



# JOI's UMBRELLA PANDEMIC PLAN

## Objectives

- Provide awareness to employees of the JOI Umbrella Pandemic Plan
- Become familiar with steps JOI has taken in the event of a pandemic
- Learn ways employees can support JOI's efforts during a pandemic

## Why is this important?

JOI's ability to successfully operate during a pandemic depends on having an effective plan in place. As "essential personnel" to the Federal Government, we must be able to continue providing services in a safe & orderly manner during a pandemic. Reviewing the Umbrella Pandemic Plan will support our efforts in doing so.

## INTRODUCTION

### WHAT IS A PANDEMIC?

According to the World Health Organization (WHO), a pandemic is a world-wide spread of a new disease. On March 11, 2020, WHO announced the worldwide coronavirus outbreak was officially declared a pandemic. JOI's Umbrella Pandemic Plan has officially been implemented as of March 20, 2020. Jeff Johnson (CEO) will inform employees in writing when the Pandemic Plan ends.

Our **Universal Pandemic Plan (UPP)** has been developed by utilizing the latest information from the U.S. Government, including the Centers for Disease Control (CDC); Occupational Safety & Health Administration (OSHA); National Institute for Health (NIH); World Health Organization (WHO); as well as California Department of Public Health.



### SUMMARY OF JOI'S UPP:

- ✓ JOI's services are considered "essential" by the Federal Government, which means they are required to support our customers' operations in emergency situations such as during a pandemic. Therefore, work will not be impacted by any State order requiring "stay at home". We are fortunate to have secured employment, something that many do not have, during this challenging period.
- ✓ The Safety Committee, chaired by Gladis Jarquin, JOI's Safety Officer, is in charge of implementing this plan.
- ✓ JOI will hold regular informational meetings utilizing the latest information from the CDC, WHO, NIH, OSHA, etc. regarding the etiology (what causes the disease), symptoms, transmission, reporting requirements, vaccination information and treatment methods—when developed and available.
  - ❖ **Note:** Latest information on the COVID-19 pandemic is available on JOI's Safety Website.  
Go to: [safety.jobop.org](http://safety.jobop.org) <http://216.70.228.101/wp-safety/>
- ✓ Maintaining accurate and thorough record of employees taking sick leave during a pandemic is the responsibility of JOI. In addition, JOI will maintain record of its personnel who have had contact with infected individuals, if this occurs. **Note:** As of today, there have not been any reports of confirmed cases of COVID-19 amongst any of our employees.



- ✓ It is important that JOI obtain updated Emergency Contact information for all employees so that family members can be notified immediately in the event of an emergency.



# JOI's UMBRELLA PANDEMIC PLAN (continued)

- ✓ For any JOI employee who tests positive for COVID-19, or is quarantined to care for a family member with a documented confirmed case, available sick pay &/or vacation pay can be used. In the event all vacation & sick pay is exhausted, advanced sick pay will be made available by JOI to ensure our employees are provided with the assurance that their health & the health of their family members can be focused upon without the added financial concern. The HR Department should be contacted should the need arise.
- ✓ All non-essential travel is no longer permitted.
- ✓ Individual **site-specific pandemic plans** will be developed, which will identify contingency actions that will be taken in the event that up to 30% of employees may be absent due to illness, fear of contraction, or need to care for a family member. In the event that there are large amounts of employees absent, JOI will devote HR resources to hire additional disabled and non-disabled staff.
- ✓ For those sites that are actively treating quarantined COVID-19 patients, specific procedures have been developed for cleaning & disinfecting these areas. All personnel responsible for cleaning these patient care areas are being trained on enhanced cleaning protocols & procedures.
- ✓ JOI has affirmed with its main suppliers that JOI is considered an essential account and will have access to its historical supply draw down, plus another 30% if needed. In addition, JOI has some ability to use hospital inventory of items in critical short supply.
- ✓ Adherence to the health & hygiene practices that have been & will continue to be communicated are one of our most important responsibilities & a strategy that will allow us to do our part in fighting the spread of the virus. This includes:



- Regular & thorough hand washing
- Practicing social distancing measures (including lunch & breaks)
- Staying home when sick

- ✓ JOI will continue to emphasize the proper practices that employees must adhere to in these areas via ongoing communication (safety training, paycheck inserts, JOI Safety Website, etc.).
- ✓ Employees who experience fear & anxiety amidst the pandemic are encouraged to call our Employee Assistance Programs OR may call any of the following individuals who will address their concerns:



- FCE/Magellan Employee Assistance Program: **(800) 424-4178 - free!**
- Aetna Employee Assistance Program: **(800) 342-8111 - free!**
- Gladis Jarquin, Safety Officer: **(619) 917-1360 - cell**
- Melanie Andersen, Director of Human Resources: **(760) 525-1226 - cell**
- Don Terrell, Employee Development Manager: **(858) 386-8357 - cell**
- Erica Rodriguez, Human Resources Generalist: **(619) 688-1784, x46 - work**

We are extremely proud of the outstanding work all of our team members are doing at each worksite during these challenging times. Remember, as a united team & commitment to always working safely, we will succeed in getting through any challenge we face. **WE THANK YOU FOR ALL THAT YOU DO!**