

To: All Faculty and Staff of the University of Houston Law Center

From: UHLC Administration

Date: September 17, 2009

Subject: Policies to be observed in the event of an H1N1 flu outbreak

With the flu season approaching and the possibility of high numbers of H1N1 flu infections at the Law Center, the administration has formulated policies to help avoid flu infections and to help students, faculty, staff, and all Law Center departments deal with the flu season in a way that accommodates the needs of the ill and caretakers, while minimizing disruptions to course work and Law Center operations.

Please read the attached policies and FAQ sheets and note what you and your department should do to help us all get through the flu season as well as possible.

H1N1 Flu Preparedness at the Law Center

- 1) All employees and students are encouraged to get seasonal flu and H1N1 flu vaccinations. The campus Health Center supplies vaccinations for \$16. The Health Center is open 8:00am to 4:30pm, Monday through Friday. Phone: (713)743-5151
 - 2) All employees and students should wash their hands on a regular basis and cover their nose and mouth when coughing or sneezing. Any employee with flu symptoms should go home immediately and stay away from work until at least 24 hours after fever has subsided without the use of fever-reducing medicines.
 - 3) Certain people are particularly at risk, such as the very old, diabetics, those who have recently undergone surgery, or others who may have weakened immune systems. Persons with elevated risk should stay home during a flu pandemic.
 - 4) Departments should be flexible in dealing with the needs of those with sick children, children who are home because of school closures caused by flu, or who must take care of other sick relatives.
 - 5) Departments should be flexible in allowing those who must be off campus for reasons related to a flu outbreak, but who are not sick, to work from home.
 - 6) Students with flu-like symptoms should not attend class until at least 24 hours after they are free of fever without the use of fever-reducing medicines.
 - 7) Students who have flu-like symptoms or have confirmed flu should report symptoms or diagnosis to the Office of Student Services as soon as possible and preferably prior to class.
 - 8) Faculty will allow students to miss class and will work with students to make up work missed due to self-reported flu-like symptoms or confirmed flu even if days missed exceed the number of absences normally allowed in the course. It is expected that course work will be made up during the semester of the course in question. A grade of “incomplete” may be awarded according to normal catalog policy.
- Students enrolled in internship, externship, or other clinical training will be required to meet all clinical objectives prior to course/program completion. This may require the student to be extended past his or her scheduled completion date in order to make up time missed from training.
- 9) Each department should distribute current emergency contact lists and call trees to all staff.
 - 10) The central reporting authority for instances of H1N1 flu in the Law Center is the Office of Student Services.

11) If high rates of infection appear in the Law Center, those departments with service points with high rates of face-to-face contact [e.g. library reference desk, student services, computer help desk] may close those points to reduce opportunities for further transmission. If a service point is closed, the department must make arrangements for service point personnel to be available by email and phone in order to ensure continued service.

12) Events drawing outside persons to be Law Center during times of high rates of infection should be rescheduled.

13) All departments will provide supplies to reduce likelihood of transmission, including hand sanitizers, towels and disinfectants for work stations and phones, and face masks.

14) A FAQ sheet with health tips for avoiding H1N1 flu will be provided online and posted in departments and public bulletin boards. See attached FAQ sheet and table comparing symptoms of colds and flu.

FAQ Sheet: Keeping Healthy During the Flu Season

Source: Flu.gov, at <http://www.pandemicflu.gov/professional/business/smallbiz.html>

1. **Stay home if you are sick** with influenza-like illness for example, fever or chills AND cough or sore throat. In addition, symptoms of flu can include runny nose, body aches, headache, tiredness, diarrhea, or vomiting. CDC recommends that sick workers stay home if they are ill with influenza-like illness until at least 24 hours after they are free of fever (100° F [37.8° C] or greater) or signs of a fever without the use of fever-reducing medications. This would require employees to stay home for 3 to 5 days in most cases. CDC recommends this time period away from work regardless of whether or not antiviral medications are used.
2. **Wash your hands frequently** with soap and water for 20 seconds or use an alcohol-based hand sanitizer if soap and water are not available.
3. **Avoid touching your nose, mouth and eyes.**
4. **Cover your coughs and sneezes** with a tissue, or cough and sneeze into your upper sleeve. Dispose of tissues in no-touch trash receptacles.
5. **Wash your hands or use an alcohol-based hand sanitizer after coughing, sneezing, or blowing your nose.**
6. **Keep frequently touched common surfaces clean. For example, telephones, computer equipment, etc.**
7. **Try not to use other workers' phones, desks, offices, or other work tools and equipment.** If necessary, consider cleaning them first with a disinfectant.
8. **Maintain a healthy lifestyle;** attention to rest, diet, exercise, and relaxation helps maintain physical and emotional health.

SYMPTOM	COLD	FLU
FEVER	Fever is pretty rare with a cold.	Fever is usually present with the flu. 80% of flu cases include a fever. A temperature of 100° F or higher for 3 to 4 days is associated with the flu.
ACHES	Slight body aches and pains can be part of a cold.	Severe aches and pains are common with the flu.
CHILLS	Chills are uncommon with a cold.	Chills are fairly common in most flu cases. 60% of flu cases include chills. Chills and shivering are a normal reaction to a cold environment, but unexplained chills can also be a sign of the flu.
TIREDFNESS	Tiredness is fairly mild with a cold.	Tiredness is moderate to severe with the flu. It's normal to feel tired at the end of a long day or when you don't get adequate sleep, but unexplained tiredness can be a sign of the flu.
SUDDEN SYMPTOMS	Cold symptoms are not sudden and develop over a few days.	The flu has a rapid onset within 3-6 hours. The flu hits hard and includes sudden symptoms like high fever, aches and pains.
COUGHING	A hacking, productive (mucus producing) cough is often present with a cold.	A nonproductive cough that does not produce mucus is usually present with the flu. Dry cough is present in 80% of flu cases.
SNEEZING	Sneezing is commonly present with a cold.	Sneezing is not commonly present with the flu.
STUFFY NOSE	A stuffy nose usually accompanies a cold and typically resolves spontaneously within a week.	Stuffy nose is not commonly present with the flu.
SORE THROAT	Sore throat is commonly present with a cold. A sore throat is pain and inflammation in the throat that usually comes with a cold.	Sore throat is not commonly present with the flu.
CHEST DISCOMFORT	Chest discomfort is mild to moderate with a cold.	Chest discomfort is often severe with the flu. Chest discomfort is pain or abnormal sensations that you feel anywhere along the front of your body between your neck and upper abdomen.
HEADACHE	A headache is fairly uncommon with a cold.	A headache is very common with the flu, present in 80% of flu cases.