

APPENDIX A – BRDHD COOP CHECKLISTS

This tab contains information regarding the equipment and material management of the BRDHD. Also, included in this section is the distribution of materials by BRDHD. The items to be distributed include generators, responder vest, satellite radios, and other necessary equipment. Upon reading this section one will see the distribution of material and equipment throughout the district.

COOP Checklist FOR DISTRICT DIRECTOR

| Duties | Completed | Notes |
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| Make decision to implement BRDHD COOP | | |
| Determine which health department facilities are affected and require relocation | | |
| Determine which mission essential functions in the closed facilities require reestablishment at alternate facilities | | |
| Determine which alternate facility will be used (can be in conjunction with Emergency Management and/or a realtor) | | |
| Identify essential staff (i.e. Exchange, nurses, clinical support, IT staff, maintenance, key supervisors) | | |
| Coordinate Exchange team and essential staff to assemble at alternate site | | |
| If mission essential functions cannot be reestablished, request assistance from the state and/or neighboring jurisdictions | | |
| Initiate ReadyOp or phone tree call down of staff | | |
| Notify the Department for Public Health and County Emergency Management | | |
| Determine staffing requirements and work hours for essential staff | | |
| Determine when to implement reconstitution and termination of COOP | | |

CHECKLIST FOR BRANCH MANGER FOR PREPAREDNESS

| Duties | Completed | Notes |
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| Once instructed, ensure notification of the Exchange team and essential staff | | |
| Ensure completion of phone tree call down | | |
| Assist Exchange team in establishing essential functions | | |
| Oversee the reconstitution and termination of COOP plan | | |

CHECKLIST FOR EXCHANGE TEAM MEMBERS

| Duties | Completed | Notes |
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| Monitor and assess the situation requiring relocation | | |
| Monitor and assess the status of personnel and resources | | |
| Upon notification, assemble at the alternate site | | |
| Recommend essential functions to be established at the alternate site | | |
| Recommend essential staff required for essential functions | | |
| Determine the positions necessary to ensure the continuous performance of mission essential functions and staff with skills to perform the tasks | | |

COOP Essential Functions Checklist

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| <p>Epi Rapid Response Team (ERRT)</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Cooperate with nurse and epidemiologist team members to investigate communicable disease to determine the actual extent and potential spread of the disease. ○ Comprehensive response to reports of disease outbreaks. Appropriate discipline-specific members investigate determine the actual extent and potential spread of the disease. Communication among responders and with principal contacts is maintained until all infected persons have been treated, all required contacts have been made and all at-risk persons have been adequately interviewed and/or received preventive treatment. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Environmental Health (Investigation) ○ Communicable Disease Team (Responders) <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers, printer & copier, scanner, fax machine; Telephones-land line and cell phones; GPS units; quaternary ammonium, chlorine and iodine sanitizer test strips; stick-on and probe thermometers; legal and letter size file cabinets; emergency responder reflective vests <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Cell phone and land line service; high speed data line; internet service; e-mail, fax, document scanning capability; Bridge |
| <p>Surveillance of Public Health</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ The Health Information Branch directs or supports almost every aspect of surveillance. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Health Information Team <p>Vital Records</p> <ul style="list-style-type: none"> ○ GIS Software ○ Fact Finder (US Census.gov) ○ Epi Info <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Copier, Printer, Personal Computer, Pen, Paper, Clipboard, Office Suite <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computer Network; Phone; Internet |
| <p>Purchasing</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Provides supplies to all departments <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Finance <p>Vital Records</p> <ul style="list-style-type: none"> ○ Purchase Order, Purchase Requisition |

