

To: St. Lawrence University Employees
From: Sue Cypert, Associate Vice President for Human Resources
Date: September 9, 2009
Re: H1N1 flu

The University has been keeping us all informed about plans to minimize and manage cases of H1N1 flu, and we hope if you have any questions that you can ask those questions of the Emergency Planning Team or your supervisor. The SLU website has a special section on the H1N1 flu, see “Flu Preparedness” [scroll down on the homepage], or <http://www.stlawu.edu/ucomm/flu.html> .

Part of the management process for the Planning Team is to have real-time information about trends of employee illness.

That involves two things:

1. Understanding the number of absences due to flu
2. Asking employees who have the flu to follow the federal guidelines of the CDC (Centers for Disease Control). Those guidelines recommend that if you catch the flu, after you are free of fever without using medicine of any kind, you should wait 24 hours before returning to work.

In order to encourage understanding of the scope of illness and to help employees manage their sick time, the University has established:

***a Flu Phone Line at Human Resources (229-7610)**
***Flu Sick Bank.**

VERY IMPORTANT NOTE: reporting the flu to the HR Phone line does NOT replace the usual procedure for an employee in reporting an illness –related absence to your supervisor. FOLLOW THE USUAL PROCEDURE FOR YOUR POSITION. The Flu Phone Line is additional to the usual procedure.

Here’s how it will work: If you have flu symptoms (a fever of 100 degrees or higher AND either a cough or sore throat), stay home and on your first day of illness, **call the HR Flu Hotline 229-7610**. You will be asked to report

- o Name
- o Department
- o Position

- Date of being out of work with the flu
- Then on the day you are free of fever using no medication of any kind, phone again to report that you will take ONE MORE 24 hour period before returning to work. Return to work no earlier than 24 hours after being fever-free.

Example: You become ill on Monday, you call the hotline and report flu symptoms. You are sick for 3 days. On Thursday morning you have no fever with no use of medicine. You call the hotline Thursday morning, report your plan to return to work Friday.

HR will report to the Emergency Planning Team ONLY the number of people out of work sick with the flu and the division(s) affected (i.e. Academic, Student Life, IT etc). We will not report names. The information linked to an individual's name will not be shared outside Human Resources unless there is a *safety need to know*.

For hourly employees:

The H1N1 Sick Bank

The H1N1 Sick Bank has been created to encourage employees to follow the CDC recommendation to stay home until AFTER 24 hours of being without any fever without the use of any medicine. That 24 hour recommendation may result in an employee being out of work one day longer than usual and a day from the sick bank can be requested to replace an employee's use of a personal sick day. The H1N1 Sick Bank is funded by the University, not by donations from fellow employees, as some routine sick day banks have been funded.

H1N1 Sick Bank Regs:

- a) An employee can use only one day from the bank from Sept 1, 2009 – Aug 31, 2010.
- b) Use of a day from the **H1N1 Sick Bank** does NOT count as a sick day in computing well days.
- c) An employee can request use of a day from the **H1N1 Sick Bank** ONLY if the employee had PREVIOUSLY reported having the flu via the Flu Phone hotline for the day(s) of flu that preceded the need for the sick bank day.

We hope these actions will help the University and the community have an effective response to the H1N1 flu.

Please be in touch if you have any questions.