



## **EMPLOYER POLICY REGARDING H1N1 INFLUENZA**

Although no one knows how severe the pandemic H1N1 influenza will be, the Associated Students of San Diego State University is taking proactive steps to maintain a safe and healthy workplace for our employees, clients, and visitors as well as to ensure the continuity of business operations in the event of a severe pandemic. The following policies are intended to achieve these goals.

### **Good Hygiene and Infectious Control Practices**

To maintain a healthy workforce, all employees are required to engage in the following infectious control practices concerning good hygiene:

- Cover your mouth when you cough and/or sneeze;
- Cough or sneeze into sleeves or handkerchiefs or tissues, not hands;
- Throw out used tissues immediately;
- Wash hands frequently and when using soap, wash hands for at least one half of a minute to kill germs;
- Frequently use alcohol-based hand sanitizers, which help to kill germs (alcohol-based hand sanitizers have been made available throughout the facility and each employee has been provided with a container of alcohol-based hand sanitizer); and
- Keep your work area clean. Associated Students will also routinely clean commonly touched surfaces and shared work areas to attempt to eliminate germs in the workplace.

### **Workplace and Social Distancing**

- Avoid close contact with people at work. Attempt to avoid shaking hands, hugging and cheek kissing. All employees will be notified that Associated Students is discouraging these practices while the pandemic is occurring;
- Face to face meetings are discouraged during this time. Use the telephone, videoconferencing and internet to conduct business as much as possible, even when participants are in the same building;
- Avoid unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops and training sessions;
- Telephones and other equipment shall not be shared;
- Employees may not bring children to work;
- If you believe you are getting sick, but do not yet know if you have H1N1 flu, avoid face to face contact with others; and
- Associated Students encourages you to practice social distancing outside the workplace.

## **Staying Home When Sick**

One of the best ways to reduce the spread of H1N1 influenza is for employees to stay home while they are ill and/or are experiencing the following symptoms: fever or chills, cough, sore throat, runny nose, body aches, headache, tiredness, diarrhea or vomiting. Employees should remain home for at least 24 hours after their fever (100 degrees F or greater) has broken, without using fever reducing medicine. If the Associated Students has a good faith belief that an employee has H1N1 influenza, because the employee has some of the flu symptoms described above, the employee will be sent home.

## **Use Of Company Benefits While On Sick Leave Due To H1N1 Influenza**

Associated Students provides employees with paid sick time and other benefits to compensate employees who are unable to work due to illness. However, in the event that an employee who has H1N1 influenza and/or is experiencing H1N1 influenza-like symptoms does not have sufficient sick leave to cover the absence, Associated Students will permit the employee to take additional sick leave without pay, or the employee may use accrued vacation.

## **Telecommuting and Other Flexible Work Arrangements**

The Associated Students encourages all employees to stay home should they experience symptoms of illness. If, due to business necessity, it is found that it is imperative that you are able to continue to work and must do so from home the Associated Students may be able to provide flexible work arrangements-including the use of telecommuting, flexible work hours, and staggered shifts-to minimize employee and customer exposure to the H1N1 influenza and stop its spread in the workplace. Please contact your Supervisor to discuss available options. Each circumstance will be evaluated on a case-by-case basis with the Human Resources Manager.

## **Request for Doctor's Note**

As a reminder, the Associated Students Sick Leave Policy indicates the following regarding a requirement of a physician's certification:

“Certification by your health care provider is required for absences of five or more consecutive workdays or for intermittent absences due to the same reason. A health care provider's certification is also required prior to reinstatement after one of those absences. A health care provider's certification may also be required in other circumstances, subject to the supervisor's discretion.”

Associated Students will require that an employee who is out sick with H1N1 influenza provide a doctor's note before returning to work when it has a reasonable belief that the employee's present medical condition would impair his/her ability to perform the essential functions of the job or pose a direct threat to health and/or safety in the workplace. Associated Students expects and appreciates your cooperation if such medical information is sought. That information will be kept confidential.

The Associated Students of San Diego State University may amend or supplement this policy as needed. Should you have any questions or concerns, please contact Human Resources.