



MEMORANDUM

TO: All Faculty & Staff

FROM: J. Patrick O'Brien
President/CEO

DATE: September 9, 2009

SUBJECT: H1N1 Flu Season

As we enter what is expected to be a very active flu season, it is imperative that everyone is diligent in managing its impact on our operations. As you may know, flu can be spread easily from person to person. Therefore, we are taking steps to minimize the spread of flu at West Texas A&M University, but we need your help to accomplish this. **Please see the attached sheet to post in visible, common employee areas.**

First, if you have significant fever and body ache, you may have the flu, so please seek medical attention immediately (the first 24 to 48 hours is critical for diagnosis and treatment).

We are monitoring the recommendations of the Texas Department of State Health Services (<http://www.dshs.state.tx.us>) and the Center for Disease Control (<http://www.cdc.gov/>) to make the best decisions regarding the flu at WT. Over the next couple of weeks, we will provide to you information as to the steps we are taking. We will keep you updated also with new information as it becomes available to us.

For now, we are doing everything we can to keep our institution operating normally. Here are a few things you can do to help:

- **Practice good hand hygiene** by washing your hands with soap and water, especially after coughing or sneezing. Encourage others who come into your office to do likewise. Alcohol-based hand cleaners are also effective and available through Central Supply.
- **Practice respiratory etiquette** when you cough or sneeze by covering your mouth and nose with a tissue, which are also 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.
- **Disinfect your personal work area** and electronics (including your keyboard and phones) with disinfectant wipes available through Central Supply.
- **Know the signs and symptoms of the flu** (most importantly fever and body ache). Be aware of the possible signs of fever: you feel very warm, have a flushed appearance, are sweating or shivering.
- **Stay home if you have flu or flu-like illness for at least 24 hours after you no longer have a 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). Severe symptoms may also include cough, sore throat, shortness of breath, chest pain, rapid respirations, cyanosis (bluish skin color), vomiting, diarrhea, or dizziness.
- Use of paid time off including annual leave, sick leave, and sick leave pool must be administered per System Regulations. In addition, ensure that this information is reported to our Leave Coordinator in Personnel to monitor the rate of infection.
- You should be vaccinated for seasonal and H1N1 flu when they become available.
- **Please print this e-mail for those employees that do not have immediate computer access.**

As we approach this flu season we are following guidelines set by the Centers for Disease Control and the Texas Department of State Health Services, and are working closely with the local Bi-City, Bi-County Health Department to monitor flu conditions and make decisions concerning our institution. You can find the latest information as it pertains to WTAMU at www.wtamu.edu/flu. To access the most up-to-date information on the flu, visit www.texasflu.org, www.flu.gov, or call 1-800-232-4636. If this year's flu season becomes more severe, we will take additional steps to prevent the spread of the virus.

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