



# University of Connecticut Health Center

POLICY NUMBER 2001-2a

March 27, 2009

## UCHC EMERGENCY CLOSING POLICY ADDENDUM

**Please Note: The list below identifies the general status of a Department. Changes to this list for a specific day(s) may be made with individual written notification to the affected employees by the Department head or manager.**

### **ESSENTIAL SERVICE UNITS:**

Employees in these areas must **ALWAYS** report for/remain for their assigned shift:

#### **Health Center Departments:**

- Enterprise Computing (Help Desk)
- Facilities Management
- Food Service
- Materials Management (except Property and Business Office)
- Public Safety (Police Officers, Firefighters, Dispatchers)
- Telecommunications (Telephone Operators, Telecommunications Specialists)
- Office of Research Safety (specified personnel)
- CLAC
- All on-call IT staff

#### **Clinical Operations:**

- CMHC Infirmaries and Clinics as defined in CMHC Policy UCHC# A.1 and by Executive Director
- Clinical Operations Administration (Managers only)
- Housekeeping
- John Dempsey Hospital and Ambulatory Services Employees (unless otherwise specified)
- Patient Access – ED Specialists and Registration Unit
- UConn Medical Group, including UCHP and REI/IVF

#### **School of Medicine Departments:**

- Anesthesiology (CRNA)
- Traumatology & Emergency Medicine (Poison Information Specialists)

#### **School of Dental Medicine Departments:**

- All Dental Clinics and University Dentists, and associated support services (including Dental Clinic Finance, Central Support, Record Room and Prosthetic Laboratory)

### **ESSENTIAL SERVICE UNITS ONLY IF AMBULATORY PRACTICE IS OPEN:**

Employees in the following areas must report to/remain for their assigned shift **ONLY** if the **AMBULATORY PRACTICE** is open as an essential service unit:

#### **JDH/UMG Departments:**

- Patient Access /Registration Unit

**NON-ESSENTIAL SERVICE UNITS:**

Employees in these areas **DO NOT** have to report/remain if the **Health Center** declares an emergency closing:

**Health Center Departments:**

- Administrative employees (if not specified as essential unit)
- Alumni Affairs
- Assistant Attorney General's office
- Campus Planning, Design and Construction
- Capital Budgets (administrative support staff)
- Communications
- Office of Audit, Compliance and Ethics
- Child Care Center
- Development
- Health Center Administration
- Health Center Finance Department
- Human Resources
- Mail Room, Property, Receiving and Distribution Services
- Public Safety Administrative staff not specified above
- Purchasing

**Clinical Operations Departments:**

- Nursing Administrative Support Team
- CMHC Program Office
- ED: EMS Coordinator, Mobile Intensive Care Coordinator
- Financial Administration staff
- Health Center Finance
- Hospital Accounting
- JDH Cashier
- JDH and UMG Patient Financial Services
- Medical Staff Services
- Patient Access – Precertification and Financial Counselor Units
- Planning
- Quality Programs Department
- Risk Management
- Staff and Patient Education
- Volunteer Services

**School of Medicine Departments:**

- All staff not specified above including off-site programs

**School of Dental Medicine Departments:**

- All staff not specified above

Revised: 12/21/04, 11/22/05, 10/13/06, 3/27/09