



Employee Guidelines for the 2009-2010 Flu Season

9/17/09

Dear Faculty and Staff,

As you may know, flu can be spread easily from person to person. The University has an obligation to protect the health and safety of the entire campus community and has been and will continue to take steps to limit the spread of flu on campus. **We need your help to accomplish this.**

The University monitors information from the Orange County Health Care Agency and CDC to stay informed about the flu conditions and make decisions about how best to continue instruction and other campus activities during a flu outbreak. We will keep you updated with new information as it becomes available to us. Information will be provided via email, posted on the University's home page and through your manager.

Here are a few things you can do to help:

- **Know the signs and symptoms of the flu.** A fever is a temperature taken with a thermometer that is equal to or greater than 100 degrees Fahrenheit or 38 degrees Celsius. Look for possible signs of fever: if the person feels very warm, has a flushed appearance, or is sweating or shivering.
- **If you have the flu or a flu-like illness, do not return to campus for 24 hours until your fever** (100 degrees Fahrenheit or 38 degrees Celsius) **or signs of a fever** (have chills, feel very warm, have a flushed appearance, or are sweating) resolves without the use of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen).
- **If you are sick, stay at home to reduce the spread of the virus.** If you come to work sick, your manager has the responsibility to protect the health and safety of the other employees and can send you home.
- **Practice good hand hygiene** by washing your hands with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners also are effective.
- **Practice respiratory etiquette** by covering your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow or shoulder, not into your hands. Avoid touching your eyes, nose, or mouth; germs are spread this way.
- **Talk with your personal health care provider about whether you should be vaccinated for seasonal flu.** If you are at higher risk for flu complications from 2009 H1N1 flu, you should consider getting the H1N1 vaccine when it becomes available. People at higher risk for 2009 H1N1 flu complications include pregnant women and people with chronic medical conditions (such as asthma,

heart disease, or diabetes). For more information about priority groups for vaccination, visit www.cdc.gov/h1n1flu/vaccination/acip.htm.

- **Clean surfaces and items that are more likely to have frequent hand contact.** No special disinfection beyond routine cleaning is recommended.

If this year's flu season becomes more severe, the University may take the following additional steps to prevent the spread of the virus:

- **Find ways to increase social distances** (the space between people) by cancelling some events and meetings to slow the spread of the infection
- **Cancel classes.** This decision will be made only by the University President in consultation with the Chancellor's Office, Orange County Health Care Agency, and campus administrators.

Those planning to travel on business or for personal reasons should:

- **Check for fever and any other signs of flu-like illness before starting travel and stay home if you are ill.**
- **Contact your health care provider** for advice if you become ill while traveling or on temporary assignment.
- **See the CDC's Travel Website (www.cdc.gov/travel)** for more information for travelers.

Additional information can be found at the following websites:

www.flu.gov U.S. Department of Health and Human Services

www.cdc.gov/flu/ Centers for Disease Control

<http://www.ochealthinfo.com/h1n1/index.htm> Orange County Health Care Agency

<http://www.cdph.ca.gov/HealthInfo/discond/Pages/SwineInfluenza.aspx> California Department of Health

<http://www.who.int/csr/disease/swineflu/en/> World Health Organization

If you have questions about these guidelines, please contact Environmental Health and Instructional Safety at safety@fullerton.edu or x7233.