

HARRIS-STOWE STATE UNIVERSITY

FLU SEASON POLICY MANUAL



Revised September 2009

FLU POLICY MANUAL COMMITTEE MEMBERS

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PREFACE

In June 2009, the H1N1 virus, which caused roughly half of the flu cases in 2006, was declared the cause of the 2009 flu pandemic by the World Health Organization. In Fall 2009, as a result of this virus, campuses across the nation were hit hard with flu cases. Many universities reported that hundreds of their students were ill. In most cases, with rest and medication, students regained their health. However, in some unfortunate cases, students passed away.

In an effort to avoid such tragic circumstances at Harris-Stowe State University, Dr. Henry Givens, Jr. presented his cabinet members with the task of quickly creating and enacting policies designed to protect the health of the University's student body, faculty and staff based on the guidelines set forth by the Centers for Disease Control and Prevention for institutions of higher education. The President's Cabinet, sensing the urgency of this issue, responded with this Flu Policy Manual, which is an addendum to our current Emergency Procedures Manual, which was revised in April 2009.

The members of the President's Cabinet are grateful to every member of the University family who assisted with the creation of this manual and urges everyone to become familiar with it. The health and safety of every member of the student body, faculty and staff is of paramount importance to the administration, and we hope that the policies and procedures set forth in this manual will minimize and prevent the spread of illness at our great institution.

FLU POLICY MANUAL

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GENERAL POLICIES

Harris-Stowe State University Flu Policies and Procedures

- All members of the administration, faculty, staff and student body will receive written communications regarding flu prevention, vaccination options and common symptoms. All communications must be approved by the Office of Communications and Marketing.
- Every attempt will be made to encourage all members of the administration, faculty, staff and student body to be vaccinated. A list of seasonal flu vaccination sites will be distributed. In addition, information regarding the H1N1 flu vaccination will be distributed as it becomes available.
- All members of the administration, faculty, staff and student body will be encouraged to stay home during illnesses, and the University will work to ensure that no one who is infected with a confirmed case of the H1N1 virus (as documented by their physician or other public health official) is adversely affected by any University policy.
- Hand sanitizer will be available in all offices and other high traffic areas. Masks and additional gloves will be purchased for nursing and residence hall staff members who might come in close contact with the virus.
- All classrooms and computer labs will continue to be cleaned nightly Sunday through Thursday. This routine cleaning includes nightly desk cleaning in each classroom. Daily, precautionary cleaning duties will be added by each department as needed.
- All departments will continue contingency planning for numerous faculty, staff and student absences and, as outlined in the Emergency Procedures Manual, school closure decisions will continue to be made at the discretion of the President.
- All members of the University should be aware that the H1N1 virus has similar symptoms to the seasonal flu, such as:
 1. Fatigue
 2. Lack of appetite
 3. Cough
 4. Runny nose
 5. Fever
 6. Muscle aches
 7. Nausea
 8. Vomiting
 9. Diarrhea

- In an effort to lower the risk of contracting a virus and to reduce the spread of illness on campus, all members of the administration, faculty, staff and student body are encouraged to engage in the following self-protection techniques:
 - Cover your nose and mouth with a tissue when you cough or sneeze.
 - If you do not have a tissue, cough or sneeze into your upper sleeve, not your hands.
 - Place used tissue in the trash.
 - Clean your hands after coughing or sneezing. Wash with soap and water or with alcohol-based hand cleaner.
 - Avoid touching your eyes, nose and mouth.
 - If you get sick, stay home from work or school and limit contact with others to keep from infecting them. People should stay home at least 24 hours after they are free of fever (100° F) or signs of a fever without the use of fever reducing medications.
 - Please remember: People cannot get swine flu from pork or pork products.

