

To: Augsburg College Staff and Student Employees
From: Andrea L. Turner, Asst. Vice President Office of Human Resources
Re: Interim Guidelines for Workplace Prevention of H1N1
Date: September 11, 2009

The fall term has begun so it is important to prepare for the upcoming flu season. Augsburg College's Office of Public Safety is spearheading a campus-wide initiative to create public awareness and encourage preventative behaviors regarding the spread and treatment of seasonal flu and particularly the H1N1 strain. Academic Affairs and Student Affairs have sent a memo out regarding H1N1. We are staying informed through state and federal health departments to monitor flu conditions and make decisions about the best steps to take concerning our, staff and student workers. Updates and communications will be posted on www.augsburg.edu/H1N1.

Augsburg asks that all students, faculty and staff with flu-like illness remain home until 24 hours after resolution of fever without the use of fever-reducing medications. Symptoms of flu include fever or chills **and** cough or sore throat; symptoms can include runny nose, body aches, tiredness, diarrhea, or vomiting. **Please follow these guidelines:**

Report sick leave for the time period you are not at work due to symptoms or illness. If you do not have accrued sick leave, HR will work with you and your manager on a case-by-case basis; you should stay home if you have flu-like illness and remain home until 24 hours after resolution of fever without the use of fever-reducing medications.

Pay for staff will not be impacted by absence due to flu-like illnesses.

You are **not required to present a doctor's note** to confirm illness or return to work.

The **estimated time of recovery for Flu is 3-5 days**, although Augsburg asks that you remain home until 24 hours after resolution of fever without the use of fever-reducing medications.

If you are **caring for ill family members**, report sick leave. If you do not have any sick leave, your situation will be evaluated on a case-by-case basis.

If you must **stay home to take care of a child in response to school or daycare facility closures** due to Flu, coordinate any time off with your manager; all efforts should be made to cover critical work, when possible, including alternative work arrangements and working from home. If you must take time off from work, sick leave and/or vacation leave may be used. If you do not have any sick leave, your situation will be evaluated on a case-by-case basis.

Current recommendations for staying healthy include (Source: 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.

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.

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, or call 1-800-CDC-INFO (232-4636).

What to do if manage student workers and they develop flu-like symptoms:

- * 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.
- * Non-residential students with flu-like illness should be asked 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.
- * 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.

Considerations for high-risk individuals:

People at high risk for flu complications who become ill with flu-like illness should speak with their health care provider as soon as possible. Early treatment with antiviral medications often can prevent hospitalizations.

Groups that are at higher risk of complications from flu if they get sick include: children younger than age 5; people age 65 or older; children and adolescents experiencing Reye's syndrome after flu virus infection; pregnant women; adults and children who have asthma, other chronic pulmonary,

cardiovascular, hepatic, hematological, neurologic, neuromuscular, or metabolic disorders such as diabetes; and adults and children with immunosuppression (including immunosuppression caused by medications or by HIV). People age 65 and older, however, appear to be at lower risk of 2009 H1N1 infection compared to younger people. But, if older adults do get sick from flu, they are at increased risk of having a severe illness.

One of the best ways to protect against the flu is to get vaccinated against the flu. People under age 25 are one of the key groups recommended by CDC's Advisory Committee on Immunization Practices (ACIP) to be among the first to receive the 2009 H1N1 flu vaccine. For more information, visit <http://www.cdc.gov/h1n1flu/vaccination>.