



T E X A S
Wesleyan
UNIVERSITY

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**FLU SEASON PREPAREDNESS FOR
TEXAS WESLEYAN UNIVERSITY EMPLOYEES**

The flu season is starting and will last through the fall and winter. More than one kind of flu virus will be spreading this season, including seasonal flu and the 2009 H1N1 flu. If you get the flu, you can get sick and can spread the flu to others at home, at work, and in the community. Symptoms of flu include fever or chills *and* cough or sore throat. In addition, symptoms of flu can include runny nose, body aches, headache, tiredness, diarrhea, or vomiting.

If you are sick, we request that that you plan to stay home until at least 24 hours after you no longer have a fever (100 degrees Fahrenheit) 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 medicines (any medicine that contains ibuprofen or acetaminophen).

Also, to minimize the spread of germs, 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 community, we will take additional steps to avoid spreading the flu virus on our campus.

UNIVERSITY PREPAREDNESS: In preparation for the upcoming flu season, the University has defined *Flu Response Procedures* for our campus, which can be reviewed at www.HR.txwes.edu.

EMPLOYEE PREPAREDNESS: We are also asking individual employees to consider taking the following preventative measures:

1. **Get the seasonal flu vaccine.** You may obtain the vaccination through your primary healthcare physician or community clinic. Additionally, the University's Health Services department has ordered a limited supply of flu vaccinations for the campus community, which are anticipated to arrive in October.
2. **Get the 2009 H1N1 flu vaccine** when it becomes available, if you are at higher risk for 2009 H1N1 flu complications. High risk individuals are defined as: all people from 6 months through 24 years of age and people 25 through 64 years of age who have health conditions associated with a higher risk of medical complications from influenza (such as asthma, heart disease, or diabetes). For more information about priority groups for vaccination, visit www.cdc.gov/h1n1flu/vaccination/acip.htm. You may obtain the vaccination through your primary healthcare physician or community clinic. Additionally, the University's Health Services department has ordered a limited supply of flu vaccinations for the campus community, which are anticipated to arrive in October.
3. **Make plans to care for sick household members** or for children if schools dismiss students or child care programs close. In compliance with Family Medical Leave Act (FMLA), an

employee's job will be protected for up to 12 weeks if the employee has been employed for at least a year and has worked at least 1,250 hours within the last 12-months. Since FMLA is unpaid leave, employees may utilize accrued but unused sick or vacation leave.

4. **Be prepared in case you get sick and need to 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 items that may be useful and help avoid the need to make trips out in public while you are sick. Full-time employees may be eligible for short-term disability benefits if they become sick due to the flu. Sick and/or vacation leave will be used.
5. **Learn about the flu and what you can do.** To find out more about preparing for the flu, go to www.flu.gov or call 1-800-CDC-INFO (1-800-232-4636).

PROTECTION OF PRIVATE MEDICAL INFORMATION: Please guard an individual's medical privacy as it is protected under federal law. Do not discuss or disclose an employee's or student's medical condition with others unless it is on a need to know-basis, e.g. employee's immediate supervisor, human resources, or a student's current faculty member – even if they've discussed it directly with you. Instead, encourage them (or an immediate family member) to directly contact University personnel who need to know they will be absent due to illness.

INQUIRIES FROM STUDENTS, PARENTS OR UNIVERSITY GUESTS: If you are asked how the University is preparing for potential flu-season impact, you may respond with the following:

The University is actively monitoring the situation and will follow established procedures should one or all campuses be affected by a serious flu outbreak. Maintaining the health and safety of our students, employees and guests is a top priority.

INQUIRIES FROM THE MEDIA: Responses to questions from the media should be made through the Office of Communications, 817.531.5812.

If you have any questions about the University's *Flu Response Procedures*, please contact the Office of Human Resources, 817.531.4403 or the University's Health Services Department, 817.531.4948.