

TO: Campus Community
FROM: Pandemic Planning Committee
DATE: September 21, 2009
RE: Seasonal and H1N1 Flu

The Pandemic Planning Committee and the Office of Health Services are monitoring the epidemiology of both seasonal influenza and H1N1 Flu as Bridgewater State College continues to implement strategies to minimize their impact throughout the academic year. Critical information and updates will be made available via the College's homepage and may be accessed at www.bridgew.edu/H1N1.

All students, faculty and staff are urged to take personal responsibility to help slow the spread of the flu. Individuals can protect themselves and others by covering coughs, sanitizing hands, staying or going home when sick, contacting a health care provider for advice, and seeking in-person medical care if conditions worsen.

Students, faculty and staff with classic flu-like symptoms should self-quarantine at home, and remain off-campus until fever-free for at least 24 hours without the use of fever-reducing medicines. Those without a permanent local address should seek direction from Health Services about care for themselves and the protection of others.

Symptoms For Seasonal Influenza and H1N1 Flu

| Most Common Symptoms | Other Possible Symptoms | Worsening Conditions |
|--|---|--|
| Fever of More Than 100°F Sore Throat Cough | Nausea Vomiting Diarrhea Lethargy/Tiredness Body Ache Stuffy or Runny Nose | Difficulty Breathing Shortness of Breath Abdominal or Chest Pain Extreme Dizziness Confusion |

Receiving seasonal flu or H1N1 immunization is recommended. Because the supply of vaccine this year is unpredictable, individuals should seek immunization from the earliest available source. Please note that the H1N1 vaccine will not be released until October.

The college is procuring sanitizing stations for use by students, faculty and staff. The new sanitizers will be located in all academic buildings. Overall, Bridgewater's cleaning and sanitizing efforts across the campus exceed industry standards. In addition, the Office of Health Services is preparing kits for residence hall use.

The Office of Human Resources is reviewing absenteeism policies and procedures as necessary and will manage specific situations on a case-by-case basis. It is important during this time to

communicate with faculty, department chairs or supervisors on a regular basis regarding absences.

Information for students:

- A doctor's note is not required to confirm illness or recovery.
- If sick, self-isolate at home. Residential students with flu-like symptoms should return home. Those without a permanent local address should contact the Office of Health Services for guidance.
- Contact faculty individually to discuss class absence policies and ways to make up work (unless such policies have been announced in advance).

Information for faculty:

- Call the faculty absence line.
- If students appear ill, advise them to go home. If close contact with others cannot be avoided, the ill student should be asked to wear a surgical mask during the period of contact.
- Requiring a doctor's note from students to confirm illness or recovery is not practical. Physicians' offices may be extremely busy and unable to provide documentation in a timely manner. Following the recommendation of the Center for Communicable Diseases, we ask that you not require a note.
- Consider altering policies on missed classes, examinations and late assignments so that students' academic concerns do not prevent them from staying home when ill or prompt them to return while still symptomatic and potentially infectious.
- In the event an administrative assistant or clerical employee must be absent from work, standard absence notification practices should be followed.

Information for AFSCME/non-unit classified employees:

- Employees must report an absence from work one hour prior to their scheduled tour of duty by calling 508.531.1222. Third-shift employees and employees who work weekends should also contact their immediate supervisors to report an absence.

Information for APA/librarians/non-unit professional employees:

- All administrators are expected to notify their supervisor at the beginning of each unanticipated day of absence and to follow any other procedure that may have been established.

People with a higher risk of complications from influenza include: pregnant women; those who have asthma, other chronic pulmonary, cardiovascular, hepatic, hematological, neurologic, neuromuscular, or metabolic disorders such as diabetes; or individuals with suppressed immune systems. If any of these apply to you, contact your physician by phone if you have flu-like symptoms. Medication may be necessary for high-risk people, but they must begin treatment with 48 hours of the onset of symptoms.