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| | <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computer, Printer, Bridge, Internet <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computer, email, telephone, Internet |
| Communicable Disease Investigation and Surveillance | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Investigate & follow-up on mandated reportable diseases stated on the EPID-200 and communicable disease clusters. Executing the statutory mandates regarding the reporting surveillance and control of communicable diseases <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Communicable Disease Team <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Desks and chairs; upright locking cabinet; locking 4-drawer file cabinet; Printer access; Copier access <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers (Microsoft Office); Internet; Bridge; Telephone; Fax; cell phones; Calculators |
| Public Information on Communicable Disease Issues | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Determine, create, and issue the following when warranted by PH: Health Advisories, Media, <i>Broadcast Faxes</i>, and <i>Dear Clinician Letters</i>. Recommendations to health care facilities, childcare facilities, or food handlers. Assessment & Assurance: Telephone consultations with medical providers, infection control practitioners, childcare facilities, local health departments, environmental issues involving disease transmission, addressing complaints and concerns regarding communicable disease issues. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Communicable Disease Team <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Desks and chairs; upright locking cabinet; locking 4-drawer file cabinet; Printer access; Copier access <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers (Microsoft Office); Internet; Bridge; Telephone; Fax; cell phones; Calculators |
| Employee Blood-borne Pathogen Follow-Up | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Maintaining a plan of action should an employee/client sustain a blood borne pathogen exposure during the time of a disaster. Employee blood borne pathogen needle stick/exposure follow-up. Assurance of a workforce and meeting OSHA requirements. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Communicable Disease Team |

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| | <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Desks and chairs; upright locking cabinet; locking 4-drawer file cabinet; Printer access; Copier access <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers (Microsoft Office); Internet; Bridge; Telephone; Fax; cell phones; Calculators |
| <p>Weekend & Holiday On-Call Phone</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Assurance: provides the means in which Disease Surveillance can be maintained in a timely manner. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Communicable Disease Team <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Cell phones <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers (Microsoft Office); Internet; Bridge; Telephone; Fax; cell phones; Calculators |
| <p>Communicable Disease Liaison</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Communication with KY DPH communicable disease branch for communicable diseases concerns <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Communicable Disease Team <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Desks and chairs; upright locking cabinet; locking 4-drawer file cabinet; Printer access; Copier access <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers (Microsoft Office); Internet; Bridge; Telephone; Fax; cell phones; Calculators |
| <p>Grounds and Building</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Access to keys, Heat and cooling system, plumbing, electrical, safety, generators, general maintenance, correct minor issues and outsource with vendors when required. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Facilities Management <p>Vital Records</p> <ul style="list-style-type: none"> ○ Proof of Insurance, Warranty (if applicable) <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Tools <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computer, email, telephone |

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| <p>Food Related Disasters</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Environmental personnel work truck wrecks involving food, quarantining and requiring destruction of adulterated food when necessary. Special inspection of facilities that have experienced a fire, flood, tornado, power outage or water service emergencies, quarantining and requiring destruction of adulterated food when necessary. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Environmental Health <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers, printer & copier, scanner, fax machine; Telephones-land line and cell phones; GPS units; quaternary ammonium, chlorine and iodine sanitizer test strips; stick-on and probe thermometers; legal and letter size file cabinets; emergency responder reflective vests <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Cell phone and land line service; high speed data line; internet service; e-mail, fax, document scanning capability |
| <p>Food-borne Illness Investigations</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Cooperate with Communicable Disease Team in investigation of food borne and other communicable diseases. ○ Assessment & assurance through collaboration with environmental health and health care providers for food borne illness <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Environmental Health ○ Communicable Disease Team <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers, printer & copier, scanner, fax machine; Telephones-land line and cell phones; GPS units; quaternary ammonium, chlorine and iodine sanitizer test strips; stick-on and probe thermometers; legal and letter size file cabinets; emergency responder reflective vests <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Cell phone and land line service; high speed data line; internet service; e-mail, fax, document scanning capability; Bridge |
| <p>Rabies Control</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Quarantine animals that have bitten humans. Also quarantine or require testing of animals exposed to known rabies cases. Quarantine Officers for Rabies Control ○ Investigation and follow-up rabies exposure ○ Assessment & assurance through collaboration with environmental health and health care providers for rabies exposure <p>Key Positions to Fill Essential Function</p> |

