Suffolk University
Human Resources

September 3, 2009

Dear Suffolk Employee:

As the new academic year opens we are making plans to deal effectively with potential flu issues. The Boston Public Health Commission anticipates the upcoming flu season will be severe. In addition to the seasonal flu strains of influenza that circulate annually, a new strain of influenza known as H1N1 virus is expected. Suffolk is working to limit the spread of the virus on campus and among students, staff and faculty. As you may know, flu can be spread easily from person to person. Therefore, we are taking steps to prevent the spread of flu at Suffolk for as long as possible, **we need your help to accomplish this.**

Here are a few things that you can do to help:

- **Practice good hand hygiene**- Wash your hands with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners also are effective.

- **Practice respiratory etiquette**- Cover 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**- Flu symptoms include fever, cough, sore throat and sometimes body aches, head ache, chill and fatigue. Some individuals experience diarrhea and vomiting.

- **Stay home if you have flu or flu-like illness**- Stay home for at least 4 days from the day you first become ill, or if you have a fever, until you have been fever free for 24 hours without a fever reducing medication.

- **Get vaccinated for the seasonal flu**- A seasonal flu vaccine clinic, sponsored by Harvard Pilgrim Health Care, will be held at Suffolk in the end of September. Watch your mail and e-mail for the dates and times.

- **H1N1 Vaccine**- Talk with your health care provider about getting the vaccination for H1N1. If you are at a 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 [http://www.cdc.gov/h1n1flu/vaccination/public/vaccination_qa_pub.htm](http://www.cdc.gov/h1n1flu/vaccination/public/vaccination_qa_pub.htm)

During this year’s flu season (October – March) the University has enacted temporary policies to help you to take care of yourself and others in your family.

1. **Stay home to care for yourself**- You will be paid. Payment will come first from your sick time. If you do not have sufficient sick time, you will be paid first from accumulated personal time and then from accumulated vacation time. If you do not have sufficient accumulated personal or vacation time, you will be paid from future sick and vacation time. The payment for future time will be equally divided between sick and vacation time. If you fill out a timesheet or a monthly...
For more information about the flu, please check the Health and Wellness Services website at:
www.suffolk.edu/flu

As the flu season approaches/progresses, we may be back in contact with you to explain any changes in
the University strategy to prevent the spread of the flu at Suffolk.