

September 4, 2009

To: Reed College Staff

From: Ed McFarlane
VP/Treasurer

Anna Sestrich
Director of Human Resources

**Re: Questions & Answers for Reed Employees
About Absence from Work Due to H1N1 Influenza**

Reed College has actively planned for interventions in anticipation of a potential outbreak of the H1N1 Virus (“Swine Influenza”). It is important that all employees are well informed of our planning, and aware of the procedures that will be followed if this influenza begins to spread within our campus community.

We call upon every employee to take preventive measures such as frequent hand-washing while at work, sanitizing your work area with disinfectant wipes, shielding coughs, and most importantly – staying home if you become ill, particularly if you have a fever.

No one knows the outcome of the predicted influenza, but we believe our preparation will be extremely useful if this impacts our campus community. Employee absence from work will likely be higher if the influenza begins to spread. There have been many questions regarding how absences will be treated, and how leave policies will apply. This memorandum summarizes the planned steps regarding use of sick and vacation leave for absences from work due to H1N1 influenza.

Please continue to review communications to employees on the Reed web page and broadcast e-mails regarding our planning, and response to any influenza outbreak that may occur.

Questions & Answers

1. Question: If an employee becomes ill due to the H1N1 Influenza, how will leave time be treated?

Answer: Employees who become ill must stay home. When a person gets ill with H1N1, the influenza is anticipated to last approximately 7 days, and an employee should not return to work until having 24 hours with no fever (without the use of fever-reducing medications). Employees who are ill may report Sick Leave using available accrued Sick Leave balances, and then, if no more Sick Leave available, can use available, accrued Vacation Time. If an employee exhausts his/her Sick Leave and Vacation Time, any continued absence will be reported as time without pay.

2. Question: If an employee is needed to stay at home to care for a sick family member, how will leave time be treated?

Answer: Employees caring for a sick family member in the household may use accrued Sick Leave, then may use accrued, available Vacation Leave. If an employee exhausts Sick Leave and Vacation Leave, then additional time absent will be reported as time without pay.

3. Question: If an employee is in a high risk group and advised by their healthcare provider to stay home, how will this be treated?

Answers:

3.a. Consideration of who may be considered to be at high risk: While high risk groups for this new influenza are not known at this time, they may be the same as seasonal influenza. These include pregnant women, people of any age with chronic medical conditions such as asthma, diabetes, heart disease or have immunosuppression. Note: the Reed website has more detailed information about this at www.reed.edu/health_center/h1n1

3.b. If an employee presents a medical certification to Human Resources as “high risk” (but may not be ill with H1N1 influenza) and has been instructed by a medical practitioner to stay home and not come to work, this employee’s absence will be treated as FMLA (Family Medical Leave of Absence). The employee will be able to use accrued Sick Leave, followed by use of accrued, available Vacation Leave. If an employee on FMLA exhausts Sick Leave and available Vacation leave, then the additional time absent will be reported as time without pay.

4. Question: Will Reed College allow an employee to work from home (for example, employee is not ill, but stays at home to care for a sick family member OR because they are absent on FMLA with medical certification to remain home)?

Answer: Reed does not intend to have employees working from home, since much of our work activity is service-related, here on the campus.

5. Question: What if an employee must remain home to care for a child (not sick) whose school or daycare has closed as a result of the H1N1 influenza?

Answer: That employee will use accrued, available Vacation Leave to cover absences to be at home with a child whose school/daycare has closed. If Vacation time is exhausted, then the additional time absent will be reported as time without pay.

6. Question: If an employee decides to stay home (but if not ill with the influenza) because of fear of potential exposure to influenza here on campus, how will this be treated?

Answer: If a influenza outbreak emerges within our community, in order to continue our services, healthy employees will be expected to come to work. This will be especially true if there is high absenteeism due to employee illness, or employees caring for ill family members. Therefore, employees who are healthy and choose not to come to work will be considered to be on unauthorized absence and time away will be reported as unpaid leave. No paid leave will be allowed.

7. Question: What protections are being provided to employees, if this turns out to be a major influenza outbreak within the Reed community?

Answer: The College intends to continue its normal operations while taking precautions to address influenza outbreak. At this time, we are not able to call upon the Facilities staff to conduct special sanitizing/cleaning of work spaces, computers, phones, door knobs and related. Employees are advised to obtain alcohol-based hand sanitizer and disinfecting wipes (which can be purchased through your department at the Reed Bookstore) and to do regular cleaning of equipment in your work area that may be shared by others. We are installing hand sanitizers in high traffic areas. Regular communications are being distributed to students, faculty and staff regarding the disease and steps individuals should take to prevent the spread of influenza. Every employee is a participant in preventing any spread of influenza through frequent hand-washing while at work, controlling coughs, and staying home if you are ill. For employees with higher than normal potential exposure to influenza while carrying out their work, plans are in place to provide additional protection if the influenza begins to spread widely (such as gloves, masks and other protective equipment). If a vaccine is developed for H1N1, Reed will make this available following government guidelines.

8. If I am anxious or concerned about this potential H1N1 Influenza -where can I get help or assistance?

Answers:

8.a. The Human Resources office is available to provide information regarding policy matters and leave. Any employee is encouraged to call or come by with questions about their own circumstance.

Human Resources Office location: Eliot 305

Anna Sestrich, HR Director telephone: 503 / 777 - 7705

Jan Linnertz, Asst. Director of HR telephone: 503 / 777 - 7704

8.b. Reed College's Employee Assistance Program (E.A.S.E.) is a free and confidential resource for you. If you have anxiety or concerns about the potential influenza – you can call for phone support from a trained professional, or schedule an appointment at phone # 503/ 228 -3223 OR toll-free 1- 800 – 654 - 9778

8.c. Additional information about influenza symptoms, caring for an ill family member and precautionary measures can be located on the internet at the following sites:

U.S. Centers for Disease Control web site: www.cdc.gov

National H1N1 influenza information site: www.flu.gov.

State of Oregon H1N1 influenza information site: www.flu.oregon.gov

9. Question: What about influenza shots? Will Reed be offering influenza shots on campus, similar to prior years?

Answer: Reed College will be making influenza shots available for employees at no cost - - at the time a vaccine is available. The college will be receiving advice from health officials regarding influenza vaccines. Every employee is advised to consult with his/her healthcare provider regarding immunization.