

## MEMORANDUM

**TO:** William Jewell College Employees  
**FROM:** David L. Sallee, President  
**DATE:** September 4, 2009  
**RE:** H1N1 Flu Temporary Personnel Memorandum

### ***Overview***

Key health organizations around the world indicate that the H1N1 virus will inevitably spread through most communities in North America during the coming fall and winter. The fact that college students live in close proximity to one another means that the potential of H1N1 to become present within our community, and other educational communities around the United States, is highly likely. As a matter of fact, according to the American College Health Association, 165 colleges and universities reported 1,640 cases during the week of Aug. 22-28. Health officials, both locally and nationally, have indicated that this strain of H1N1 virus is spread easily, but does not, at this time, have any greater level of lethality than other strains of Type A influenza.

William Jewell College has a detailed pandemic response plan that guides our response when H1N1 is present on-campus. This plan is administered by both the College's leadership and a group of additional faculty, staff, and local health officials to insure that it is implemented in the best interests of our students and the local community. **It is the objective of this temporary memorandum to provide guidance for employees with the goal of reducing the risk of infection on campus.** Due to the fact that this virus is passed through human contact and exposure, the College is asking employees who are exhibiting flu-like symptoms or have been exposed to H1N1 Flu to ***not*** report to work until identified symptoms are no longer present or a doctor has released the employee to return to work. Adherence to this policy by all employees is an important demonstration of what it means to "live responsibly in community," which is a guiding philosophy recently adopted by our Board of Trustees.

### ***Who should not Report to Work***

1. Employees (faculty and staff), visitors, vendors, volunteers and contractors who are exhibiting any combination of the following flu-like symptoms should not report to work:
  - Fever
  - Body aches
  - Sore throat
  - Headaches
  - Fatigue
  - Chills
  - Vomiting
  - Diarrhea
2. Employees (faculty and staff), visitors, vendors, volunteers and contractors who have had a known, recent and direct exposure to anyone with the flu or specifically with H1N1 Flu should not report to work and/or to the campus. Specifically, this includes employees whose immediate family member has the flu and to whom the employee has been directly exposed. Employees should contact their manager/supervisor/department chair for further guidance.

### ***Excusing Employees from Work***

If a manager/supervisor/department chair identifies an employee who appears to be ill with flu-like symptoms, the manager/supervisor/department chair will ask the employee to go home and to contact his or her primary-care physician.

If an employee has had a known, recent and direct exposure to anyone with the flu or specifically with the H1N1 Flu virus, but is not actively exhibiting symptoms,

the manager/supervisor/department chair can ask the employee to stay home and make arrangements to work from home (i.e. telecommuting) if possible. If the exposure results from someone living in the employee's home, the employee will be asked to stay home.

Managers/supervisors/department chairs must follow the College's guidelines regarding nondiscrimination as outlined in the *Nondiscrimination and Harassment and Equal Employment Opportunity* policies. Managers/supervisors/department chairs should pay particular attention to employee confidentiality.

The manager/supervisor/department chair should contact Penny Owens in Human Resources if he/she asks an employee not to report to work. Human Resources will record the names of employees who have been excused from work and work with departments regarding appropriate time reporting.

### ***Time Reporting***

Employees not reporting to work under the auspices of this policy are considered excused absences. Employees will be required to use available sick accrual for the duration of their absence.

Employees who are off work to care for a spouse, dependent child, domestic partner or parent with flu-like symptoms should use available dependent leave accrual for the duration of their absence.

If the employee exhausts his/her available sick accruals, the employee will be placed on *other paid leave* status up to a maximum of 15 days. A manager/supervisor/department chair should work with Human Resources to activate the *other paid leave* status.

Employees whose childcare provider/facility or school is unavailable because of H1N1 Flu alert should work with their manager/supervisor/department chair to arrange time off such as vacation or make arrangements to telecommute if possible.

### ***Medical Certification***

If an employee's absence is 5 work days or longer a medical certification will be required, as consistent with the College's Sick Leave Policy. Medical certifications should be mailed to Human Resources, 500 College Hill Box 1017, Liberty, MO 64068 or faxed to 816-415-7847.

### ***Telecommuting***

Telecommuting options may be available for employees who have been asked not to come to work due to exposure or are caring for a sick family member. Sick employees should not be required to work from home. Telecommuting options may be available based on supervisor approval and a manager should work with Human Resources to arrange temporary telecommuting guidelines.

Questions regarding this temporary memorandum should be directed to the employee's manager/supervisor/department chair and/or the Office of Human Resources.

*Any exception to this policy will require the approval of the Cabinet member with oversight of the department employing the individual.*

David