

Date: September 29, 2009

To: All District Employees

From: Dr. Kim Myers, Vice Chancellor, Human Resources

RE: Employee Actions to Prevent Spread of H1N1 (Swine) Flu

The San Diego Community College District is dedicated to ensuring that our students and employees are provided with healthy and safe environments in which to learn, work, succeed and prosper. This year we have an unprecedented public health challenge as we face the coming pandemic of H1N1 (Swine) Flu. The San Diego Community College District is committed to actively working to limit the spread of the flu among our students and employees, and we are proactively working with faculty and staff to limit exposure to the H1N1 flu.

You are the best person to monitor your own health, and we need your help to minimize potential exposure for you, your co-workers, and students. If you believe that you have H1N1 flu symptoms -- fever, cough and/or sore throat, as well as seasonal flu symptoms --please stay home from work for 24 hours after your fever has passed without the use of fever-reducing medications. Contact your direct supervisor to let him or her know that you will be absent from work due to the flu.

The District provides our academic and classified contract employees with health benefits and sick leave. If you have flu symptoms, please use your sick leave and do not come to work. You will not be asked to provide a physician's note verifying the illness. If you already have or may use up your sick leave balance, you will be allowed to draw against your future sick leave for up to 12 days. We want to make sure there is no reason for you to come to work if you have flu symptoms this flu season.

Public health officials are recommending that individuals should prepare for this pandemic by getting both their seasonal flu and H1N1 flu shots. The District and the AFT Guild are partnering to provide opportunities for all of our employees to receive both the seasonal and H1N1 flu shots on our campuses and at other District sites. These dates and locations will be widely advertised and communicated to all employees.

With your help, we can minimize or eliminate having ill employees and students coming to work and/or school and the potential need to send home employees displaying flu symptoms. You can also stay in touch with the latest developments on the H1N1 influenza in our district by

frequently visiting the district's website at sdccd.edu/h1n1. We will keep our students and employees aware of changes about H1N1 and the District's flu prevention plans as they develop.

Thank you for your help in keeping our District safe and healthy.