

A MESSAGE FROM THE PRESIDENT

Memorandum

TO: The College Community

FROM: Sandra L. Kurtinitis, Ph.D.
President

RE: Update On CCBC's H1N1 Swine Flu Strategies

DATE: October 8, 2009

As we move energetically into the flu season (both H1N1 and seasonal), let me bring you up to date on the college's plans for addressing the flu challenges particular to this year.

First and foremost, the current guidance from the Center for Disease Control (CDC) is a radical departure from that of last spring. Whereas in the past, the CDC has championed a "social distancing" approach (closing schools/canceling events), this year the CDC has migrated to a "self isolation" approach. In short, **if you are sick, stay home!**

Therefore, our approach at CCBC has shifted from considerations of how and when we would need to close the college to one aimed at working to ensure that our students and staff stay as healthy as possible and to provide sound direction for those who fall ill with the flu this season. With this memo, I am including a revised chart of CCBC's H1N1 Response Levels as well as a copy of a letter being sent to all students. As you will see, we have built our response level plan upon guidance to colleges from the CDC to stay open unless an abnormally high absentee rate among faculty and staff would inhibit normal functioning. Our Marketing and Public Relations staff have developed an H1N1 Web site, accessible from CCBC's home page www.ccbcmd.edu, which will go live shortly. It contains a number of useful informational pieces from the Maryland Department of Health and Mental Hygiene.

What follows is a summary of CCBC's FY'10 H1N1 action plan:

- **Promoting Good Hygiene:** We join the CDC in encouraging everyone to apply the following common sense precautions to stay well:
 - Avoid close contact with people who are sick.
 - Cover your mouth and nose when you cough or sneeze.
 - Wash your hands often.
 - Avoid spreading germs by touching your eyes, nose or mouth.
 - Practice healthy habits (get plenty of sleep, be physically active, drink plenty of fluids, eat nutritious foods).

Shortly, a battery of posters will be dispersed throughout the campuses in hallways, restrooms and other high traffic places that will underscore this message for both students and staff. We will also continue to use our Axis TV system, our Web site and other technology to repeatedly reinforce this message.

- **Administering Flu Shots**

- CCBC is working with our county and state health departments to serve as an H1N1 inoculation site. Although some of our nursing faculty have volunteered to administer the shots, the vaccine is in short supply and available doses are currently targeted to specific populations. However, in partnership with Franklin Square Hospital, CCBC Essex will offer a free drive through vaccination clinic for **seasonal flu: Sunday, October 25 from 10:00 a.m. to 2:00 p.m. on a first-come, first-served basis.** All are welcome to participate, no matter one's campus home.

- **Maintaining a Sanitized Environment**

- To reduce the spread of germs and viruses, CCBC will continue to stock and provide hand sanitizers in high traffic areas and sanitizing wipes in all labs with computer keyboards. Faculty should encourage students to use the hand sanitizers and to wipe keyboards before using them. For additional supplies, please contact the campus plant director or campus dean's office.
- The custodial staff have added a sanitizing protocol to their cleaning routine. If you are aware of a classroom or office area that has been used by students or staff with confirmed cases of H1N1, please contact the campus plant director or campus dean to have the custodial staff sanitize the room's surfaces.

- **Clarifying Reporting Practices and Accommodating Faculty/Staff Leave Issues**

- Employees should make the decision to stay home if they are sick with the flu. While the CDC is not insisting on formal reporting, if you are ill with the flu, please report this to Ms. Mary Livingston in the Office of Human Resources at ext. 4282. Supervisors will encourage employees who are obviously ill to go home.
- To accommodate employee concerns about having sufficient leave, the college will make the following accommodations:
 - For full-time employees, the college will "forward fund" up to five days of sick leave under the following conditions:
 - The employee has exhausted all other available leave (sick, vacation, personal, etc.).
 - The employee is not currently being disciplined (under warning) for having an attendance problem.

- The employee submits a written request for consideration to Ms. Mary Livingston in the Office of Human Resources signed by his/her supervisor along with documentation from a physician confirming H1N1 or seasonal flu.
 - Although part-time temporary employees do not accrue leave, they of course should not come to work if they are ill. Supervisors will send them home but may give these individuals an opportunity to make up hours lost due to a documented H1N1 related absence, if work load so justifies.
 - Adjunct faculty do not accrue sick leave. However, in this unusual circumstance, adjunct faculty will be paid for one sick leave occurrence/session with physician's documentation. Adjunct employees should provide this documentation to their dean in order to be paid for the class missed.
- CCBC's Human Resources Office will monitor the absentee rates of faculty and staff. Supervisors should contact Ms. Mary Livingston if someone in their office or area is ill with the seasonal flu or H1N1.
- **Addressing Student Illness:** Faculty should encourage students to stay home if they contract the flu. As many faculty have attendance policies, we ask that you consider leniency for students who have documented cases of H1N1. Also, when possible, please consider providing students with the opportunity to keep up with class work through CCBC's significant technology (Tegrity/WebCT) or other means. Encourage students with documented cases of H1N1 to contact the Department of Public Safety at 410-918-4120.

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Attachments

IS IT A COLD OR THE FLU?

