

EXECUTIVE ORDER NO. S-43-20

CONTINUITY OF OPERATIONS - PANDEMIC

PURPOSE:

In the event of a pandemic, the City of Omaha must be prepared to provide for the continuation of critical and essential services to the citizens of Omaha. The Continuity of Operations Plan serves as a guide for the City to facilitate the maintenance and continuation of critical and essential processes and functions during a pandemic emergency.

POLICY AND PROCEDURES:

Identifying critical and essential processes and emergency successors is inherent to the success of City government operations during emergencies. In keeping with City Personnel Policy #8-00, the department director in each department shall determine and maintain a list of employees who are identified as “emergency successors” and who are expected to report to work and direct critical and essential processes of the department during a pandemic emergency. The department director shall inform their employees of their “emergency successor” status. A copy of the “emergency successor” lists shall be provided to the Mayor’s Office and to the Human Resources Director by each department director.

The department director is responsible for identifying department specific critical services and maintaining the Continuity of Operations plan for their specific department. Continually updating workplace procedures so that all employees understand their role in the event of a pandemic is essential. The primary threat to the performance of critical and essential services during a pandemic is high absenteeism. Preparing and protecting our workforce will help avoid interruptions to these services.

When maintaining the Continuity of Operations plan for their department, department directors are to consider the following:

- Insure staff receives current information on prevention of the spread of the medical condition leading to the pandemic.
- Update list of critical and essential services.
- Update list of services that may be suspended when the pandemic interferes with the ability to provide services.
- Monitor current staff absenteeism levels – provide regular reporting to COOP management team.
- Review and update active projects and responsibilities lists.
- Review and update critical and essential processes lists within the department annexes.

- Review and prepare work from home strategy for those areas that can telecommute.
- Review and prepare the in-office strategy for those functions that cannot be accommodated with work from home strategy.
- Review and prepare work transfer strategy for functions and processes that can be transferred to other office locations or other employees.
- Develop disease containment procedures including criteria for mail handling and utilizing teleconferencing for all meetings.
- Review and revise IT support for increased external traffic to systems due to work from home and work transfer strategies.
- Consider methods for controlling public traffic to minimize exposure risk.

The news media and City email shall be used to inform employees when an emergency is declared.

BY THE POWER VESTED IN ME AS MAYOR BY SECTION 3.04 OF THE HOME RULE CHARTER OF THE CITY OF OMAHA, 1956, AS AMENDED, I HEREBY PROCLAIM THIS TO BE THE EXECUTIVE ORDER ESTABLISHING AND GOVERNING THE CONTINUITY OF OPERATIONS – PANDEMIC POLICY.

WITNESS my hand as Mayor of the City of Omaha this 6th day of March 2020.



Jean Stothert, Mayor
City of Omaha