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| | <ul style="list-style-type: none"> ○ Environmental Health ○ Communicable Disease Team <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Animal head shipping boxes, Computers, printer & copier, scanner, fax machine; Telephones- land line and cell phones; GPS units; quaternary ammonium, chlorine and iodine sanitizer test strips; stick-on and probe thermometers; legal and letter size file cabinets; emergency responder reflective vests <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Cell phone and land line service; high speed data line; internet service; e-mail, fax, document scanning capability; bridge |
| <p>Emergency Shelter Inspections</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Inspections of emergency shelters to assure that adequate sanitary facilities are present and maintained. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Environmental Health <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers, printer & copier, scanner, fax machine; Telephones- land line and cell phones; GPS units; quaternary ammonium, chlorine and iodine sanitizer test strips; stick-on and probe thermometers; legal and letter size file cabinets; emergency responder reflective vests <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Cell phone and land line service; high speed data line; internet service; e-mail, fax, document scanning capability |
| <p>Methamphetamine Labs</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Provide notification to owner/occupant to remediate unsafe conditions in dwellings. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Environmental Health <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers, printer & copier, scanner, fax machine; Telephones- land line and cell phones; GPS units; quaternary ammonium, chlorine and iodine sanitizer test strips; stick-on and probe thermometers; legal and letter size file cabinets; emergency responder reflective vests <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Cell phone and land line service; high speed data line; internet service; e-mail, fax, document scanning capability |
| <p>Food Service Inspections</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Inspect facilities engaged in the preparation and service of food to the public. Includes inspections of food service in emergency shelters. |

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| | <p>Also use Global Positioning System to determine latitude and longitude of facilities.</p> <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Environmental Health <p>Vital Records</p> <ul style="list-style-type: none"> ○ Report 40 <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Clipboards, inspection forms, pens, Computers, printer & copier, scanner, fax machine; Telephones- land line and cell phones; GPS units; quaternary ammonium, chlorine and iodine sanitizer test strips; stick-on and probe thermometers; legal and letter size file cabinets <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Telephone, internet, 2-way radio |
| <p>Onsite Sewage Disposal Systems</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Perform site evaluations, issue construction permits and inspect installed systems. Enter permit information in the KY Onsite Sewage Tracking System. Also use Global Positioning System to determine latitude and longitude of installed systems. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Environmental Health <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Laser level, tripod, leveling rod, receiver, clinometers, 100 ft. tape, chisel head hammer, fluorescent dye, four (4) soil probes, Computers, printer & copier, scanner, fax machine; Telephones- land line and cell phones; GPS units; quaternary ammonium, chlorine and iodine sanitizer test strips; stick-on and probe thermometers; legal and letter size file cabinets; emergency responder reflective vests <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Cell phone and land line service; high speed data line; internet service; e-mail, fax, document scanning capability |
| <p>Public Facilities</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Inspect schools; hotels/motels; mobile home/recreational vehicle parks; tattoo, ear and body piercing studios; septic tank pumpers; septic disposal site; public swimming pools and beaches; tanning facilities. Also use Global Positioning System to determine latitude and longitude of facilities. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Environmental Health <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers, printer & copier, scanner, fax machine; Telephones- land line and cell phones; GPS units; quaternary ammonium, chlorine and |

