



STAFF
MANAGEMENT, *Inc.*

Innovations in Human Resource Management

PREPARING FOR
2009 H1N1 FLU
Educating Employees

H1N1 Flu: Flu Terms Defined

- Seasonal flu:
 - Respiratory illness
 - Can be transmitted person to person
 - Most people have some immunity
 - Vaccine is available.
- Avian (bird) flu:
 - Caused by influenza viruses that occur naturally among wild birds
 - Can be transmitted from birds to humans
 - Virtually no human immunity
 - Human vaccine availability is very limited.
- Novel H1N1 flu:
 - New influenza virus first detected in people in US April 2009
 - Spreading from person-to-person
 - Virtually no human immunity
 - Vaccine is developed and being mass produced.

Source: Center for Disease Control and Prevention (CDC.)

H1N1 Flu: Symptoms

Common symptoms include:

- Headache
- Extreme tiredness
- Cough
- Sore throat
- Runny or stuffy nose
- Muscle aches
- Nausea, vomiting and diarrhea

(much more common among children than adults)

Source: CDC

H1N1 Flu: Severe Symptoms

In **children**, emergency warning signs that need urgent medical attention:

- Fast breathing or trouble breathing
- Bluish or gray skin color
- Not drinking enough fluids
- Severe or persistent vomiting
- Not waking up or not interacting

Source: CDC

H1N1 Flu: Severe Symptoms

In **adults**, emergency warning signs that need urgent medical attention:

- Difficulty breathing or shortness of breath
- Pain or pressure in chest or abdomen
- Sudden dizziness
- confusion
- Severe or persistent vomiting
- Flu-like symptoms improve but then return with fever and worse cough.

Source: CDC

H1N1 Flu: Infecting Others

People infected with the seasonal and/or H1N1 flu virus may be able to infect others from:

- One day before getting sick
- Up to 7 days after getting sick
- This can be longer in children and people with weakened immune systems.

Source: CDC

H1N1 Flu: Prevention

- Wash hands frequently with soap and water
 - Rub your hands vigorously together
 - Scrub all surfaces.
 - Wash for 15 to 20 seconds.
 - It is the soap combined with the scrubbing action that helps dislodge and remove germs.
 - If soap and water are not available use alcohol-based wipes or sanitizers; rub hands until they are dry.
- Cover coughs and sneezes with tissues, wash hands after every cough or sneeze, throw out used tissues;
- Stay away from others if you are sick;
- Stay home from work and/or school if sick.

Source: CDC

H1N1: Prevention at Work

- Become educated on hand washing, covering coughs and sneezes, and staying away from others.
- You **MUST** stay home if you feel ill.
- All commonly touched surfaces will be washed daily
 - Workstations, countertops and doorknobs
 - Regular cleaning agents may be used; no additional disinfection is recommended.

Source: CDC

H1N1 Flu: Business Preparation

- In preparation for the flu season:
 - You are encouraged to get a seasonal influenza and a H1N1 influenza vaccine;
 - All offices are stocked with hand soap, sanitizer, bleach wipes and Lysol spray.
 - We are preparing communication lists with employees' home phones, cell phones, home emails, etc.
 - If you call in sick, you must speak to an individual. Leaving messages or sending emails is not an option as the recipient may also be ill.

H1N1: Critical Functions

- Managers will identify critical functions and those who perform them;
- Managers will designate two back-ups for each critical function;
- All back-ups will be fully trained.

H1N1: Overall Issues

- All sick people must stay away from the workplace until you are fever-free and/or symptom free for 24 hours;
- Anyone who is at work and is ill will be separated from all other workers immediately and told to go home.
- We will advise you of a fellow employee's possible exposure but due to privacy issues, we will not identify the co-worker.

H1N1 Flu: Advising Business Associates of Our Plan

- Business associates should be encouraged to speak directly with one of our employees as phone messages and emails may not reach someone who is ill;
- Business associates should be assured that all critical functions have been identified, that multiple employees are cross-trained to perform those functions and that they will be notified of any disruptions in our services;
- Business associates for whom we perform services that must be approved (such as payroll functions, timecard approval) should identify several back-up individuals in the event that they become ill.

H1N1 Flu: If it Becomes Severe

If the H1N1 flu becomes severe, the following measures may be instituted:

- Cancellation of business-related meetings;
- Implementation of flextime to limit the number of employees in any one office at any one time; and
- Cancellation of non-essential travel.

It is imperative that we stay flexible!

H1N1: Reliable Sources

- Limit exposure to news: too much watching, listening, surfing can be disturbing and upsetting. Be careful what younger children watch.
- Know your source:
 - www.pandemicflu.gov
 - World Health Organization at www.who.int/en/
 - Centers for Disease Control and Prevention (CDC)
 - Hotline in English and Spanish: 800-CDC-INFO
 - TTY: 888-232-6348
 - Email questions to cdcinfo@cdc.gov
 - Local state and government department sites for each state can be found at <http://www.cdc.gov/mmwr/international/relres.html>

Source: CDC