



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEASTO 12990.1
CHRO
22 DEC 2011

MARINE CORPS INSTALLATIONS EAST ORDER 12990.1

From: Commanding General
To: Distribution List

Subj: MANAGEMENT OF CIVILIAN EMPLOYEES WITH INFLUENZA-LIKE
ILLNESS SYMPTOMS

Ref: (a) MLA btwn USMC/AFGE of 18 Aug 10
(b) Federal Employee Family Friendly Leave Act
(c) Family Medical Leave Act (FMLA) of 1993

1. Situation. The spread of influenza-like illnesses poses a significant threat to operational readiness within Marine Corps Installations East (MCIEAST). Preventing the spread of influenza-like illnesses is imperative, in order to protect the health, well-being, and safety of the entire workforce.

2. Cancellation. CG Policy Letter 001-10 of 7 Apr 10.

3. Mission. To establish policy and procedures for monitoring and reducing the spread of influenza-like illness symptoms in accordance with references (a) through (c).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Upon declaration by the Office of Personnel Management (OPM) of a workforce Pandemic Influenza situation, MCIEAST will initiate widest dissemination of information and guidance as to the status and/or systematic release of the workforce, set the operational tempo, and provide appropriate guidance, in accordance with the information provided by OPM.

(2) Concept of Operations. This Order shall be utilized when Installation Commanders set local policy for preventing the spread of influenza-like illnesses.

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b. Subordinate Element Missions

(1) MCIEAST Commanders shall:

(a) When directed, and upon declaration by OPM of Pandemic Influenza situation, ensure prompt, decisive, and widest dissemination of information to subordinate and tenant commands.

(b) limit the potential negative impact of influenza by implementing controls when issued by OPM;

(c) implement policy to protect the workforce and ensure continued capability of operational services in support of mission requirements;

(d) ensure a Continuation of Operations Plan (COOP) is in place for the installation;

(e) dismiss the workforce when directed;

(f) review the COOP and ensure these types of scenarios are addressed to identify essential personnel, positions appropriate for telework, and systematic operational shutdown of non-essential programs;

(g) promote the use of telework where appropriate to ensure the continuation of operations;

(h) if epidemics start to arise, inform higher level authorities, and return personnel only when safe to do so;

(i) ensure plans and information on the systematic release of personnel, call back rosters, dissemination of information, and identification of essential personnel are kept up to date; and

(j) in the event a Pandemic Influenza situation is declared, and you are directed by higher authority to send all non-essential employees home, non-essential employees will remain on administrative (excused) leave until further notice. Only essential personnel (identified by each organization) will continue to physically report to work under these conditions.

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(2) Local Civilian Human Resources Offices shall:

(a) Provide guidance, advice, and assistance to management officials regarding procedures and responsibilities;

(b) establish plans for efficient and widest dissemination of information in the event of a Pandemic Influenza;

(c) ensure organizational plans are in place to respond in the event these types of situations arise; and

(d) provide guidance and advice to management and supervisors for the release and call back of civil service personnel, specifically concerning pay and leave issues.

(3) Supervisors shall:

(a) Review essential personnel rosters and ensure personnel are aware of their roles and responsibilities;

(b) maintain current contact information (specifically phone numbers) for all their employees;

(c) ensure all employees, whether working, on temporary additional duty, on leave, or at home are notified of the current status of the situation, and kept informed as information becomes available; and

(d) report up the chain of command any significant medical issues concerning employees that may arise.

c. Coordinating Instructions

(1) Supervisors. If an employee exhibits influenza-like symptoms, supervisors may consider taking the following additional steps:

(a) Offer telework (if appropriate for the duties and responsibilities of that position) as an alternative to working in the populated environment. This would only be appropriate if prior arrangements have been made to do so.

(b) Remind employees of the leave options available and encourage them to go home. However, supervisors should be aware that they cannot force employees to take leave. If a

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supervisor takes this step, they must ask for objective evidence (suspicion is not enough) that an employee is unable to perform their job or poses a risk to themselves or others. Objective evidence consists of a statement from a medical professional indicating the employee is physically unable to work or poses a risk of infection to others. Sufficient evidence may also be specific comments made by the employee about being exposed to influenza (such as taking care of a sick relative or friend).

