

September 2, 2009

TO: ALL SCF Personnel and Students
FR: Katherine Walker for SCF Critical Incident Management Team
RE: H1N1 Flu Advisory - Start of Fall Term 2009

The Centers for Disease Control and Prevention describes the severity of the H1N1 flu outbreak during the fall and winter of 2009-10 as “unpredictable.” Expectations are that more communities, including colleges and schools, will be affected than were affected in the spring and summer.

The College’s first priority is safety of personnel, students and visitors. The SCF safety team maintains close contact with state and local health officials.

If you become ill or experience flu-like symptoms:

- **STAY HOME.** For the well-being of everyone, you are urged to exercise prudence and avoid endangering yourself and others.
- The CDC recommends that people with flu-like illness **remain isolated at home until at least 24 hours after they are symptom-free**, including fever-free.

Reporting procedures if you become ill:

Until further notice, the following procedures apply to employee and student absences:

- **Students:** Students who are absent due to flu-like symptoms or a diagnosis of the virus should inform the appropriate faculty member(s). An attempt will be made to make all reasonable accommodation for students to make up missed class work or exams.
- **Employees:** Department managers/supervisors are required to report ALL unscheduled employee absences due to flu-like symptoms to Human Resources within one-half hour of the absent employee’s usual reporting time. A separate memo from Human Resources Executive Director Peg Beck was sent to SCF managers with specific instructions.

Stay connected:

If a flu outbreak or other situation impacts College events and operations, our emergency communications system will be used to notify employees and students via e-mail, phone and text. Make sure you don’t miss an important message. Keep your emergency information updated by following these directions, always available at:

www.scf.edu/Emergency or
http://www.scf.edu/pages/PDF/Publications/Directions_For_Updating_Phone_Numbers.pdf

Although the local community to date has not experienced a severe H1N1 outbreak, in an abundance of caution SCF has activated Disease Prevention and Control procedures. Please note the below important information and follow recommended precautionary guidelines.

The SCF safety team will maintain the following activities until further notice:

- More frequent cleaning and sanitation is being provided by custodians, especially in high-traffic areas.

- Large containers of anti-bacterial disinfectant surface wipes are available in designated high-volume areas including but not limited to the Academic Resource Center, Library, Cafeteria, and other places where large groups gather, such as labs. Note: Disinfectant wipes are intended to wipe down surfaces such as keyboards, not for personal cleaning.
- Large containers of antiseptic alcohol-based instant hand sanitizer also are provided in high-traffic areas.
- All other departments (not included in high-traffic areas) may send a representative to obtain anti-bacterial wipes for use in the department offices. Wipes are available at Safety and Security offices at the Bradenton and Venice campuses, the administrative offices at Lakewood Ranch campus, and the Traffic Safety Institute at Sarasota Main Plaza.

What you can do:

- Take all proper precautions. Practice preventive habits. Avoid panic.
- Cover your cough even if you don't have other flu symptoms.
- Wash your hands frequently and thoroughly, preferably with anti-bacterial soap. *Soap in the College's bathroom dispensers is anti-bacterial.*
- Employees are encouraged to bring their own alcohol-based hand sanitizer to keep at their desks.
- Avoid touching surfaces used by others. Examples: When possible, use automatic doors and disinfect phones and keyboards if you follow another person.
- Avoid touching your eyes, nose or mouth.
- **Know the SYMPTOMS of the H1N1 flu virus!** <http://www.cdc.gov/h1n1flu/>

Be assured that the College administration and Critical Incident Management Team are monitoring this situation and all decisions will be made in the best interests of our students and employees.