

Suffolk University  
Human Resources

September 3, 2009

Dear Suffolk Employee:

As the new academic year opens we are making plans to deal effectively with potential flu issues. The Boston Public Health Commission anticipates the upcoming flu season will be severe. In addition to the seasonal flu strains of influenza that circulate annually, a new strain of influenza known as H1N1 virus is expected. Suffolk is working to limit the spread of the virus on campus and among students, staff and faculty. As you may know, flu can be spread easily from person to person. Therefore, we are taking steps to prevent the spread of flu at Suffolk for as long as possible, **we need your help to accomplish this.**

Here are a few things that you can do to help:

- **Practice good hand hygiene**-Wash your hands with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners also are effective.
- **Practice respiratory etiquette**-Cover your mouth and nose with a tissue when you cough or sneeze, if you don't have a tissue, cough or sneeze into your elbow or shoulder, not into your hands. Avoid touching your eyes, nose, or mouth; germs are spread this way.
- **Know the signs and symptoms of the flu**-Flu symptoms include fever, cough, sore throat and sometimes body aches, head ache, chill and fatigue. Some individuals experience diarrhea and vomiting.
- **Stay home if you have flu or flu-like illness**-Stay home for at least 4 days from the day you first become ill, or if you have a fever, until you have been fever free for 24 hours without a fever reducing medication.
- **Get vaccinated for the seasonal flu**-A seasonal flu vaccine clinic, sponsored by Harvard Pilgrim Health Care, will be held at Suffolk in the end of September. Watch your mail and e-mail for the dates and times.
- **H1N1 Vaccine**-Talk with your health care provider about getting the vaccination for H1N1. If you are at a higher risk for flu complications from 2009 H1N1 flu, you should consider getting the H1N1 vaccine when it becomes available. People at higher risk for 2009 H1N1 flu complications include pregnant women and people with chronic medical conditions (such as asthma, heart disease or diabetes). For more information about priority groups for vaccination, visit [http://www.cdc.gov/h1n1flu/vaccination/public/vaccination\\_qa\\_pub.htm](http://www.cdc.gov/h1n1flu/vaccination/public/vaccination_qa_pub.htm)

During this year's flu season (October – March) the University has enacted temporary policies to help you to take care of yourself and others in your family.

1. **Stay home to care for yourself**-You will be paid. Payment will come first from your sick time. If you do not have sufficient sick time, you will be paid first from accumulated personal time and then from accumulated vacation time. If you do not have sufficient accumulated personal or vacation time, you will be paid from future sick and vacation time. The payment for future time will be equally divided between sick and vacation time. If you fill out a timesheet or a monthly

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report of sick or vacation used, you should report time used on the sick line as “Flu-Personal Illness.” Time will be reported in a similar manner for those departments using a department time sheet. Using the procedure outlined above, the Payroll Office will determine the proper pay “bucket.”

2. **Plan the care** for children 18 years or under with the flu or the care of spouse or significant other with the flu who is incapable of self-care. If you must stay home to provide care, please do so. You will be paid as outlined in #1 above. Report the time as “Flu Care” on the sick line of your time sheet or report. Depending upon work flow and the flu related absences in your department, your supervisor may ask you to help out from home during the care period. You will be paid for time worked in those circumstances. The time should be recorded as time worked on your time sheet.
3. **Notify Human Resources of Illness.** As always, please notify your supervisor if you are ill. Please let him/her know if you have the flu or if you are caring for a child or significant other with the flu. Your supervisor will inform Human Resources if you are out related to the flu and will let Human Resources know when you have returned to work. Absences due to the flu will be tracked to assure that the University is able to take necessary precautions to further contain the spread of flu.

For more information about the flu, please check the Health and Wellness Services website at:  
[www.suffolk.edu/flu](http://www.suffolk.edu/flu)

As the flu season approaches/progresses, we may be back in contact with you to explain any changes in the University strategy to prevent the spread of the flu at Suffolk.