

DATE: October 14, 2009

TO: Deans, Department Heads, Faculty, and Staff

FROM: Dr. Michael Lane, President Emporia State University

RE: ESU Recommendations for Absences due to the H1N1 Virus

Early in the semester, I sent a memo regarding contingency planning for the H1N1 virus. This memo is an update to that information. Emporia State University and the surrounding community are seeing increased numbers of individuals with influenza like illness and KDHE has confirmed that the 4 specimens sent for testing during the weeks of September 28 and October 5 were the H1N1 virus. In addition, the Kansas Department of Administration and Governor Parkinson have issued guidelines for state employers regarding leave practices. The following information and recommendations are for employee and student absences and to clarify influenza-like-illness(ILI) symptoms.

Employee Absences

The Kansas Department of Administration has authorized the relaxation of the requirements regarding approval of leave and FMLA protection in accordance with the governor's Executive Order 09-08. As a temporary emergency practice during this flu season, employees are encouraged to stay home when ill with influenza and to use their accrued leave. The Department of Administration is authorizing agencies to temporarily ease requirements for written statements of absence from medical providers. In addition, employees absent from work due to the H1N1 virus may use LWOP and still maintain their health insurance. This will remain in effect until notification that the temporary emergency has ended. Executive Order 09-08, with a subsequent clarification bulletin can be viewed at

http://www.governor.ks.gov/executive/Orders/exec_order0908.htm

And

<http://www.da.ks.gov/ps/documents/bulletins/>

Student Absences

Current guidance recommends that individuals who have flu-like symptoms remain at home until fever free without the use of any medications (including over the counter) for a period of 24 hours. Faculty should relax their attendance policies during this time and work with students who are self-isolating to help them make up missed assignments, lectures, and exams.

ESU Health Services is changing some of their appointment procedures in order to accommodate an increase in sick students being seen in the clinic and to help contain the spread of the flu. Until further notice, appointments will not be made for routine physicals or other "well" exams. This way, well students will not be exposed to sick students in the waiting area. Please be advised that Student Health Services does not provide "excuses" for students who say they have missed class due to illness. Please do not send students to the clinic for this purpose because it

may expose them to further illness and will also take up time needed to see students who are currently ill. If Student Health Services practitioners diagnose a student with influenza, the student is asked to sign a release so that notification can be sent to the Assistant Vice President for Student Life, who will notify their professors and others as appropriate. Students are always encouraged to contact their professors as soon as they are able.

Influenza-Like Illness Symptoms

Faculty, staff, and students should not report to work or class **if they have a fever greater than 100 degrees Fahrenheit, combined with one or more of H1N1 related symptoms as follows:**

1. Cough
2. Sore throat
3. Runny or stuffy nose
4. Body aches
5. Headache
6. Chills
7. Fatigue
8. Diarrhea and/or vomiting

Faculty, staff and students who are experiencing fever over 100 degrees F and other symptoms should do the following:

- Notify your supervisor/professors that you are ill with influenza-like symptoms and will not be able to work/attend classes.
- Stay home for at least 24 hours after your fever is gone (without medication) except to get medical care.
- Isolate yourself to keep from potentially exposing other people.
- Seek medical advice from your primary care physician or health practitioner.

Employees who have questions concerning leave policies, the Family Medical Leave Act, or the recent Executive Orders should call Human Resources at 5379. Any of the staff in the ESU Human Resources Section are available to answer questions regarding this information. If the need for specific clarifications arise, contact Judy Anderson, Director of Human Resources, her e-mail is jander21@emporia.edu

Students who are experiencing symptoms of flu should call Student Health Services at 5223. Students or faculty with questions about student absences should call Student Life at 5267. News, FAQ's, and materials pertaining to the H1N1 virus can be found by calling the H1N1 hotline, 341-6867 or accessing the H1N1 website: <http://emporia.edu/shc/h1n1/>.

Thank you for helping the ESU campus minimize the spread and disruption from influenza this season.