



MEMORANDUM

TO: Division Heads/Deans/Department Heads

FROM: J. Patrick O'Brien
President/CEO

DATE: September 9, 2009

SUBJECT: H1N1 Flu Season

In addition to the information presented in e-mails that you've received in the past regarding the potential H1N1 flu season, I'd like to offer the following:

- While it cannot be required, request employees notify their supervisors if they believe their illnesses are the result of the flu (Seasonal or H1N1). Ensure that this information is reported to our Leave Coordinator in Personnel to monitor the rate of infection.
- Encourage employees with flu-like symptoms to remain in their place of residence. An ill or injured employee may be required to take a leave-of-absence, if in the judgment of the department head and approved by the respective division vice president, continued work would create a substantial risk to the employee and/or co-workers.
- To assist in easing the burden of an outbreak on the health care system, use your best judgment in the type of documentation required for sick leave approval. Sick leave absences, of more than three days, require a doctor's note or appropriate written statement of the facts concerning the illness, as approved by the department head and respective division vice president.
- Remind individuals with whom you work to practice good hand hygiene by washing their hands with soap and water, especially after coughing or sneezing or use an alcohol-based hand cleaner.
- Encourage respiratory etiquette when you cough or sneeze by covering your mouth and nose with a tissue, available through Central Supply. 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.
- Encourage the individuals with whom you work to disinfect their personal work area electronics (including their keyboard and phones) with disinfectant wipes available through Central Supply.
- Know the signs and symptoms of the flu, most importantly fever and body ache. Look for possible signs of fever: if a person feels very warm, has a flushed appearance, or is sweating or shivering.
- You should encourage the individuals with whom you work to be vaccinated for seasonal and H1N1 flu, when the vaccinations become available, and encourage them to seek medical attention and stay home if ill.

As we have said previously, you can find the latest information as it pertains to WTAMU at www.wtamu.edu/flu.

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