

Pandemic Plan Outline - Coronavirus

- I. Plan Intro
 - A. Define Pandemic Conditions
 - B. Define Trigger Points for Plan Activation
- II. Personnel
 - A. Identify {Utility Name} Pandemic Coordinator and Alternate
 - B. Identify Essential Personnel
 - C. Identify Non-Essential Personnel
 - D. Identify the Minimum Number of Personnel Needed to Operate System
 - E. Cross-training of Essential Personnel
 - 1. Develop a chart showing who is capable of filling in for key positions
 - 2. Identify who can be cross-trained for other positions
- III. Communication/Education Program
 - A. Educate Employees on Characteristics of Coronavirus
 - 1. Symptoms of illness
 - 2. Expectations of ill employees (stay home)
 - 3. Workplace hygiene, cough etiquette, social distancing
 - 4. Personal Protective Equipment – NP5 masks, latex gloves,
 - 5. Provide up-to-date info to employees
 - 6. Survey employees to receive feedback on their concerns
 - B. Pandemic Sick Leave Policy
 - 1. Flexible leave policy for ill employees or those tending family members
 - a. CDC recommends 14-day ill employee quarantine - should not return to work until symptoms have disappeared for at least 24 hours.
 - 2. Work-at-home options
 - a. Identify positions that could work from home if needed
 - b. Consult with IT Department about increasing VPN access
 - c. Identify remote access options for operators
 - 3. Examine extended shifts and/or staggered shifts
 - a. Amenities – food, cots, etc.
- IV. Equipment
 - A. Identify essential equipment needed to operate the system
 - 1. Examine maintenance schedule for essential equipment
 - 2. Examine inventory of replacement equipment, spare parts, etc.
 - 3. Review/update list of repair/parts contractors. List alternates
- V. Chemicals
 - A. Identify essential chemicals
 - B. Normal stockpile vs. Pandemic Stockpile (chart)
 - C. List vendors: normal and backups
 - D. Examine possible alternative treatment methods should chemical shortages occur

- VI. Financial Impacts
 - A. Identify who authorizes Pandemic related expenses
 - B. Identify essential business functions, non-essential
 - C. Pandemic expense projections
 - 1. Interrupted billing cycle
 - 2. Loss of meter readers
 - 3. Hiring temp employees, sub-contractors
 - 4. Disaster Relief Funding?
- VII. Interdependencies
 - A. Water & Wastewater – **share plans and concerns**
 - B. Electric – make sure your utility is considered a critical customer
 - C. PA DEP/PUC – keep informed on any regulatory waivers during a pandemic
 - D. County/State Health Department – gather current information and share with employees
- VIII. Mutual Aid – request assistance as needed
 - A. PaWARN
 - B. Neighboring Utilities
 - C. County Emergency Management Agency
 - D. PEMA