Dear Colleagues,

On June 11, 2009, the World Health Organization announced that a global pandemic of the Novel Influenza A (H1N1) virus is underway. According to the Centers for Disease Control (CDC), the “action was a reflection of the spread of the new H1N1 virus, not the severity of illness caused by the virus.”

The CDC website (http://www.cdc.gov) also indicates that overall, “the numbers of new cases of novel H1N1 flu in Mexico and the United States appears to be declining.” However, outbreaks continue to be reported and, since we are fast approaching the beginning of a new academic year and, soon to follow, the traditional flu season for our region, we offer the following information and protocols regarding this pandemic.

IMPORTANT FACTS ABOUT THE NOVEL INFLUENZA A (H1N1) VIRUS

**Symptoms**: According to the CDC, the symptoms of Novel Influenza A (H1N1) virus in people are similar to the symptoms of seasonal flu and include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. A significant number of people who have been infected with this virus also have reported diarrhea and vomiting. If you have any questions or concerns regarding your health and the Novel Influenza A (H1N1) virus, please consult with your health care provider immediately.

**Spread**: According to the CDC, the spread of Novel Influenza A (H1N1) virus is thought to be happening in the same way that seasonal flu spreads. Flu viruses are spread mainly from person to person through coughing or sneezing by people with influenza. Sometimes people may become infected by touching something with flu viruses on it and then touching their mouth or nose.

At the current time, CDC believes that this virus has the same properties in terms of spread as seasonal flu viruses. With seasonal flu, studies have shown that people may be contagious from one day before they develop symptoms to up to 7 days after they get sick. Children, especially younger children, could potentially be contagious for longer periods.

**Prevention**: The CDC advises the following practices to help prevent the spread of the Novel Influenza A (H1N1) virus:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
• Avoid touching your eyes, nose or mouth. Germs spread this way.
• Try to avoid close contact with sick people.
• Stay home if you are sick until you have been fever-free for 24 hours, without the aid of fever-reducing agents, such as Advil and Tylenol. This is to keep from infecting others and spreading the virus further.
• Employees who are well but who have an ill family member at home with Novel Influenza A (H1N1) virus can go to work as usual. These employees should monitor their health every day, and take everyday precautions including washing their hands often with soap and water, especially after they cough or sneeze. Alcohol-based hand cleaners are also effective. If they become ill or have symptoms of influenza-like illness, these employees should notify their supervisor and stay home as described in more detail below.
• Employees are asked not to bring their children to campus when their children are ill, in the interest of protecting their children’s health as well as that of their colleagues. Please note that Saint Joseph’s University offers Parental/Family Care Leave benefits to eligible employees, which allow eligible employees to use up to 30 days from their Sick Leave benefits for the care of child, spouse or parent. For more information on paid time off benefits, please go to: http://www.sju.edu/resources/humanresources/benefits.html
• According to the CDC, employees who have an underlying medical condition or who are pregnant should call their health care provider for advice, because they might need to receive influenza antiviral drugs to prevent illness.

UNIVERSITY PROCEDURES FOR MANAGING EMPLOYEE ABSENCE DUE TO NOVEL INFLUENZA A (H1N1) VIRUS:

1. Employees who have symptoms of influenza-like illness should stay home for until you have been fever-free for 24 hours, without the aid of fever-reducing agents, such as Advil or Tylenol.
2. At the onset of influenza-like symptoms, contact your department head. Department heads should immediately contact Beth Kauffman, Human Resources Generalist, at extension 3309, who will then work directly with the department head and the affected employee to assist them in managing the affected employee’s absence from work.
3. Beth will contact Mary-Elaine Perry, Assistant Vice President for Student Life and Chair of the Critical Incident Response Team (CIRT). Mary-Elaine will coordinate appropriate communications and services (e.g. cleaning the employee’s own work space, as well as surrounding work spaces, as may be deemed necessary. Please note that from time-to-time you may observe enhanced cleaning services being performed as a precautionary measure, and you should not assume that an employee has Novel Influenza A (H1N1) virus simply because his or her work area is being cleaned. Beth and Mary-Elaine will work in tandem with Laura Hurst, Director of Student Health Services, to guide department heads regarding appropriate steps to be taken in the departmental working environment based on the information received. Department heads should not share any medical information received from the affected employee or address

