**LPTB Emergency Closure Policy**

1. Purpose: To allow outline work standards and practices when working within the office is not possible due to threat of a natural disaster, pandemic, severe weather, or other related events outside of human control.
2. Policy: The Executive Director will determine when to implement the Emergency Closure Plan and close the board office to the public and/or staff based upon the plan outlined below. Under the Emergency Closure Plan, staff will be required to report to work as scheduled or telecommute as instructed.

Unless otherwise dictated by Civil Service, regular leave policies and procedures for employees unable to report to work or telecommute will be followed. LTPB will follow any changes to leave policies and procedures that are issued by Civil Service.

Arrangements under the Emergency Closure Plan are intended to be temporary and the situation which triggered the implementation of the plan will be monitored closely by the Executive Director. No assumption should be made as to the period of time the plan will be enacted.

During any telecommuting period, employees will be supplied with equipment necessary to work from home and it is each employee’s individual responsibility to set up an environment conducive to maintaining their telecommuting schedule. The same protocols for confidentiality of licensee data followed in office will be expected while telecommuting. At no time should documentation be stored in a vehicle and all documentation taken from the office in order to allow the employee to work remotely should be returned in its entirety to the office upon the office reopening.

1. Procedure: The Executive Director will implement the Emergency Closure Plan and specify which level of the plan is to be followed.

**Emergency Closure Plan**

The Emergency Closure Plan will apply to essential employees of the board office. Essential employees are defined as the Executive Director, Assistant Executive Director, Licensing Analyst, and Continuing Education Specialist/Compliance Officer. The Executive Director and Assistant Executive Director will work with staff to ensure continuity of responsibilities related to board services while working remotely which includes but is not limited to: issuance of licenses and processing of continuing education applications.

**Level I**: Temporary closure of the board office to the public due to severe weather threat. Estimated 1-3 days closure.

Board meetings/Hearings: To be rescheduled at the Executive Director’s discretion, and in collaboration with board members should the closure affect the schedule.

Monitoring: Compliance officer to communicate with Recovering Physical Therapy Program (RPTP) Manager. Rescheduling of any scheduled monitoring should be communicated by the RPTP Manager to the licensees.

Communication: Office staff will communicate primarily via email. The website should be updated to notify the public of closures and changes to office function.

Mail: Mail may be processed upon the reopening of the board office.

**Level II**: Order issued by governor closing all state agencies to the public due to a declared state of emergency. No hearings or investigations interviews will take place, unless the latter may be done remotely by means of telephone or teleconferencing technology. Essential employees to maintain normal function via their office-provided equipment, and may require usage of VPN access to internal server. > 3-day closure.

Board Meetings/Hearings: If agency closure is anticipated to be greater than 5 business days, the Executive Director may reschedule the meeting until a later date. Should open meetings law allow, board meetings may be conducted via teleconferencing technology.

Monitoring: The Compliance Officer will communicate with the RPTP Manager to outline the requirements, should they be modified, for monitored licensees during any prolonged office closure.

Communication: Office staff will communicate primarily via email. The website should be updated to notify the public of closures and changes to office function. Prior to official closure, all employees should set a temporary voicemail greeting informing callers of current communication abilities. Regular phone or teleconferencing meetings should be maintained amongst staff.

Mail: A schedule should be established and maintained by the Assistant Executive Director for mail to be processed. Appropriate signage should be clearly displayed for mail and delivery carriers. The website will be updated to reflect changes to mail processing, if any, as it affects the public and licensees.

**Level III**: Entire agency out for quarantine or illness. Essential staff (if able) to maintain core office functions, and step into adjacent roles when necessary and trained.

Board meetings: If agency closure is anticipated to be greater than 5 business days, the Executive Director may reschedule the meeting until a later date. Should open meetings law allow, meetings may be conducted via teleconferencing technology. Scheduled board meetings may need to be cancelled if staff is out for illness.

Monitoring: The Compliance Officer will communicate with the Recovering Physical Therapy Program to outline the requirements, should they be modified, for monitored licensees during any prolonged office closure. Concessions may be considered if the nature of the closure is due to state-wide quarantine.

Communication: Office staff will communicate primarily via email. The website should be updated to notify the public of closures and changes to office function. Prior to official closure, all employees should set a temporary voicemail greeting informing callers of current communication abilities. Regular phone or teleconferencing meetings should be maintained amongst staff.

Mail: A schedule should be established and maintained by the Assistant Executive Director for mail to be processed. Appropriate signage should be clearly displayed for mail and delivery carriers. The website will be updated to reflect changes to mail processing, if any, as if affects the public and licensees.