

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA149

NAME: STATE OF EMERGENCY POLICY

INITIAL APPROVAL DATE:	05/26/2020	BY: Sanilac CMH Board
(LAST) REVISION DATE:	04/20/2022	BY: HR Manager
(LAST) REVIEW DATE:	04/20/2023	BY: Policy Committee
DISCONTINUED DATE:	NA	REPLACED BY: NA

I. PURPOSE

This policy directs planning, preparation, and exercises for state of emergency situations (as declared by public health officials) which is over and above the normal business continuity and disaster recovery planning process. The objective is to address the reality that state of emergency events can create personnel and technology issues outside the scope of the traditional disaster recovery process as some, if not the entire workforce, may be unable to come to work for health or personal reasons.

II. APPLICATION

Populations: **ALL**
Programs: **Direct - ALL**
Contracted - ALL

III. DEFINITIONS

State of Emergency shall be defined as a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action and would include, but not be limited to, a weather-related situation, a pandemic, an epidemic, natural disaster or chemical spill, that would potentially effect large numbers of people and the operation of the Agency.

A. Procedures for Particular State of Emergencies

In case of a Public Health Emergency: Sanilac County Community Mental Health Authority (Sanilac CMH) will adhere to any communicable disease orders of the State or local public health agencies to prevent transmission of a communicable disease. While awaiting a decision by the Governor or state or local public health officials, the Chief Executive Officer (CEO) has the authority to make emergency closing decisions he/she deems appropriate for the organization. If circumstances permit, the CEO will confer with the CMH Board of Directors and local/state public health officials to determine the severity of the individual situation and to determine what actions will be taken.

The Governor or state or local public health officials are empowered to exercise quarantine and isolation authority. Quarantine and isolation authority will be exercised only when and so long as the public health is endangered, all other reasonable means for correcting the problem have been exhausted, and no less restrictive alternative exists.

Sanilac CMH has a COVID-19 Workplace Practices Policy for reference, related to communicable diseases.

B. The Agency will develop protocols when State of Emergency situations develop, based upon type of State of Emergency.

IV. POSSIBLE ACTIONS DURING A STATE OF EMERGENCY

During a state of emergency, any of the following may occur:

- Closing of one or more parts of the organization by order of the Governor.
- Closing of one or more parts of the organization as authorized by the CEO while awaiting a decision by the Governor or state or local public health or emergency official or local sheriff.
- Closing of one or more parts of the organization by agreement between public health or emergency officials and the CEO or by order of public health or emergency officials.
- Isolation of an ill or symptomatic employee(s) by public health officials; or Quarantine of an exposed or potentially ill employee(s) by public health officials.
 - Social Distancing may be used to minimize transmission from person to person, the organization will implement social distancing provisions upon orders from the Governor, and/or public health officials.
 - Sanilac CMH may provide specific tools/equipment for the employee(s) to perform his/her current duties if required to work from home during a State of Emergency situation. Please review the Telecommuting/ remote work policy for details on remote work requirements.
- Although all efforts should be made to allow employees to work from an alternative location, it may not always be possible. At the discretion of the CEO, employees will be permitted to utilize their time off benefits or take time off without pay in order to encourage those with symptoms associated with the state of emergency to stay home so they do not infect other employees and/or individuals, to allow employees with ill family members to stay home to care for them, and to cover typical time when there is no work available for the employee. Layoff situations may also be offered or required if necessary due to the state of emergency.

V. STATE OF EMERGENCY MANDATORY EMPLOYEES

Mandatory employees are those employees who are directed by their supervisor to report to work, at a designated worksite other than their personal residence, at specific dates and times.

Each department must predetermine and designate mandatory operations in case of a state of emergency or communicable disease outbreak, designate the employees to staff these operations, and develop an alternative plan for personnel in case the designated personnel are quarantined or ill. Staff may be identified as mandatory employees at any time during the state of emergency.

Administration will notify employees of their mandatory personnel designation and the requirement to report for or remain at work in emergency situations, or to work from home or other alternative location as deemed appropriate.

A. Re-Integration

Re-integration of the workforce will be done in phases based on orders, regulations and input from the CMH Board of Directors, Emergency Management, the Governor, state, and/or local public health or emergency officials, or other appropriate resources.

VI. ATTACHMENTS

None

VII. REFERENCES

BA151 COVID-19 Workplace Practices
BA152 Telecommuting/Remote Work