ACADEMIC AFFAIRS

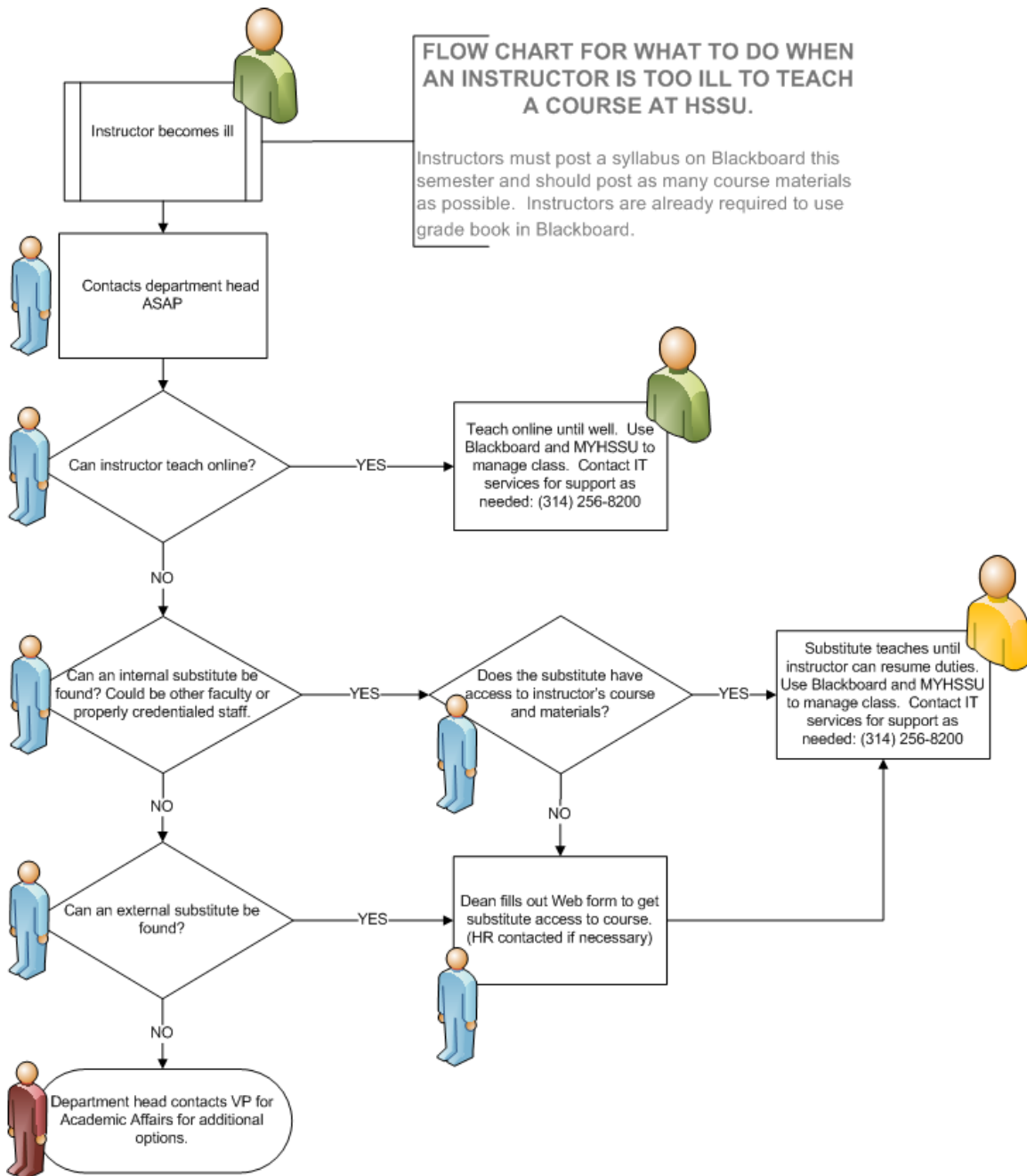
Academic Affairs Policies and Procedures

Faculty Policies and Procedures

- Faculty members who experience flu-like symptoms will be encouraged to self-isolate. There will be two options for faculty:
 - Faculty will be allowed to continue their courses via Blackboard; or
 - Standby faculty will be available to take over individual courses via Blackboard or face to face.
- All full-time and adjunct faculty members will post their syllabi on Blackboard by the end of September. This will allow another faculty member to have the information necessary to continue the class if the regular faculty member is too ill to teach. The regular faculty member's department chair will facilitate the timely reporting of attendance during the period of illness. Procedures for taking attendance during times of online instruction are outlined below, and a procedural flowchart is included on page 6 which details what to do in the case of a faculty absence.