(c) Absent objective evidence, if you observe that an employee is ill (exhibits influenza-like symptoms), express general concern for the employee's health and remind the employee of their leave options, telework options (if appropriate), and the dangers of influenza being spread through the workforce if the employee remains at work.

(d) Grant sick leave, annual leave, or leave without pay (LWOP) when an employee is incapacitated for duty or presents medical documentation from a certified health provider that his/her presence may jeopardize the health of other employees. Excused absences (administrative leave) may only be granted by the MCIEAST commander or higher authority.

(e) Employees who return to work and still display influenza-like symptoms may be asked to report to the Occupational Health Clinic for a fitness for duty evaluation. If no Occupational Health Clinic is available, supervisors should direct the employee to the authorized medical treatment facility (hospital or clinic) designated for employee health concerns. Supervisors shall contact their local Labor and Employee Relations Office for consultation before pursuing this course of action.

(f) Employees may be required to present medical documentation for absences in excess of three workdays. Supervisors shall follow the guidance contained in reference (a) or local collective bargaining agreement for bargaining unit employees or local installation orders for non-bargaining unit employees.

(g) If an employee appears ill and refuses to leave the worksite, contact the local Labor and Employee Relations Office immediately to discuss what options are available and how to address the situation.

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(2) Employees

(a) If exhibiting influenza-like symptoms, should notify their supervisor and request leave or the ability to telework and remain away from the workplace until 24 hours after they are no longer exhibiting symptoms of influenza (to include carrying a fever).

(b) If sick with influenza and go home, or are sent home after failing a fitness for duty evaluation, will use sick leave or annual leave, if available.

1. If the employee has no leave available, he/she may request advanced annual leave, advanced sick leave, or LWOP through the appropriate chain of command. He/she may also apply to become a leave recipient through the Voluntary Leave Transfer Program.

2. Employees may be required to present medical documentation for absences in excess of three workdays.

(c) If returns to work, and still displays influenza-like symptoms, may be asked to report to the Occupational Health Clinic for a fitness for duty evaluation. If no Occupational Health Clinic is available, he/she may be directed to the authorized medical treatment facility (hospital or clinic) designated for employee health concerns.

(d) If healthy, but stays home because his/her child has been in direct contact with individuals infected with influenza, may use annual leave, other paid time off (i.e., earned compensatory time off, earned compensatory time off for travel, or earned credit hours), or LWOP. Sick leave is not appropriate if the child is not actually sick, unless there is medical documentation certifying the employee's presence at work poses a health risk to others due to exposure to a communicable disease.

(e) If healthy, but stays home to care for a family member(s) who is exhibiting influenza-like symptoms, may use sick leave under the provisions of reference (b). Employees with insufficient sick leave balances may be granted LWOP under the provisions of reference (c) during their period of absence. Employees with insufficient sick leave balances may opt to use annual leave or other paid time off.

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(f) Shall keep the supervisor informed of his/her whereabouts, should you need to leave your primary residence to care for family members or friends.

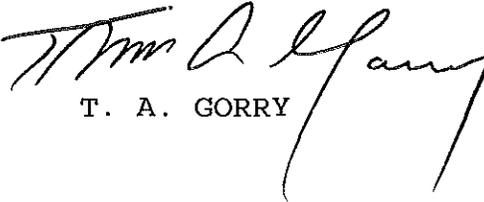
(g) Inform the supervisor of any significant medical condition or issue that may prevent him/her from returning to work if called. This information is essential in monitoring the health and wellbeing of the workforce and whether it is safe to return employees to the workplace.

5. Administration and Logistics. If a workforce Pandemic Influenza situation is declared by OPM due to a large percentage of the workforce being infected, the guidance contained in this Order regarding voluntary leave usage is no longer applicable.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST.

b. Signal. This Order is effective the date signed.


T. A. GORRY

DISTRIBUTION: A