

## To: All EMU Staff and Faculty Employees

### Flu season is starting. Get ready!

The flu season is starting and more than one kind of virus will be spreading this season, including seasonal flu and the H1N1 swine flu. If you get the flu, you can spread it to others at home, at work and in the community. Flu symptoms include fever or chills *and* cough or sore throat. Additional symptoms include a runny nose, body aches, headache, tiredness, diarrhea or vomiting.

If you are sick, please stay home until 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). This should be determined without the use of fever-reducing medication containing ibuprofen or acetaminophen. If you exhibit flu like symptoms while at work, you may be directed by your supervisor to leave work and go home to avoid potential spread to others in the work and/or academic environment.

Remember to cover your coughs and sneezes, and wash your hands often with soap and water. Use an alcohol-based hand cleaner if soap and water are not available. If a severe flu outbreak hits our university community, we will take additional steps to avoid spreading the virus in the workplace.

Here are some tips that can help you prepare for the flu:

- Review our pandemic flu response plan. <http://www.emich.edu/uhs/swineflu/>
- Get the seasonal flu vaccine, which is now a covered benefit under EMU's health care plan options.
- Get the H1N1 flu vaccine when it becomes available, **if** you are at higher risk for complications. People at high risk include pregnant women and those with chronic medical conditions, such as asthma, heart disease or diabetes. For more information about priority groups for vaccination, visit [www.cdc.gov/h1n1flu/vaccination/acip.htm](http://www.cdc.gov/h1n1flu/vaccination/acip.htm).
- Make plans to care for sick household members or for children if schools dismiss students or child care programs close.
- Be prepared in case you get sick and must stay home. Have the following items on hand: a supply of fever-reducing medicines that contain acetaminophen or ibuprofen; alcohol-based hand cleaners; tissues and other useful items to avoid making trips out in public while you are sick.
- Learn about the flu and what you can do. To find out more about preparing for the flu, go to [www.flu.gov](http://www.flu.gov) or call 1-800-CDC-INFO (1-800-232-4636).

If you have any questions about policies or action steps we can take, please contact Amanda Reynolds ([areynolds@emich.edu](mailto:areynolds@emich.edu)); 734-487-1052 for staff-related employee questions or Mary Linblade in academic human resources ([mclinblade@emich.edu](mailto:mclinblade@emich.edu)); 734-487-7006 for faculty/lecturer-related questions.

By working together, we can protect our workforce and have a productive fall and winter.

Additional important information on anticipated questions from regular staff and administrators on how to handle potential work related administrative issues is also attached.