



## Management Guidelines for the 2009-2010 Flu Season

9/17/09

Many universities across the country have been impacted this fall by the H1N1 (swine ) flu. Public health experts also anticipate an early seasonal (regular) flu season. Because prevention is the most important and effective tool available to the University to limit the spread of flu on campus, please regularly remind those who report to you of the steps they can take to reduce the likelihood of them becoming ill. The guidelines below also outline measures you can take as a manager to address employees who become ill while at work or who have a sick family member at home. If you have any questions about how to address a situation related to the H1N1 virus, please contact Tom Whitfield, Director of Environmental Health & Instructional Safety, at extension 7233.

### *Remind employees to follow good hygiene practices*

- Wash their hands often with soap and water or use an alcohol-based hand cleaner, especially after coughing or sneezing.
- Cover their mouth and nose with a tissue to reduce the spread of the virus. If tissue isn't available, cough or sneeze in their elbow or shoulder.
- Avoid touching their eyes, nose, or mouth to prevent the spread of germs.

### *Encourage sick employees to stay home*

- Advise employees to be alert to any signs of fever or other signs of influenza-like illness and stay home if they are ill. Employees who are ill should not travel.
- CDC recommends that employees with influenza-like illness remain at home until at least 24 hours after they are free of fever (100° F [37.8° C] or greater) or signs of a fever without the use of fever-reducing medications.
- Expect sick employees to be out for about 3 to 5 days in most cases, even if antiviral medications are used.
- When requiring a doctor's note for employees who are ill with influenza-like illness to validate their illness or to return to work, **be flexible**, as doctor's offices and medical facilities may be extremely busy and may not be able to provide such documentation in a timely manner or at all. For guidance, contact Human Resources Services (HRS) at x2425.
- Employees who are well but who have an ill family member at home with influenza can go to work as usual. However, these employees should monitor their health every day and go home/stay home if they become ill.
- Contact HRS regarding usage of sick leave to care for family members who are ill. While there is a limit on the number of family sick leave days that can be taken, managers have the authority to grant additional sick leave for caring of family members.

### ***Advise sick employees at work to go home***

- CDC recommends that employees who appear to have an influenza-like illness upon arrival or become ill during the day go home and not return to work until at least 24 hours after they are free of fever (100° F [37.8° C] or greater) or signs of a fever without the use of fever-reducing medications.
- Managers can send employees home and direct them to use sick leave if they show symptoms of flu.
- Employees exposed to a sick co-worker should monitor themselves for symptoms of influenza-like illness and go home/stay home if they become ill.
- If an employee reasonably believes that he/she may be at risk for coming in contact with an employee who appears to have an influenza-like illness, assess the risks presented. Communicate your assessment with the employee and the steps taken to mitigate the risk, if any. For guidance, contact HRS or University Risk Management at 4937.

### ***Advise employees before traveling to take precautions***

- Advise employees to check themselves for fever and any other signs of influenza-like illness before starting travel and notify their supervisor and stay home if they are ill.
- Advise employees that if they become ill while traveling or on temporary assignment, they should contact their supervisor and a health care provider for advice.
- If traveling outside the United States, consult with your health provider and determine how such illnesses should be handled out of country.
- See CDC's Travel Website ([www.cdc.gov/travel](http://www.cdc.gov/travel)) for more information for travelers.

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