

### INFORMATION FOR EMPLOYEES

2009-2010

#### FLU Facts

This information is intended to inform the Yale Community about steps that can be taken to reduce the spread of H1N1 flu in the workplace.

An outbreak of novel H1N1 flu virus, which has also been called swine flu, is occurring in the United States and around the world.

Currently, the virus has generally caused mild illness, except in people with underlying health conditions such as diabetes, lung disease, and pregnancy.

Experts at the Centers for Disease Control and Prevention (CDC) are not sure how severe the H1N1 flu virus will be in the general population this coming flu season, which generally runs from October through April.

Like seasonal flu, the symptoms of H1N1 flu include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. A significant number of people who have been infected with the H1N1 flu virus also have

reported diarrhea and vomiting.

Influenza virus is spread by contact with the virus in respiratory droplets from coughing or sneezing, kissing, sharing eating utensils, etc, with an infected person.

The virus can also live on surfaces such as doorknobs, furniture, clothing, or bedding for up to eight hours. People are contagious and may spread the virus 24 hours before they have symptoms.

#### How can employees help to reduce the spread of H1N1 flu?

If you develop flu like illness:

- Notify your supervisor or business manager.
- Stay home for at least 24 hours after your fever is gone (your fever should be gone without the use of a fever-reducing medicine). A fever is defined as having a temperature of 100° Fahrenheit or 37.8° Celsius or greater.
- If you are pregnant or have a serious underlying health condition, contact your health care provider for further advice.

If a member of your household has flu:

- You may go to work as long as you don't have symptoms of flu.
- Be particularly careful to practice the good hygiene described below.
- Monitor your health every day. Notify your supervisor and stay home if you become sick.
- Contact your health care provider for advice on preventing infection if you are pregnant or have a serious underlying health condition.

- View information on caring for a family member on the emergency management website [www.yale.edu/ihavetheflu](http://www.yale.edu/ihavetheflu)

If you wear gloves at your work they can become contaminated with flu so:

- Wash your hands after removing your gloves just in case you contaminated your hands while removing them.
- Even if you have gloves on, don't touch your nose, mouth or eyes.

- ⇒ Flu is spread by droplets from coughing or sneezing. Sometimes people may become infected by touching something – such as a surface or object – with flu viruses on it and then touching their mouth or nose.
- ⇒ Wash your hands often with soap and warm water.
- ⇒ Use alcohol-based hand sanitizer if soap and water is not available.
- ⇒ Cover your nose and mouth with a tissue when coughing or sneezing and discard the tissue right away. Encourage others around you to do the same.
- ⇒ Avoid touching your eyes, nose and mouth. The virus can spread this way.
- ⇒ Clean commonly touched surfaces frequently by wiping them with household disinfectant according to the directions on the label.

YUHS flu line:

1-866-924-YALE  
(9253)

# Yale University

## H1N1 FLU

### Best way to wash your hands

Wet your hands and apply soap. (If you use a bar of soap, make sure it is clean, and keep it on a rack so that it dries between uses.)

Next, rub your hands together and make sure to scrub all parts of your hands and fingers. Do this for 10 - 15 seconds (about as long as it takes to hum a short tune such as 'Happy Birthday' twice).

Rinse all of the soap off your hands and dry them well.

If possible use the towel you use to dry your hands to turn off the water faucets.

If you don't have soap and clean water, use one of the alcohol-based hand sanitizers or wipes to clean your hands.

When using an alcohol-based hand sanitizer: Apply the gel to the palm of one hand. Rub the gel over all surfaces of your hands and fingers until they are dry.

### At A Glance:

- ⇒ Yale University Health Plan Flu Line: 1-866-924-YALE (9253)
- ⇒ Yale Health Plan website: [www.yale.edu/yuhs](http://www.yale.edu/yuhs)
- ⇒ Emergency Management Website: [www.yale.edu/ihavetheflu](http://www.yale.edu/ihavetheflu)
- ⇒ Employee Service Center: 203-432-5552, [employee.services@yale.edu](mailto:employee.services@yale.edu)
- ⇒ Human Resources website: <http://www.yale.edu/hronline/>

### H1N1 Vaccine

Yale Health Plan is receiving small amounts weekly of the H1N1 vaccine as a primary care provider. The vaccine is being administered to people with pre-existing conditions who are members of the Health Plan as recommended by the Center for Disease Control and Prevention (CDC). Please visit [www.yale.edu/yuhs](http://www.yale.edu/yuhs) for regular updates on the H1N1 flu vaccine. If you are not a member of the Yale Health Plan and you would like more information about the H1N1 vaccine, please contact your primary care provider. If your primary care provider does not have the vaccine, contact your local health department or visit [www.ct.gov/ctfluwatch](http://www.ct.gov/ctfluwatch).

### Information for Managers

Managers can take an active role in encouraging employees to reduce their risk of exposure to H1N1 flu by:

- Encourage sick employees to stay home if they have the flu or flu-like symptoms.
- Employees with flu should remain home for at least 24 hours after their fever is gone
- Practice and encourage good hygiene measures.
- Consider posting flyers on H1N1 flu which can be found at <http://www.yale.edu/secretary/emergency/swineflu.html>
- Ensure that there are sufficient facilities for hand washing or alcohol-based (at least 60%) hand sanitizers (or wipes) in common work areas.
- Consider providing tissues, disinfectants, and disposable towels for employees to clean their work surfaces, as well as disposal receptacles for use by employees.
- Remind employees of resources available to them.
- If you have questions contact your HR Generalist.



Questions: [flu.info@yale.edu](mailto:flu.info@yale.edu)

[www.yale.edu/ihavetheflu](http://www.yale.edu/ihavetheflu)

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