Student Policies and Procedures

- Students with flu-like symptoms should practice “self-isolation” and avoid classes and unnecessary interactions with other people, except to seek medical care. This should continue for at least 24 hours **after** they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. Students should stay away from others during this time period even if they are taking antiviral drugs for treatment of the flu.
- Students with flu-like symptoms will be allowed to continue course work online via Blackboard. Students will be in attendance if they log in the same number of times the course meets each week. For example, if the course meets on Mondays and Wednesdays, the student would need to log in on those days each week to receive assignments and communicate with the instructor. The Centers for Disease Control and Prevention recommend not requiring a doctor's note to confirm illness or recovery. Doctor's offices may be very busy and unable to provide such documentation to every patient. However, absences that exceed one week will require appropriate documentation from a physician, nurse or clinic.
- Students who are hospitalized, or who do not have a computer, must call their professors and make other arrangements to complete their work.



STUDENT AFFAIRS

Student Affairs Policies and Procedures

- Students who experience flu-like symptoms while on campus should immediately contact Student Health Services at (314) 340-5052 to speak to a nurse or to schedule an appointment. The nursing staff will document all flu-like symptoms and refer students who are ill to their primary care physicians. If a student does not have a primary care physician, he or she will be directed to the nearest community health clinic.
- Students who reside in the residence hall will be allowed to remain in their rooms unless their conditions become severe. At the determination of our nursing staff, students with severe cases will be asked to return to their homes and instructed to seek prompt medical attention.
- The University will provide posters, fliers and e-mails to all students containing alerts and other relevant information. These communications will include general information about the virus and how to prevent it, as well as information regarding sites and costs to receive flu vaccinations with the appropriate dates and times. The Counseling team will also provide “Swine Flu – A Stress Management Guide,” presented in group sessions for students and staff.
- The University will continue to consult Centers for Disease Control and Prevention guidelines, as well as those published by state and local health authorities for dealing with confirmed cases.

**WILLIAM L. CLAY, SR. EARLY CHILDHOOD
DEVELOPMENT/PARENTING EDUCATION CENTER**

**William L. Clay, Sr. Early Childhood Development/Parenting Education
Center Policies and Procedures**

- All parents will receive a notice regarding the new hand-washing policy. This letter will include information on vaccinations, preventive measures and recognizing symptoms of the flu.
- Parents will continue to follow the exclusion policy set forth in the William L. Clay, Sr. Early Childhood Development/Parenting Education Center Parent Manual.
- Teachers and staff will continue to follow the illness and self-isolation policy for teachers who become ill. Everyone who works in the center will also receive a letter with general flu information and outlining all policies and procedures.
- Hand sanitizer will also be purchased for the front desk where **every person who enters the building** will be instructed to sanitize his or her hands and his or her children's hands when signing in.
- Shoe covers will be ordered for all people who work in and enter the infant classroom.
- All teachers and staff in the William L. Clay, Sr. Early Childhood Development/Parenting Education Center will be encouraged to get flu vaccinations (as they become available), and parents will be instructed to discuss age-appropriate vaccinations with their physicians.
- Teachers will receive the Centers for Disease Control and Prevention guidelines for Childcare Programs, which will be discussed at their faculty meeting.
- Teacher absences will continue to be covered by the Center Director and other teachers. Early Childhood Education students who have criminal background checks, TB shots and recent physicals on file will also be used as substitute teachers on an as-needed basis.
- Center closure decisions will be made by the President and the Center Director.

APPENDICES

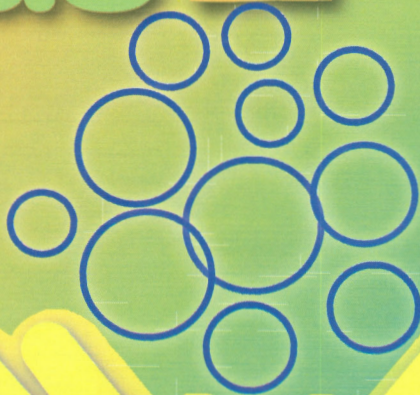
Are you feeling sick? Do you have any of the following symptoms?

