

September 8, 2009

Dear Union Faculty and Staff,

As another academic year gets underway, I wanted to take a moment to remind you all of the steps the College is taking to address concerns over the H1N1 flu virus and to prevent a possible outbreak of the flu on our campus. With college campuses remaining an especially high risk group, Health Services continues to work closely with the Schenectady County Health Department and the Center for Disease Control (CDC) to stay on top of the situation and to take all necessary precautions to keep our students and employees healthy. The Emergency Management Committee has also met to discuss specifically how Union can incorporate flu outbreak preparedness into our existing emergency procedures and protocols.

Health Services has developed a new web site, http://www.union.edu/StudentLife/Health_Services/H1N1.php, to keep students, parents and the campus community up-to-date on new developments and the latest CDC guidelines regarding the virus. Please check this site periodically for new information.

There are also some important things you can do to protect your own health and the well-being of others on campus:

- Practice social distancing, frequent hand-washing and good respiratory etiquette. This is especially important since the H1N1 virus is believed to be transmitted through respiratory secretions. Utilize the many antibacterial dispensers that are in place throughout campus.
- Know the signs and symptoms of the flu (*see the Health Services H1N1 web site for a detailed list*), and pay special attention if you or anyone around you appears to be experiencing these symptoms. Please stay home, self-isolate and as recommended by the Health Department, do not direct students or colleagues to go to the emergency room.
- Please become familiar with the instructions and arrangements for students described on the Health Services H1N1 web site. Please direct any student who is experiencing flu-like symptoms to contact Health Services and to follow the guidelines on the web site.
- If you are experiencing flu-like symptoms, **please do not come to work**. Stay home, seek treatment if necessary from your personal physician, and follow normal expectations regarding sick time use, including notifying your supervisor of your need to be absent from work.
 - Per college policy, hourly staff will be paid in full, using available paid sick time, for the first five (5) work days of an H1N1 related absence. Absences beyond the first five (5) work days will be paid in full through a combination of NYS short term disability and the College's disability pay. To qualify for disability pay, hourly staff must consult a physician and receive appropriate documentation.

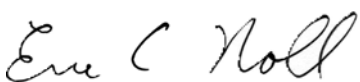
- For hourly staff having used all their paid sick time, the college is making a special allowance whereby vacation or personal time can be substituted without the requirement of advanced supervisory notice.
 - Hourly staff having used all available paid time will be allowed to take additional time off without pay as long as it is related to the H1N1 virus.
 - Managers will be informed that there is to be no negative impact (disciplinary action or on the performance appraisal) related to H1N1 related absences.
 - Faculty members who become ill should keep department chairs informed of arrangements for classes that will be missed because of their illness. As is always the case, department chairs stand ready to assist if such arrangements are difficult to make and the Dean of Academic Departments will assist department chairs in resolving any challenging circumstances that may arise from a faculty member's absence. The Dean of Studies will assist department chairs and faculty members in resolving any challenging academic circumstances associated with student absences.
- **Please do not return to work until at least 24 hours after you are free from fever without the use of fever-reducing medication.**
 - Consult your health care provider if you have a chronic medical condition, or if you seem to get better and then your symptoms worsen.
 - If possible, make sure you get vaccinated for both the seasonal flu and the H1N1 virus. We will be offering the seasonal flu vaccine for employees on campus later this fall.

Employees with plans for traveling to areas with higher than normal exposure rates to the H1N1 virus should:

- Follow all travel advisories issued by the CDC and other appropriate agencies
- If possible, consider postponing travel until the risk of exposure is lessened
- Take special precautions to protect against exposure, including using antibacterial soaps and N7 face masks

With your awareness and assistance, I am confident we will have a productive and healthy year. Thank you, and please do not hesitate to contact me or Health Services with any questions or concerns.

Sincerely,



Eric Noll, SPHR
Director of Human Resources