

Instructions:

Each department/agency is asked to complete the worksheet as part of the state's efforts to improve continuity of state services and protection of state workers in a pandemic. The requested information should be entered in the worksheet columns for each essential function of your agency. Additional rows can be inserted for more essential functions, if needed. A pandemic is a worldwide disease outbreak and may cause significant rates of employee absenteeism because of illness and related issues, potentially impacting the delivery of state services.

1. Essential functions are functions that enable the state to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base of the state. Your department's continuity of operations plan likely already lists essential functions for the department; those essential functions can/should be used in column 1, unless they have changed. Each essential function should be listed on a separate row. Multiple tasks that are part of fulfilling an essential function can be addressed under that essential function and delineated in column 3.
2. Recovery time objective (RTO) is the time in which a function or process needs to be restored to avoid serious consequences (time period the state can go without it).
3. List the positions and number of personnel that/who normally perform or are required to accomplish the essential function.
4. Note three positions or people cross-trained to perform/conduct the essential function in the event the person who typically performs it is absent.
5. Are there special credentials (e.g., license or distinct qualification) needed to perform the essential function? If so, identify the function and credential.
6. Determine if a pandemic is likely to increase or decrease the need for the essential function. (decrease, same, increase)
7. Are written procedures available for how to perform the essential function?
8. Can the essential function or some portion of it be conducted remotely via telework or at an alternate location? (Specify which)
9. Are the resources and capabilities needed to support telework or an alternate location available and in place? (if not, please note needs/gaps)
10. Estimate the exposure risk to novel influenza for each of the positions listed in question 3: low, medium, high, or very high. See exposure risk guidance on following pages.
11. Identify protective measures in place and/or needed to protect employees expected to fulfill the essential function (e.g., personal protective equipment in high-risk positions).

