



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

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Memorandum

To: Bureau/Office HR Directors
From: *Sharlyn A. Grigsby*
Sharlyn A. Grigsby
Director, Office of Human Resources
Subject: 2009 H1N1 Flu Preparedness and Resources

In light of the recent H1N1 Flu outbreak, personnel who provide critical and essential functions for DOI will be as likely to become ill as the general public. During this outbreak, the Department and Bureaus must continue to achieve two equally important goals: (1) protect the Federal workforce and (2) ensure continuity of operations. Bureaus and Offices should ensure the fulfillment of these two goals through a variety of means, including pay, scheduling and staffing flexibilities, voluntary telework arrangements, and evacuation payments if necessary. In addition to guidance at the Department and Bureau levels, below are a number of web pages that will provide general information, information for Federal employees, and information for Departments and Agencies.

General Information

OPM Pandemic Website

<http://www.opm.gov/pandemic/>

HHS Pandemic Website

<http://www.pandemicflu.gov/>

OPM Information for Federal Employees

Federal Benefits During an Emergency

<http://www.opm.gov/pandemic/agency6h-federalbenefits.pdf>

A Federal employee's emergency guide

<http://www.opm.gov/emergency/PDF/EmployeesGuide.pdf>

A Federal Employee's Family Preparedness Guide

<http://www.opm.gov/emergency/PDF/NationalFamilyGuide.pdf>

A Federal Employee's Family Preparedness Guide

(For the Washington, D.C. Area)

<http://www.opm.gov/emergency/PDF/DCAreaFamilyGuide.pdf>

OPM Info for Departments and Agencies

Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations

[http://www.opm.gov/oca/compmemo/2008/HandbookForEmergencies\(PayAndLeave\).pdf](http://www.opm.gov/oca/compmemo/2008/HandbookForEmergencies(PayAndLeave).pdf)

Federal Manager's/ Decision Maker's Emergency Guide

<http://www.opm.gov/emergency/PDF/ManagersGuide.pdf>

HUMAN CAPITAL PLANNING FOR PANDEMIC INFLUENZA

Information for Agencies and Departments

http://www.opm.gov/pandemic/OPM-Pandemic_AllIssuances.pdf

HR Flexibilities Available to Assist Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations

<http://www.opm.gov/oca/compmemo/2008/2008-09.asp>

In an emergency situation, Federal employees and retirees need not worry about their Federal benefits. Benefits coverage will continue regardless of the severity of an emergency. During an emergency OPM activates their emergency phone number and email address that can be used by Federal employees and retirees to get information regarding their benefits.

OPM has activated their emergency number; the number is 1-800-307-8298, and can be used by both employees and retirees. Hours of operations are 8am - 8pm, Monday through Friday; however, hours may be extended if necessary. The greeting is an automated response. If the caller remains on the line, a live operator will come on and answer the caller's question. If a person is referred back to their agency they will be told to call their agency's benefits officer. For questions by email, the address is emergencybenefits@opm.gov.

If callers have questions about the 2009 H1N1 Flu outbreak, those calls should be referred to the CDC at 1-800-232-4636. Or individuals can visit the CDC web page at www.cdc.gov.

If you have addition questions, they can be directed to Nick Chomycia at 202-208-6107 or by email to nicholas_chomycia@ios.doi.gov.