- ✓ **Fatigue**
- ✓ **Lack of appetite**
- ✓ **Cough**
- ✓ **Runny nose**
- ✓ **Fever**
- ✓ **Muscle aches**
- ✓ **Nausea**
- ✓ **Vomiting**
- ✓ **Diarrhea**

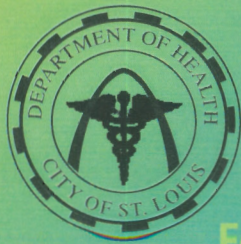


**If so, please see the nurse immediately!
Student Health Services is located in
Room 111C of Gillespie Hall. Your health
and the health of others is at risk!**

**Wash
Your
Hands**



Be Bug Free



City of St. Louis Department of Health
For information on hygiene and safety call 314-612-5400

September 21, 2009

Dear faculty and staff,

As you may know, flu season is upon us. Currently, we have no confirmed cases of the H1N1 virus but we want you to be assured that the administration of Harris-Stowe State University is taking steps to delay the spread of flu at our institution for as long as possible, **but, we need your help to accomplish this.**

We are working closely with the St. Louis health department to monitor flu conditions and make decisions about the best steps to take concerning our institution. In addition, we have created a Harris-Stowe State University Pandemic Flu Policy Manual, which will be available online and in all campus offices. We will keep you updated with new information as it becomes available to us. For now, we are doing everything we can to keep our institution operating as usual. Here are a few things you can do to help:

- **Practice good hand hygiene** by washing your hands with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners also are effective. Hand-sanitizer dispensers have been placed on the wall throughout the main campus buildings and each office will receive a supply of hand sanitizer.
- **Practice respiratory etiquette** by covering 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.** A fever is a temperature taken with a thermometer that is equal to or greater than 100 degrees Fahrenheit or 38 degrees Celsius. Possible signs of a fever include: feeling very warm, having a flushed appearance, sweating and shivering.
- **Stay home if you have flu or flu-like illness for at least 24 hours after you no longer have a fever** (100 degrees Fahrenheit or 38 degrees Celsius) or signs of a fever (have chills, feel very warm, have a flushed appearance, or are sweating). This should be determined without the use of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen). Don't go to class or work.
- **Talk with your health care providers about whether you should be vaccinated for seasonal flu.** Also, if you are at 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 www.cdc.gov/h1n1flu/vaccination/acip.htm.

If this year's flu season becomes more severe, the University will take additional steps to prevent the spread of the virus. To access the Harris-Stowe State University Pandemic Flu Policy Manual online, visit <http://www.hssu.edu> and for more information on the flu, visit www.flu.gov.

Sincerely,

The Administration of Harris-Stowe State University

September 11, 2009

Dear HSSU students,

As you have heard from local, national media and public health officials, many cases of the H1N1 virus, commonly referred to as swine flu, have been confirmed throughout the world. According to the Center of Disease Control and Prevention (CDC), several states in the U.S. have confirmed cases of the H1N1 virus, including the St. Louis area. In an effort to reduce the spread of a virus at Harris-Stowe State University faculty, staff and students are encouraged to follow the steps below:

- Cover your nose and mouth with a tissue when coughing or sneezing. Throw the tissue in the trash after use.
- Wash your hands often with soap and water, especially after coughing or sneezing. Alcohol-base hand cleaners are also effective in killing germs.
- Avoid touching your eyes, nose or mouth, which helps the spread of germs.
- Avoid contact with those who are ill.
- Cleanliness counts. Be vigilant about keeping your office and home clean by using household cleaning products, which will kill the germs that spread disease, including H1N1 influenza A.

H1N1 Influenza A has similar symptoms to the seasonal flu, such as fatigue, lack of appetite, cough, runny nose, fever, muscle aches, nausea, vomiting and diarrhea. Screening for H1N1 Influenza A requires sending a specimen to the CDC for laboratory testing.

The CDC recommends that people, who experience the above symptoms, stay home from work or school and limit public contact to keep from infecting others. Students experiencing flu-like symptoms should also contact their personal physicians to schedule an appointment.

More information about H1N1 Influenza A is available on the CDC Web site, <http://www.cdc.gov/swineflu>.

Sincerely,

Shawn Baker
Assistant Dean of Student Affairs/Director of Residential Life

Mr. Charles T. Gooden
Interim Dean of Student Affairs



William L. Clay, Sr.

