August 31, 2009

TO: Deans, Department Heads, Faculty and Staff

FROM: Dr. Ruth A. Dyer, Interim Provost

RE: University Contingency Planning for H1N1 virus

Based on information from the Center for Disease Control (CDC), we are likely to experience an increase in cases of the H1N1 virus in the coming academic year. We already have confirmed cases of the illness on our campus. This memo is intended to brief administrators, faculty, and staff on the information programs, contingency plans, and strategies we are implementing to prepare for and deal with the potential impact of the H1N1 virus.

Our overall goal is to implement strategies that limit the number of people who become seriously ill from influenza, while also minimizing disruptions to the educational process and social aspects of the university. Our approach is both broad and deep in order to inform every person in the K-State family about what he or she can do to combat the spread of this virus.

The ***Office of Environmental Health & Safety*** and ***Lafene Health Center*** have implemented a public awareness campaign, including website information, posters, flyers, and public service announcements. This campaign focuses on what students, faculty, or staff members should do if they contract H1N1 flu-like symptoms, as well as strategies for preventing the spread of the virus. There is a link on the K-State homepage for information on the H1N1 virus (http://www.k-state.edu/lafene/h1n1flu.htm).

Ill students should contact ***Lafene*** for medical advice and the ***Office of Student Life*** for school-related issues. These two units will keep in daily contact with students who report H1N1 flu-like symptoms. Student Life will maintain a list of students ill with the virus and communicate those names to assistant deans in the colleges, who will then share this information with faculty.

Academic departments should prepare a contingency plan in case faculty and staff members contract the flu (e.g., who will cover classes and be present in the departmental offices in cases of reported illness). Faculty and staff members should contact the Human Resources specialist in their department to report their illness.

Faculty members should read the guidelines for contingency planning listed below. The guidelines provide suggestions and strategies for communicating with and assisting students who are ill, especially the relaxing of expectations for doctors' notes from students who miss classes because of the H1N1 virus. The guidelines also provide ideas on using technology to assist with the learning process in the event of students or faculty missing classes.

I appreciate everyone's assistance and cooperation with this matter, as it has the potential to become a significant public-health crisis in the coming year. Through our planning and actions, we can minimize the impact of the H1N1 flu virus on members of our K-State family and on all of our operations. We will all need to work together to maintain a healthy and safe environment.