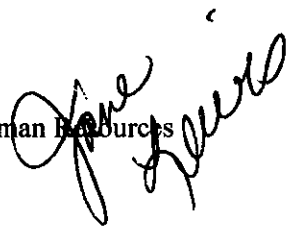


To: University of the Pacific, Faculty and Staff

From: Jane Lewis, Assistant Vice President Human Resources

Date: October 6, 2009

Subject: Flu Update



Pacific encourages everyone to use and develop healthy habits to combat the spread of influenza like illnesses. Influenza is thought to spread mainly person to person through coughing or sneezing of infected people.

Pacific has guidelines to use to help prevent getting or spreading the flu this season.

- **Avoid close contact.**  
Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- **Stay home when you are sick.**  
If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness. **ALL EMPLOYEES** experiencing flu like symptoms should stay away from work. You should not return until at least 7 days after the onset of flu-like symptoms or 24 hours after fever is gone, whichever is greater. (Fever should be gone without the use of fever reducing medicine)
- **Cover your mouth and nose.**  
Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- **Clean your hands.**  
Washing your hands often will help protect you from germs.
- **Avoid touching your eyes, nose or mouth.**  
Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.
- **Practice other good health habits.**  
Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

#### **Employee Responsibilities-**

- **Notify** your supervisor that you will not be to work.
- **Notify** Human Resources if you are ill, or caring for an ill family member for more than 5 days.

#### **Supervisor Responsibilities-**

- **Support** a healthy work environment by encouraging healthy habits.  
Handwashing poster- English [http://www.cdc.gov/flu/protect/pdf/covercough\\_school8-5x11.pdf](http://www.cdc.gov/flu/protect/pdf/covercough_school8-5x11.pdf)  
Handwashing poster- Spanish  
[http://www.cdc.gov/flu/protect/espanol/pdf/covercough\\_school8-5x11-spanish.pdf](http://www.cdc.gov/flu/protect/espanol/pdf/covercough_school8-5x11-spanish.pdf)

Department of  
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- **Notify** your Human Resource office *immediately* of any employee who is not at work for more than 5 days while ill or caring for ill family members.
- Call your Human Resource office if you have any questions.

Please continue to check Pacific's webpage [www.pacific.edu/flu](http://www.pacific.edu/flu) for updates regarding the Flu and the availability of Pacific Flu Shot Vaccine Clinics. For Kaiser insurance members, call 1-800-573-5811 for *Free* Flu Shot clinic locations and hours. For Anthem Blue Cross members, check with your doctors group. Questions? [benefits@pacific.edu](mailto:benefits@pacific.edu)