Office of Human Resources
September 22, 2009
the circumstance presented in the workplace based on this information without first contacting Beth Kauffman or Mary-Elaine Perry. Outside of the internal protocols that have been established by CIRT to deal with cases of Novel Influenza A (H1N1) virus, no employee should communicate via email or otherwise any information regarding the medical condition or work status based on medical condition of another employee. Any employee concerns or questions related to a suspected or confirmed case of Novel Influenza A (H1N1) virus or to the virus in general should be directed to Beth Kauffman at extension 3309 or Mary-Elaine Perry at extension 1145. Students should be directed to Laura Hurst at extension 1175.

4. Before returning to work, an employee who has had influenza-like symptoms, has been home until at least 24 hours after being fever-free, without the use of fever-reducing agents and has been treated by their physician, should submit a release to return to work authorization from their physician to the Office of Human Resources, attention: Beth Kauffman, via confidential fax at (610) 660-3370 or via email at beth.kauffman@sju.edu. Medical notes should only be delivered to Beth or another member of the Human Resources Department, not to a supervisor or a co-worker, and should be received in the Office of Human Resources at least one business day prior to returning to work.

5. If an employee has not been treated by a physician for influenza-like symptoms, the employee is nonetheless required to stay at home until at least 24 hours after being fever-free, without the use of fever-reducing agents per the CDC recommendations, and will be required to certify in writing that he or she has satisfied the preceding requirements.

6. If an employee is feeling better but has not yet completed the aforementioned waiting period, they may be able to perform some of their work from home. This option should be discussed with and approved by the department head. If you are a non-exempt employee, your department head will explain to you how to keep track of all time worked to ensure that you are properly paid for all time worked.

GENERAL EMERGENCY RESPONSE PROCEDURES AND PANDEMIC PREPAREDNESS STEPS:

Saint Joseph’s University has a complete emergency response and preparedness plan that all employees and students should review. This plan is available at http://www.sju.edu/resources/emergency.

One part of the emergency response plan is focused on pandemic preparedness. This plan is available at http://www.sju.edu/resources/emergency/pandemicplan.pdf. Below you will find recommendations and steps identified in the emergency response plans that are particularly useful for preparing for the potential of a Novel Influenza A (H1N1) scenario:

1. Department heads should identify essential employees, essential business functions, and other critical inputs (e.g. suppliers, subcontractor services/products, and logistics) required to maintain business operations should there be disruptions during the pandemic influenza A (H1N1) flu
outbreak. The fact that an employee or function is not identified as essential does not mean that
the employee or the function is not important. It means only that, in an emergency, we may be
able to operate without the employee or the function on a temporary basis.
2. Department heads should plan for the possibility of unscheduled leave for employees who are sick
and must stay at home to care for themselves or others who are ill with the flu or children
dismissed from school. All departments are encouraged to cross-train staff and administrative
employees, particularly in essential business functions and to update written departmental
procedures and other important documentation.
3. All employees and, in particular, department heads, are encouraged to familiarize themselves with
university paid time off policies, which can be found on the Office of Human Resources website
at http://www.sju.edu/resources/humanresources/benefits.html.
4. All employees are encouraged to stay informed about the pandemic Influenza A (H1N1) flu
outbreak by monitoring the CDC website (http://www.cdc.gov). In addition, information
pertinent to Saint Joseph’s University faculty, staff, administrators and students will be
communicated via email and via postings on MySJU (http://www.sju.edu/gateway/mysju/).
5. The Provost of the University or a designee of the Provost may implement certain changes to
certain policies if he declares a Pandemic University Emergency. The Provost may issue various
changes at different periods of time during a Pandemic University Emergency that he has
declared.