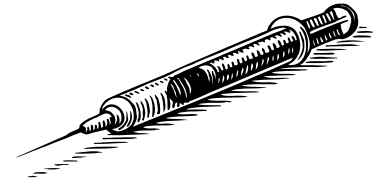


# H1N1 Influenza Information



## H1N1 Influenza Information



The Texas Department of State Health Services (DSHS) is anticipating that we will be facing an influenza outbreak, both seasonal and H1N1, during this flu season.

It is being recommended by state officials, that individuals get the “seasonal” flu shot as well as the H1N1 vaccine when it becomes available. *You should contact your physician to determine your course of action.*

For the convenience of faculty and staff, Tamiflu will be available for purchase on campus through the pharmacy at the University Health Center on a first come, first serve basis. You will need to bring a prescription from your physician with you. The University Health Center does not take insurance, however, they will accept checks, cash and credit cards (Visa, Master Card and Discover). Because we are able to purchase the medication through the State of Texas, the cost of the prescription will be greatly reduced. It will cost \$14.43 at the University Health Center. Call 361.825.2601 to confirm availability.

## What to do if I get ill?



Individuals displaying symptoms of influenza-like illness (fever > 100 degrees, sore throat or cough and possibly vomiting or diarrhea), should seek medical treatment. Antiviral medication (Tamiflu or Relenza) must be given within 48 hours of onset of symptoms to be effective.

You should be prepared in the event that you or a member of your family becomes ill. If you become ill you should contact your supervisor and make arrangements to see your personal physician

and remain home as much as possible to keep from spreading the illness. You should not return to campus to work or attend meetings if you are sick or are becoming ill.

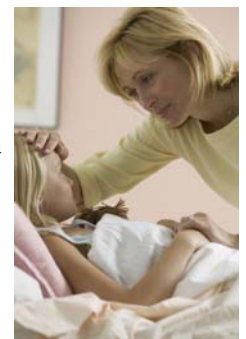
Notify your supervisor of any impending deadlines for projects or workloads from home. Please do not return to campus if you are becoming ill.

Currently, the CDC recommendation is that ill people stay home until they are fever free for 24 hours without the assistance of medication.

## What to do if a family member is ill?

If you should have children in a school or day care that is closed due to the influenza, every effort should be made to find alternative care for your child. If this is not possible, do not bring your child to work with you.

If you must miss work due to child care issues, this should be posted in Leave Traq as vacation or compensatory time if eligible.



## Employee Responsibilities

1. Notify your supervisor if you will be absent from work as soon as possible.
2. Inform your supervisor of any impending deadlines or due dates so he/she can make other arrangements for this workload to be completed.
3. Enter your leave absences in Leave Traq if possible in a timely manner.
4. Do not come to work if you are experiencing flu-like symptoms.



## What should Supervisors know?

1. Anticipate increased absenteeism. The Leave Traq entry for a three day absence will suffice as the doctor's notice.
2. Encourage employees to stay away from work and isolated if they show signs of illness.
3. Make sure you have accurate contact information to contact your employee if necessary.
4. Employees should stay home until they have experienced 24 hours without a fever without the assistance of any medication.
5. If an employee returns to work and is still displaying flu like symptoms, ask the employee to leave work and return when they are no longer displaying symptoms. A return to work certificate is not required.
6. Working from home should be reviewed on a case by case basis and follow University [policy](#).
7. Contact Mary Canales at ext. 6081 to report absences related to influenza.
8. Questions related to situations involving employees should be directed to Debra Cortinas at ext. 5743.



## ENTER YOUR EMERGENCY CONTACT INFORMATION IN HR CONNECT

It is critical that your personal and emergency contact information stored in HR Connect is accurate. This information will only be used for official university business and is confidential. HR Connect will record a primary emergency contact and an alternate emergency contact. Employees are encouraged to provide an alternate emergency contact that is not in the local area who will know how to contact you should the Corpus Christi area be evacuated due to a disaster. HR Connect is available 24-7 from any internet connection. Contact HR at 361.825.2630 if you need assistance logging into HR Connect.

