

**To:** All Faculty

**From:** Barbara Farley, VP of Academic Affairs and Dean of the College

My thanks to all of you for your flexibility and support of students and colleagues who have been ill with flu-like symptoms this fall. As we come to the end of the Fall trimester and Fall semester, I am writing to encourage you to continue with the good practices identified by Student Affairs earlier this year:

- Instruct students with flu-like illness to promptly seek medical attention if they have a medical condition that puts them at increased risk of severe illness from flu, are concerned about their illness, or develop severe symptoms such as increased fever, shortness of breath, chest pain or pressure, or rapid breathing.
- Encourage students with flu-like illness to self-isolate at home or at a friend's or family member's home until at least 24 hours after they are free of fever, or signs of a fever, without the use of fever-reducing medicines.
- Encourage students caring for children or other family members with flu-like illness to isolate themselves at home until at least 24 hours after the family member is free of fever, or signs of a fever, without the use of fever-reducing medicines.
- Students should not be required to attend class when they are sick with flu-like illness or if they are caring for family members with flu-like illness. Make alternative arrangements for presentations and projects for a student who is self-isolating.
- Continue to alter policies on missed classes and examinations and late assignments so that students' academic concerns do not prevent them from staying home when ill or prompt them to return to class or take examinations while still symptomatic and potentially infectious.
- Do not require a doctor's note for students, faculty, or staff to validate their illness or to return to work, as doctor's offices and medical facilities may be extremely busy and may not be able to provide such documentation in a timely way.
- Distance learning or web-based learning may help students maintain self-isolation.
- Be familiar with the "incomplete" process and use when appropriate for a student who must miss because of flu-like symptoms.
- Visit <http://www.cdc.gov/h1n1flu/guidance/exclusion.htm> for more information on staying home while sick.

While news reports intimate that the H1N1 and seasonal flu seasons may be passing, we want to continue promoting flu prevention and treatment awareness. The college recommends use of the following statement in preparation of your course syllabi:

**Recommended 2009 - 2010 Syllabus Statement Related to Influenza:**

Augsburg College is committed to a healthy campus community. To help limit the spread of seasonal influenza and the H1N1 strain in particular, the Centers for Disease Control

has provided campuses with the following recommendation: students, faculty, or staff with influenza-like illnesses (temperature of 100.0 or greater, plus a cough or sore throat) are directed to self-isolate (or stay home) for at least 24 hours after their fever is gone without the use of fever-reducing medicine. In the event that students are unable to attend classes due to this self-isolation recommendation, they should notify their instructor and consult the college's pandemic web site [www.augsburg.edu/H1N1](http://www.augsburg.edu/H1N1) for information and updates. Students are also encouraged to self-isolate at home if they are providing care for a child or other family member with flu-like illness. In accordance, faculty will provide opportunities for these students to participate in alternative educational delivery due to this illness.

**What to do if you develop flu-like symptoms:**

If you develop flu-like symptoms you should stay away from classes and limit interactions with other people ("self-isolation"), except to seek medical care, for at least 24 hours after you no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. Some people with influenza will not have fever; therefore, absence of fever does not mean absence of infection. You should stay away from others during this time period even if you are taking antiviral drugs. For most cases this period of isolation would last from 3 to 5 days. If you or a family member for whom you are caring have flu-like symptoms, please use these guidelines when considering your return to the classroom. Contact your students through Moodle or call the Academic Affairs Office (612.330.1024) if you need assistance notifying your students.

An H1N1 Group convenes routinely at Augsburg to monitor the situation. If this year's flu season becomes more severe, we will provide information to the Augsburg community about additional action steps.

For more information, visit <http://www.cdc.gov/h1n1flu/guidance/exclusion.htm>. or [www.flu.gov](http://www.flu.gov), or call 1-800-CDC-INFO (232-4636).

As we enter the holiday season, a reminder of what you can do to stay healthy (Source: [www.flu.gov](http://www.flu.gov)):

- Frequent hand washing with soap or hand sanitizer
- Practice good health habits including getting good sleep, nutrition and hydration
- Avoiding contact with sick people when possible
- Avoid touching eyes, nose or mouth
- Cover nose and mouth with a tissue when you cough or sneeze
- Know the signs and symptoms of the flu
- Stay home if you are sick
- Receive the flu vaccine and H1N1 vaccine when available and if advised by your physician