

Flu Season 2009-2010

In light of the news of the new H1N1 flu virus along with the regular seasonal flu, the University has established some guidelines in efforts to help protect our community. These guidelines include asking faculty and staff to stay at home if they have flu-like symptoms, establishing a temporary time –off policy, and establishing return to work guidelines. Please read this information carefully and contact Human Resources at extension 4555 if you have any questions.

Maintaining Personal Hygiene

Basic personal hygiene measures help greatly in minimizing your chances in getting the flu. These measures include:

- Cover nose and mouth when sneezing and coughing, preferably with a disposable tissue, and immediately dispose of used tissues. If you do not have a tissue, sneeze or cough into your sleeve or shoulder rather than using your hands.
- Adopt good hand washing/hand hygiene practices, particularly after coughing, sneezing or using tissues. Use the hand sanitizers that are in offices across campus
- Keep hands away from the mucous membranes of the eyes, mouth, and nose.

Experiencing Flu-Like Symptoms and Reporting

Faculty and staff experiencing flu-like symptoms (fever of 100-104 degrees, headaches, aches and pains, fatigue and weakness, sore throat, vomiting, and diarrhea) should stay at home during the time which they are contagious and contact a healthcare provider for care as needed.

Both faculty and staff should report their absence as usual to their department chair, dean or supervisor. If a healthcare provider has confirmed the illness as the H1N1 flu, please also call Human Resources so that we can keep track of the number of cases occurring on campus. At that time, depending on the length of your absence, we may also be required to provide you with information on the Family and Medical Leave Act.

In efforts to protect co-workers who work in the same area, Physical Plant will clean work areas of ill staff members as needed or upon request.

Temporary Time Off Policy (Staff)

Absences due to the flu will fall under the University time off policies. Staff members will use sick or vacation time to cover the time missed from work.

Some schools or daycares may be closed because of flu outbreaks. With this in mind, you may want to establish alternate daycare options in the event that your regular provider is ill or the school or daycare closes. If staff members need to stay home to take care of children, sick or vacation time may be used. If the department allows, the employee may be allowed to work from home.

Staff members diagnosed with the flu who do not have a sick leave balance should use available vacation time to cover the illness.

If staff members diagnosed with the flu do not have time remaining in their sick and vacation balances, on a temporary basis (from September 15, 2009 -March 1, 2010),the University will allow employees to use up to five days of sick time prior to the time accruing. For example if an employee has no sick balance in December and is ill for five days, the time will be paid; however, the employee will have a sick balance of -37.5 (7.5X5) until time is accrued in the following months. Employees may only use this policy one time between September and March. Department managers will need to track the use of this policy and should contact Human Resources if employees need to use the temporary benefit. Employees will be expected to reimburse the University for the amount of advanced sick time should they leave employment prior to accruing enough time to have at least a zero balance.

Return to Work

According to guidelines from the Center for Disease Control, faculty and staff members may return to work once fever-free without the use of medication for at least 24 hours. Should these guidelines change, faculty and staff will be informed.

Helpful Resources

We urge you to become fully informed about H1N1 and the easy precautions that will help avoid infection. For information, visit <http://www.cdc.gov/h1n1flu/qa.htm> or <http://flu.gov/>.