEETINGS				
Meetings under 20 attendees		continue in person/virtual	Continue in person/virtual for same site; Virtual Across multiple sites	Virtual or Suspend
Group Meetings over 20		continue in person/virtual	Virtual In person meetings require prior approval from CCO/COO	Virtual or Suspend
Leadership Forums		continue in person/virtual	Virtual	Virtual or Suspend
Business Unit Reviews		continue in person/virtual	Virtual	Virtual or Suspend
Skip Levels		continue in person/virtual	continue in person/Virtual	Virtual or Suspend
Huddles		continue in person/virtual	Continue in person Virtual Across Multiple Sites	Virtual or Suspend
Rounding		Continue in person	Continue in person	Virtual or Suspend
Orientations		on site with Applicable Screening	on site with Applicable Screening or Complete Remotely	Onboard Business-Critical Staff remotely
Group Training Sessions		continue in person/virtual/suspend	Virtual or Suspend	Virtual or Suspend
Interviews		continue in person	Continue in person with screening protocols/Virtual	Business-Critical Staff with screening protocols
EVENTS/CELEBRATIONS				
Internal		Virtual or Suspend	Virtual or Suspend	Suspend
External		Virtual or Suspend	Virtual or Suspend	Suspend

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WORKFORCE				
Non-represented Clinical and Non Clinical Staff		Reassign employees to alternate clinical space or alternative work. Begin instituting remote capabilities for employees with existing ITS equipment.	Re-assign/redeploy employees to clinical and/or non-clinical space as needed for clinical care and/or business continuity. Institute additional remote capabilities for ITS equipment for business continuity.	Re-assign/redeploy employees to clinical and/or non-clinical space as needed for clinical care and/or business continuity. Mandate individuals as needed - refer to policy. Remote work or reassignment; job responsibilities and shifts may change. Reassignment of ITS equipment as needed for priority roles.
Represented		HR Dirs. Establish MOUs (memos of understanding)	HR Dirs. Establish MOUs (memos of understanding)	HR Dirs. Establish MOUs (memos of understanding)
Clinical Residents		continue	continue	Continue
Volunteers		Continue or suspend	Limit or suspend	Suspend
Students		Continue per Acedemic Officer's Policies	Continue per Acedemic Officer's Policies	Continue per Acedemic Officer's Policies
PURCHASED SERVICE LABOR				
Clinical Agency Personnel		Assess as needed for business continuity--reassign as necessary	Assess as needed for business continuity--reassign as necessary--new assignments require screening	Assess as needed for business continuity--reassign as necessary--new assignments require screening
Locums		Assess as needed for business continuity--reassign as necessary	Assess as needed for business continuity--reassign as necessary--new assignments require screening	Assess as needed for business continuity--reassign as necessary--new assignments require screening
Non-Clinical		Assess as needed for business continuity--reassign as necessary	Assess as needed for business continuity--reassign as necessary--new assignments require screening	Assess as needed for business continuity--reassign as necessary--new assignments require screening
Consultants		Assess as needed for business continuity--reassign as necessary	Assess as needed for business continuity--reassign as necessary--new assignments require screening	Assess as needed for business continuity--reassign as necessary--new assignments require screening
VENDORS				
External Representatives/ Sales Associates		limited access	limited access refer to SCM guidance	limited access refer to SCM guidance