

**MILLE LACS BAND OF OJIBWE  
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

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**Department:** Administrative Services-Human Resource Management      **Policy Number:** HHS-ADM-HRM 3156

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**Policy Title:** Staff Contingency Planning

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**Attachments:**

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**Revision History:**


**Revised by/Date:**

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**Approved by:**   
Jan Manary, Executive Director of HHS

**Date:** 11.16.2020

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**Approved by:**   
Nicole Anderson, Commissioner of HHS

**Date:** 11-18-2020

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**POLICY STATEMENT:** Health and Human Services departments and facilities are essential to providing care and services to our clients/patients/families; this is guidance to provide a contingency staffing plan during quarantine of staff due to health exposures or illness of staff and/or their families and contacts.

**PURPOSE:** This policy will guide contingency planning, allowing departments to address service continuity and on-going availability of the services offered by Health and Human Services.

**PROCEDURE:**

1. At times, when there is a need to evaluate the closing of a department (s) due to illness or quarantine of personnel, the Health and Human Services leadership team will convene to determine the staffing plans based on the severity of the situation, staff availability and the on-going needs of the communities.
2. When a situation is identified, departments should reach out to their Executive Director to discuss the situation. The Executive Directors will work together to ensure stakeholders of the leadership team are brought together to review and discuss the situation and make a consolidated decision on a continued staffing and service plan.
3. Health and Human Services leadership team will have the autonomy to design critical service staffing levels to meet the needs of the clients/patients/families they serve. Department leadership will keep a roster of all employees and will identify critical positions. Department rosters will be kept up to date. These plans will be reviewed regularly at department staff meetings.
4. Once the leadership team (or the stakeholders impacted) have met via phone, zoom or in person, and has reached a decision, it will be forwarded to the Commissioner of HHS for endorsement and implementation. When approved, the Commissioner of HHS will forward the plan to the appropriate personnel and government departments.

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| <b>Internal and/or External References</b> |            |
| <b>Compliance - Posting Date</b>           | 11/18/2020 |
| <b>Replaces – Policy Number</b>            |            |
| <b>Next Review - Due Date</b>              | 11/18/2021 |