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## ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR

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### MEMORANDUM

**TO:** Agency Directors, Boards and Commissions

**FROM:** William Bell, Director 

**DATE:** May 1, 2009

**RE:** Swine Flu Planning

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Many of you are aware that human cases of H1N1 influenza A (swine flu) virus infection have been identified in the United States. This situation is being closely monitored by the federal Centers for Disease Control as well as the Arizona Department of Health Services (ADHS). 4 cases of swine influenza have been confirmed in Arizona to date.

Our goal is to support agency directors in responding to questions regarding this illness. Attached is a fact sheet you may wish to disseminate in your agency which lists some basic information regarding the swine flu and provides further informational contact information.

In 2007, the Arizona Department of Administration (ADOA) prepared information to assist agencies in preparing for a pandemic influenza. The materials prepared are applicable and have been updated to address the current influenza. This information includes a series of human resources-related questions that may arise and provides guidance to ensure that state agencies are able to perform critical functions if impacted. Two sets of frequently asked questions have been prepared; one set is directed toward agency directors and the other set is directed toward employees. These questions are attached and are also posted on ADOA's Human Resources Division website, <http://www.hr.state.az.us>. The questions pertaining to employees are also published on the YES website under "What's New For You". Both sets of questions are based on the current ADOA Personnel System Personnel Rules and information published by public health experts.

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ADOA is available to answer questions you may have regarding this information. In addition, we are providing the following recommendations to state agencies for service continuity.

- Communicate with employees on steps they can take now to prepare, including clear instructions to employees who show flu or flu-like symptoms to remain at home
- Encourage employees to visit the ADOA Human Resources website to review the questions developed specifically for employees. This document addresses the questions most likely to be raised by employees about their work expectations during a pandemic.
- Review policies and procedures regarding remote access for employees.
- Review and update emergency contact information for agency staff.
- Review agency priority services.
- If possible, cross-train individuals for those priority services that need special skills or knowledge.

ADOA has been advised by the Arizona Department of Health Services (ADHS) that guidance regarding state building closure, should cases be identified as H1N1 flu, will be provided by the county health department in consultation with the ADHS.

Please do not hesitate to contact my office with any questions or concerns. ADOA is continuing to update our own pandemic plans and will share additional information that may be of use to agencies as we complete the updates.

Attachments

C: Agency Human Resources Managers