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| | <p>iodine sanitizer test strips; stick-on and probe thermometers; legal and letter size file cabinets</p> <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Cell phone and land line service; high speed data line; internet service; e-mail, fax, document scanning capability |
| Construction Plan Review | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Review construction plans for both regulated and non-regulated buildings. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Environmental Health <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers, printer & copier, scanner, fax machine; Telephones-land line and cell phones; GPS units; quaternary ammonium, chlorine and iodine sanitizer test strips; stick-on and probe thermometers; legal and letter size file cabinets <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Cell phone and land line service; high speed data line; internet service; e-mail, fax, document scanning capability |
| Well and Spring Water Samples | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Take water samples for lab testing to determine the presence or absence of bacterial contamination. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Environmental Health <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers, printer & copier, scanner, fax machine; Telephones-land line and cell phones; GPS units; quaternary ammonium, chlorine and iodine sanitizer test strips; stick-on and probe thermometers; legal and letter size file cabinets <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Cell phone and land line service; high speed data line; internet service; e-mail, fax, document scanning capability |
| Food Manager Certification Classes | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Provide instruction for certification and recertification of food service managers. ○ Required by District Board of Health Ordinance <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Environmental Health <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers, printer & copier, scanner, fax machine; Telephones-land line and cell phones; GPS units; quaternary ammonium, chlorine and |

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| | <p>iodine sanitizer test strips; stick-on and probe thermometers; legal and letter size file cabinets</p> <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Cell phone and land line service; high speed data line; internet service; e-mail, fax, document scanning capability |
| <p>Public Health Nuisance Investigation</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Includes garbage/refuse, surfacing sewage and vector complaint investigation and remediation. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Environmental Health <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ fluorescent dye, four (4) soil probes, Computers, printer & copier, scanner, fax machine; Telephones- land line and cell phones; GPS units; quaternary ammonium, chlorine and iodine sanitizer test strips; stick-on and probe thermometers; legal and letter size file cabinets <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Cell phone and land line service; high speed data line; internet service; e-mail, fax, document scanning capability |
| <p>Assurance of Public Health</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ The Health Information Branch contributes to public health education in countless ways, by either providing it directly or supporting other branches. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Health Information Team <p>Vital Records</p> <ul style="list-style-type: none"> ○ Media contact database- tracking ○ Media contact info ○ Blast fax list ○ FrontPage <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Communication Box; Copier, Printer, PC; Pen, Paper; Clipboard; Office Suite <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Phone, Fax, Internet |
| <p>Financial Reporting</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Provides financial status of all BRDHD programs <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Finance <p>Vital Records</p> |

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| | <ul style="list-style-type: none"> ○ A/P reports, Payroll Reports, Cash Receipts Journal, Republic Bank Journal, Ledger, LHD(s) Cash Receipts Paperwork, Bank Statements <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computer, Internet, Bridge, email, telephone, 6 Laptops (5 loaded with CDP software), 2 4-drawer file cabinets (locking), Scanner, CDP printer, DeskJet printer, 4 desks, 7 chairs <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computer, email, telephone, cell phones, Internet, hand held radio |
| <p>Managing Human Resource Issues (Insurance, Hiring, Liability, Worker’s Comp)</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Manage Advertising, Applications, State Register ○ Manage Dental Insurance, Health Insurance, Life Insurance <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Human Resources <p>Vital Records</p> <ul style="list-style-type: none"> ○ Register ○ Hard copies of injury/accident form ○ OSHA 300 log ○ Hard copy of enrollment forms and Qualifying event forms ○ Kentucky Employee Health Plan (KEHP) website, Ceridian website (COBRA), KHRIS, Hard copies of Update/Add/Drop Health Insurance Qualifying events, forms, Hard copy of enrollment forms/confirmation forms <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers, desks, office chairs, Printer/Copy machine, locking file cabinets, Bridge, Internet <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computer, email, telephone, bridge, internet |
| <p>Advise Management on LHD Regulations</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Human Resources for District- Advise Management on LHD Regulations <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Human Resources <p>Vital Records</p> <ul style="list-style-type: none"> ○ LHD Merit System Regulations, LHD Administrative Reference <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers, desks, office chairs, Printer/Copy machine, locking file cabinets, Bridge, Internet <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computer, email, telephone, internet |

