




Policy and Procedures

<u>DEPARTMENT NAME:</u> Administration		
<u>SUBJECT:</u> Viral Outbreak Emergency		<u>POLICY NUMBER:</u> AD-010
<u>APPROVAL:</u> 	<u>EFFECTIVE DATE:</u> 9-24-18	<u>REPLACES :</u> New Policy

- I. **PURPOSE:** To provide a process outlining actions to be taken in the event of a viral outbreak emergency
- II. **REVIEW HISTORY:** This is a new policy
- III. **CONTACT:** Children’s Network’s CEO or designee.
- IV. **PERSONS AFFECTED:** All employees of Children’s Network and contracted Case Management Organization employees
- V. **RATIONALE:** In the event of a viral outbreak emergency, this policy will provide guidelines to be followed to ensure employee’s health and safety and continued service delivery to the children and families served by CNSWFL.
- VI. **PROCEDURES:**
 - A. CNSWFL’s coordinator for all emergency viral outbreaks is the Chief Executive Officer or designee.
 - B. CNSWFL will identify essential employees and other critical inputs required to maintain business operations by location and function.
 - C. CNSWFL will consult with local health officials and CDC for policies on managing viral outbreaks and update and alter the policy as needed.
 - D. CNSWFL will train and prepare staff to address viral outbreaks or pandemic emergencies if necessary.
 - E. CNSWFL will ensure up to date information from community public health, emergency management and other sources is maintained and disseminated to staff and clients.

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- F. In the event of excess employee absences during a pandemic due to factors such as personal illness, family member illnesses, quarantines, school and /or business closures and public transportation closures will assess the availability of remaining staff and reassign job duties as necessary, prioritizing those duties that pertain to safety and child welfare directly.
- G. CNSWFL will encourage annual influenza vaccination for employees.
- H. CNSWFL will evaluate employee access to and availability of healthcare, mental health, and social services during a pandemic crisis.
- I. CNSWFL will identify employees and clients with special needs and will respond to the requirements of such person as needed.
- J. CNSWFL will train employees on the prevention of further outbreak and provide any medical equipment as necessary, i.e. masks, hand soap, disinfectant, gloves, etc.