



*U.S. Office of Personnel Management Pandemic Planning Guide*

## What Should an Agency Do To Prepare for Workplace Disruptions During a Pandemic Health Crisis?

This Pandemic Planning Guide is designed to assist agencies as they prepare for and respond to a pandemic health crisis. The guide is general in nature. For detailed human resources information, see [www.opm.gov/pandemic/](http://www.opm.gov/pandemic/). For the latest information on contingency planning for a pandemic influenza, see [www.pandemicflu.gov](http://www.pandemicflu.gov). Readers should also review their agency policies, practices, and guidance prior to taking action.

Has the agency...	Completed	In Progress	Not Started
1. Implemented and expanded the use of telework arrangements, as necessary? <b>[See “<a href="#">Telework Guide</a>,” OPM-II-A.]</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Implemented and expanded the use of alternative work schedules, as necessary? <b>[See “<a href="#">Alternative Work Arrangements</a>,” OPM-I-G.]</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicated to all employees the various leave options available? <b>[See “<a href="#">Leave Flexibilities</a>,” OPM-I-D.]</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Familiarized itself with regulations at 5 CFR part 550, subpart D, regarding evacuation pay, developed agency plans to administer such payments during a pandemic health crisis, and provided employees with appropriate work assignments at their “safe haven” locations? <b>[See “<a href="#">Alternative Work Arrangements</a>,” OPM-I-G.]</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Considered steps to be taken when an employee fails or refuses to perform assigned work as required for evacuation pay? <b>[See “<a href="#">Alternative Work Arrangements</a>,” OPM-I-G.]</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>