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| <p>STD Program</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Screening for Gonorrhea, Chlamydia, Syphilis and HIV. Provides treatment for clients infected with Gonorrhea, Chlamydia and Syphilis <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Clinic <p>Vital Records</p> <ul style="list-style-type: none"> ○ Patient charts <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers with internet access, printers <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Telephone, fax, email |
| <p>Family Planning and KY Women’s Cancer Screening</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Routine GYN exams for females seeking to plan and space pregnancies: routine GYN exams and breast and cervical cancer screening. Identification and referral for possible health issues needing further evaluation and management. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Clinic <p>Vital Records</p> <ul style="list-style-type: none"> ○ Patient charts <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers with internet access, printers <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Telephone, fax, email |
| <p>Well Child Screening Exams</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Comprehensive history and physical examinations for children age birth to 21 years. Identification and referrals for health issues needing further evaluation and management. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Clinic <p>Vital Records</p> <ul style="list-style-type: none"> ○ Patient charts <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers with internet access, printers <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Telephone, fax, email |
| <p>IT Troubleshooting</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ IT troubleshooting <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Information Technology (IT) Support <p>Vital Equipment Needed</p> |

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| | <ul style="list-style-type: none"> ○ Routers, Switches, PC's, laptops, Servers, phones, Remote Control Software <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Email, Internet, Phone, Fax |
| Communicable Disease Resource | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Assurance: Determine, create, and issue the following when warranted by PH: Health Advisories, Media, Broadcast Faxes, and Dear Clinician Letters. Recommendations to health care facilities, childcare facilities, or food handlers Assurance of notification of public health recommendations for communicable disease and prophylaxis treatment. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Communicable Disease Team <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Desks and chairs; upright locking cabinet; locking 4-drawer file cabinet; Printer access; Copier access <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers (Microsoft Office); Internet; Bridge; Telephone; Fax; cell phones; Calculators |
| Lab Specimen Submission | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Assurance of the identification of specific infectious agents, disease outbreaks <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Communicable Disease Team <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Desks and chairs; upright locking cabinet; locking 4-drawer file cabinet; Printer access; Copier access <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers (Microsoft Office); Internet; Bridge; Telephone; Fax; cell phones; Calculators |
| Tuberculosis Management | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Control of active TB case: TB Case Management, Prep and administering medications for DOT, Opening a medical record, Initiating treatment on a new suspect/confirmed cases, Contact investigation ○ Monitoring the surveillance, prevention and control of TB in Extended Care Facilities <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Communicable Disease Team <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ 1 Vehicle; Desks and chairs; upright locking cabinet; locking 4-drawer file cabinet; Printer access; Copier access <p>Communication Systems / Equipment Needed</p> |

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| | <ul style="list-style-type: none"> ○ Computers (Microsoft Office); Internet; Bridge; Telephone; Fax; cell phones; Calculators |
| Immunizations | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Adult and childhood immunizations for the prevention of the spread of vaccine-preventable diseases <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Clinic <p>Vital Records</p> <ul style="list-style-type: none"> ○ Patient charts <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers with internet access, printers <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Telephone, fax, email |
| WIC Program Administration | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Basic Nutrition Counseling; supplemental foods for pregnant, postpartum, and breastfeeding women, infants and children up to age 5. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Clinic <p>Vital Records</p> <ul style="list-style-type: none"> ○ Web-based certification and benefits assignment; Patient charts <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers with internet access, printers <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Telephone, fax, email |
| Existing Sewage System Inspections | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Conduct inspection of existing septic systems for real estate transactions, plumbing permits, electrical releases and complaint investigations. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Environmental Health <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ fluorescent dye, four (4) soil probes, Computers, printer & copier, scanner, fax machine; Telephones- land line and cell phones; GPS units; quaternary ammonium, chlorine and iodine sanitizer test strips; stick-on and probe thermometers; legal and letter size file cabinets <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Cell phone and land line service; high speed data line; internet service; e-mail, fax, document scanning capability |

