

	Subject: Emergency Management Workforce Operations Policy	
Issuing Department: Human Resources	File Under: _____ Section - _____	Original Policy Date: March 11 2020 Reviewed:
Revision Date(s)	Page 1 of 3	Approved By: Mike Daglio Exec. VP & COO
Policy Level: III		_____ Signature

Purpose: To ensure patient care and business needs continue uninterrupted during an emergency management event, while balancing the safety and personal needs of employees.

Scope: This policy applies to all employees of Hartford HealthCare (HHC) and employees of any HHC affiliate, provided that that implementation or enforcement of the policy for represented workforces is subject to applicable legal requirements.

Policies:

Travel Restriction and Notice

Business Travel Restrictions

All business travel must be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Any business travel you consider essential must be approved by HHC’s Chief Clinical Operations Officer or Chief Operations Officer. Business-related travel will not be authorized until further notice.

For costs incurred pertaining to external events, e.g., conventions, conferences or training, please take the following steps when canceling plans:

- Contact your accommodations provider, etc. to communicate your situation and ask if they will issue a refund or if they will allow you to postpone to a later date.
- Please reach out to your airlines to see if they are issuing vouchers and waivers for travel at another time.
- Please work with your manager regarding your unique situation and for further details.

Personal Travel Notice

All nonessential personal domestic and international travel is discouraged. However, if you decide to travel, be sure to inform your manager and review the return to work requirements. Please note that additional requirements or changes may be implemented while you are away. You may be subject to these requirements upon your return. See your manager for more information and review the latest information on HHC connect.

Social Distancing for Infectious Disease Outbreaks

HHC may implement these social distancing guidelines to minimize the spread of the disease among the staff and the community. See your manager, HHC Connect or contact human resources if you are unclear on the latest guidelines.

During the workday, employees may be requested to:

1. Avoid non-essential in-person group internal and external meetings and events.
2. Avoid meeting people face-to-face and encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
3. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
4. Avoid any unnecessary local travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
5. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
6. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
7. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.
8. Telecommute or work from an alternate HHC location with approval from your manager.

External Activities Guidance

Employees may be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

Redeployment of Staff to Alternate Work Locations

As we keep our core value of safety in mind, during an emergency, staffing shortages or patient surge events may require staff redeployment to ensure appropriate coverage at another HHC location or entity. This temporary action will not change the employee's employment record or relationship in any way.

Suspension of Previously approved Paid Time Off (PTO)

In extreme circumstances, HHC may require previously approved PTO be suspended to ensure appropriate staffing levels required to provide patient care and maintain core support services. If this practice is implemented, you can work with your manager to postpone your PTO and assistance with cost reimbursement if waivers or vouchers are not provided by your travel/hospitality sponsor. Please take the following steps when canceling plans:

- Contact your accommodations provider, etc. to communicate your situation and ask if they will issue a refund or if they will allow you to postpone to a later date.
- Please reach out to your airlines to see if they are issuing vouchers and waivers for travel at another time.
- Please work with your manager regarding your unique situation and for further details.

Staffing Requirements

Hartford HealthCare is committed to providing patients and families with the highest level of care, regardless of conditions. All employees are integral to Hartford HealthCare's ability to provide patients with the highest level of care. Employees are expected to make every effort to report to work, as scheduled, unless other arrangements have been made with management or conditions are so severe it is unsafe to do so.

Certain positions are critical to providing and supporting patient care. As such, employees in these roles are expected to plan accordingly and report to work, as scheduled. See your supervisor to determine if your position is patient-care-critical.

Employees on duty at the time of an emergency management event may be required to remain past the end of their assigned shift and/or be reassigned to ensure staffing levels are appropriate to provide patient care and required support

operations. Employees may be required to report to work prior to the scheduled start of their shift during an emergency management event.

In the event of an emergency, registered nurses, licensed practical nurses, certified nurse's aides and others may be mandated to work in excess of their scheduled shift without the standard 48 hours of advance notice in accordance with applicable law.

Employees who are attempting to be at work, but are delayed due to adverse conditions, should notify their supervisor as far in advance as possible, as soon as it is safe to do so.

Employees who arrive late may have the opportunity to make up their time at the end of their shift, subject to supervisory approval and organizational need. Non-exempt employees who are unable to make up the time will have the option to use available PTO or go unpaid. Shift Differential is not paid for hours not worked.

Employees, who request to leave early, must receive supervisory approval. If approved, non-exempt employees who are unable to make up the time will have the option to use available PTO or go unpaid. Shift Differential is not paid for hours not worked.

Employees who make no attempt to report to work will be unpaid and not permitted to use available PTO.

In certain circumstances, arrangements to work at home during an emergency management event may be permissible, depending on the employee's role and management approval.

At the discretion of leadership, a department's or location's hours may be changed, modified or reduced; or the department or location may be closed.

In the event of a department or location closing, scheduled, non-exempt, employees will have the option to use available PTO or go unpaid. Shift Differential is not paid for hours not worked.

Non-Compliance Risks and Consequences

This policy's primary purpose is to ensure our system is able to continue serving our communities when they are most vulnerable by providing a safe and caring environment for our employees and patients. Therefore, compliance with protocols communicated through leaders and posted on HHC Connect are required.

Non-compliance may result in further harm to your colleagues, family members and the community, as well as disciplinary action up to and including termination. Please communicate any concerns with your manager or human resources before refusing to comply with HHC policies and practices.

Miscellaneous:

The organization may revise, supplement, or rescind this (and any other) policy at any time as it deems appropriate in its sole and absolute discretion, without prior notice to employees. This policy (and any other policy) does not constitute a contract of employment and does not in any way limit or modify employees' at-will employment status.

Attachments (if applicable):

References (if applicable):

Related Policy (if applicable):

Paid-Time-Off (PTO) Policy

Employment Categories Policy

(Reference applicable policies – need titles):

Occupational Health policies

Infectious Disease and PPE policies