EARLY CHILDHOOD DEVELOPMENT/PARENTING EDUCATION CENTER

September 10, 2009

Dear Parents and Friends:

Just a note to say “thank you” for making our first two weeks at the Clay Early Childhood Development Center successful in so many ways. First of all, we want to thank you for placing your most precious gift in our care and keeping; a charge we do not take lightly. A special thanks to you who have come by to assist by sitting with a crying child, rocking a baby when you saw the need for an extra set of hands, sharing special needs and or requests, helping in our recruitment efforts, or offering a word of encouragement as we move into a new and exciting phase of life here on the campus of Harris-Stowe State University.

The last two weeks have been of particular interest as children and staff are becoming familiar with the new physical environment and each other. New children and staff are slowly joining our family, and we look forward to even more learning and laughter as we grow and learn together.

The fall/winter seasons are quickly approaching, and we solicit the assistance and support of **everyone** entering the facility to keep our children as safe, healthy and “germ free” as possible. One of the best precautions all can take is universal hand-washing. We are asking that you take the time to wash your hands and the hands of your child when entering the classroom even if your stay is a brief one. The practice of frequent hand-washing is one way of controlling exposure to germs and is a good model for children to emulate.

Parents, if you or your child show signs of a cold or have symptoms of illness, we ask that you stay home and take care until feeling better.

Again, we thank you for your support and look forward to a very productive 2009-2010 “school” year.

Sincerely,

A handwritten signature in blue ink, appearing to read "Patricia A. Johnson".

Dr. Patricia A. Johnson
Director

We want you to be informed!

Steps we are taking now include the following:

At this time, program staff and children who are NOT sick can safely come to the early childhood program. We are working closely with the university administration and the St. Louis City health department and will keep you updated with any important information regarding the current flu conditions.

The following steps are being taken at our program to help keep children and staff from getting sick with flu.

- **Encouraging our staff to get vaccinated for seasonal flu and 2009 H1N1 flu** when vaccines become available.
- **Encouraging parents to speak with their doctors about having children (6 months of age and older) vaccinated** for seasonal flu and H1N1, when the vaccines become available. Children under the age of 5 years are at higher risk for flu complications.
- **Child care providers are educated and encouraged to cover their mouth and nose with a tissue when they cough or sneeze**, and are teaching children how to do the same.
- **Child care providers are practicing good hand hygiene** and we are providing the time and supplies for staff and children to wash their hands as often as necessary. Our staff is actively helping children wash their hands frequently.
- **We are performing a daily health check of children and staff when they arrive at the child care program.** Please make sure your contact information is up-to-date so we can contact you to pick up your child if he or she becomes sick.
- **If children or staff have flu-like symptoms, they are kept in a separate, but supervised, space** until they can go home. We are also limiting the number of staff who takes care of sick children.
- **We are asking parents and staff to keep themselves and children home if they have flu-like illness.** They should stay home until at least 24 hours after they are free of fever (100 degrees Fahrenheit or 37.8 degrees Celsius measured by mouth), or signs of a fever (chills, feeling very warm, a flushed appearance, or sweating). This should be determined without the use of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen).
- **We are frequently cleaning surfaces and items** that children touch with their hands, mouths, and body fluids such as toys, diaper stations, chairs, or playground equipment.
- **We may decide to temporarily close the program if there is a lot of flu in the community.** Please consider alternate child care arrangements in case we need to close temporarily. Check with your employer to find out if they will allow you to stay at home

to care for your children. Ask if you can work from home. If this is not possible, start planning for other ways to care for your children at home.

If the flu conditions become MORE severe, we will consider adding the following steps:

- **Extending the time sick children or child care providers stay home** to at least 7 days, even if they feel better. Those who are still sick after 7 days should continue to stay home until at least 24 hours after symptoms have gone away.
- **Allowing children and staff at higher risk for flu complications to stay home.** Parents and staff should make this decision in consultation with their health care provider.
- **Finding ways to increase social distances** (the space between people) in our program by dividing classes into smaller groups, moving play stations farther apart, and holding classes outdoors, weather permitting.
- **Considering temporarily closing the program** if we are unable to continue to operate because many staff and children are at home or if the CDC or our health department asks us to close to help decrease the spread of flu in our community.

For additional information about flu, visit www.flu.gov.