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| <p>Prevention of Perinatal Hepatitis B Transmission</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Mechanism to enhance assurance of proper management of infants born to HBsAg positive mothers and to mothers of unknown HBsAg status. ○ Perinatal Hepatitis B surveillance <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Communicable Disease Team <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Desks and chairs; upright locking cabinet; locking 4-drawer file cabinet; Printer access; Copier access <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers (Microsoft Office); Internet; Bridge; Telephone; Fax; cell phones; Calculators |
| <p>TB Skin Testing</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Screening to identify patients who are at high risk for Tuberculosis infection and TB skin testing as necessary. Provide preventive therapy for patients when appropriate. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Clinic <p>Vital Records</p> <ul style="list-style-type: none"> ○ Patient charts <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers with internet access, printers <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Telephone, fax, email |
| <p>School Nurse Clinic</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Nursing services onsite at local schools. RNs provide preventive medical services as well as evaluation and management of students and adults with various medical needs throughout the day. <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Clinic <p>Vital Records</p> <ul style="list-style-type: none"> ○ Patient charts, infinite campus <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computers with internet access, printers <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Telephone, fax, email |
| <p>Accounts Payable</p> | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Pay Vendors and critical bills <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Finance |

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| | <p>Vital Records</p> <ul style="list-style-type: none"> ○ Invoice <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computer, Internet, Bridge, email, telephone, 6 Laptops (5 loaded with CDP software), 2 4-drawer file cabinets (locking), Scanner, CDP printer, DeskJet printer, 4 desks, 7 chairs <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computer, email, telephone, cell phones, Internet, bridge |
| Agency Vehicles | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Access to keys, general maintenance, correct minor issues and outsource with vendors when required <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Facilities Management <p>Vital Records</p> <ul style="list-style-type: none"> ○ Proof of Insurance, Warranty (if applicable) <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computer, email, telephone |
| Janitorial Services / Housekeeping | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Infection control via cleaning, trash removal, stocking paper supplies, mopping, cleaning up spills, setting up workspaces <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Facilities Management <p>Vital Records</p> <ul style="list-style-type: none"> ○ Frequency of cleaning list, Facilities Audit Form, Product list <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Janitorial supplies <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computer, email, telephone |
| Heating and Cooling | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Correct minor issues and outsource with vendors when required <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Facilities Management <p>Vital Records</p> <ul style="list-style-type: none"> ○ Proof of Insurance, Warranty (if applicable) <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Maintenance tools <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computer, email, telephone |
| Breastfeeding Support | <p>Critical Jobs of Essential Function</p> |

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| | <ul style="list-style-type: none"> ○ Lactation consults as needed; help with obtaining hospital grade pumps as appropriate. Issue pumps per PPHR for WIC clients returning to school or work <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Community Health Improvement <p>Vital Records</p> <ul style="list-style-type: none"> ○ Breastfeeding Peer Counselor computer program <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Breast pumps, Copier, Desk, 2 Chairs, Privacy screens if no private room available, Tablet PC <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Phone, Fax, Cell phone, Internet |
| Payroll | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Compensates Employees for Time Worked <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Finance <p>Vital Records</p> <ul style="list-style-type: none"> ○ Timesheets <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Computer, Internet, Bridge, email, telephone, 6 Laptops (5 loaded with CDP software), 2 4-drawer file cabinets (locking), Scanner, CDP printer, DeskJet printer, 4 desks, 7 chairs <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Computer, email, telephone, cell phones, Internet, hand held radio |
| Network Infrastructure (Internet, Email, ITV, Phones) | <p>Critical Jobs of Essential Function</p> <ul style="list-style-type: none"> ○ Support <p>Key Positions to Fill Essential Function</p> <ul style="list-style-type: none"> ○ Information Technology (IT) Support <p>Vital Equipment Needed</p> <ul style="list-style-type: none"> ○ Routers, Switches, PC's, laptops, Servers, phones, Remote Control Software <p>Communication Systems / Equipment Needed</p> <ul style="list-style-type: none"> ○ Email, Internet, Phone, Fax |

