|  |  |  |
| --- | --- | --- |
| Emergency Staffing PolicyDocument Margins = .5'' top/bottom/left/right; .3'' header/footerFont = 18pt Arial BoldAll other font = 12pt Arial Column 1 width = 3''  Column 2 width = 2'' | **Last Revision:** | September 2020 |
| **Last Reviewed:** | September 2020 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at home * RightHealth® * THA Services |
| **Included in the following THA Manuals:** | [Policy & Procedure Manual]  [Section #] |

### PURPOSE

The purpose of this policy is to provide for the safe and efficient delivery of ongoing business as well as

to ensure continuity of care and essential functions are performed while protecting the needs of our employees, clients and communities.

### POLICY

During a pandemic, THA Group could experience increased absences due to illness, caring for ill

family members, fear, public school or child-care closure, quarantines and/or office closure. THA Group has

developed an emergency plan for response to a potential emergency crisis which includes the

Emergency Staffing Policy. This policy will provide for special handling of staffing and

attendance and leave issues.

There are many variables associated with an outbreak of infectious disease. This policy provides for a

guideline of expectations and may be updated or rescinded in accordance with crisis response.

This policy attempts to balance the need for continuation of essential services and employee and patient safety with

the need to ensure the health and wellbeing of employees and the communities in which we serve. As a result, while

essential employees will be expected to report to work when directed to do so, THA Group also wishes to

ensure that employees who are ill or have been directed to self-isolate understand the need to stay

home and do so to avoid the spread of illnesses.

### PROCEDURE

1. Departmental leaders should immediately identify critical functions that must continue

during a staffing shortage or office closure.

2. Identify personnel who will be deemed as “essential personnel” during this emergency plan.

a. Employees must be identified and cross-trained

b. Personnel that have the skills and abilities to perform necessary functions must be identified.

c. The essential personnel may be employees now performing other tasks or working in other

departments that will not be required and deemed “essential” in their regular position. Consider employees who may have versatility and can be trained either in advance or on the job.

4. Essential personnel should be notified immediately of their designation. HR should be provided

the names of essential personnel. HR will coordinate any compensation and required documentation.

6. If feasible, leaders should first ask for volunteers to work shifts other than their regular schedule

or regular duties. If volunteers are not available then employees may be directed to do so.

7. Leaders should attempt to minimize the impact of these schedule or staffing changes where

possible. A 24-hour notice should be provided when possible. Such notice may not be feasible in

cases of emergency.

8. Flexible scheduling should be considered. A record should be maintained of flexible schedules

that have been granted or denied and the rationale for the decision.

9. HR will contact employees on our temporary employment list for availability to provide a list of

possible substitute employees.

10. Although Finance and HR will provide for the continuity of payroll and benefits, each

department must provide a contact for payroll and benefits who can provide the necessary

information for processing. THA Group must ensure uninterrupted pay and benefit continuation as

income and healthcare will be critical.

11. Each leader should identify the names of designated personnel and how they can be contacted

in the event that the leader becomes unavailable. Employees are expected to share valid, current emergency contact information.

12. Each department should maintain a communication tree with contact information for his/her

department in the event the electronic system is unavailable or slow due to high volume. A

contact list will be available for senior leadership and emergency operations personnel.

14. Leaders should review time off authorizations and determine if cancellation may be required.

This should only be as an emergent need but may need to be considered in a crisis.

15. This does not rescind any work accommodations or FMLA or NJFLA leave approved.

16. If essential functions are not able to be obtained through the use of current employees, THA Group may seek use of staffing agencies to provide temporary support.

17. If unable to acquire appropriate staffing levels to provide appropriate level of care, patients may be referred to another agency.