

## H1N1 FAQs for MCC Employees

Q: I have a student in class who becomes ill suddenly; what do I do?

Encourage the student to go home and take care of him or herself. If the student is not well enough to leave, direct him or her to Health Services on the Brighton Campus or the Wellness Center on the Damon City Campus. If there is a time of peak illness, the college will have isolation rooms on both campuses where ill students and employees can wait until someone can come to get them.

Q: I teach. If I'm ill, what should I do?

A: Stay home. Contact your department so that they can arrange a teaching substitute. If the department is unable to find a substitute for that day, cancel the class through the course cancellation system. In your cancellation notice, include any additional information that would be helpful to students to continue their studies.

Q: I'm confused; how is H1N1 transmitted? I keep hearing different explanations.

H1N1 is spread by coming in contact with the respiratory secretions of an ill person. What does that mean? According to the CDC, transmission can occur by breathing in the virus from infected people when coughing or sneezing, and by touching any surface that is contaminated with the virus and then touching your mouth, nose or eyes (i.e. letting the virus enter your body). For this reason, the CDC recommends that you keep a distance of six feet away from ill persons to protect yourself from coming in contact with the virus and becoming ill.

You may have heard that the H1N1 virus is not an airborne illness; that is correct. By definition, airborne illnesses can travel over long distances and maintain their infectious characteristic. H1N1 is not an airborne illness.

Q: Will the bathrooms and door handles be wiped down with bleach daily (or throughout the day) to help contain the spread?

A: Restroom surfaces are cleaned with hydrogen peroxide at least once per day. (Hydrogen peroxide is safer and as effective as bleach.) Obviously, the very next person who touches a surface may be spreading H1N1 or seasonal flu, so all of the individual precautions that you've heard remain the very best way to minimize your chances of contracting the flu.

Hand sanitizing wipe stations are now placed around the college. These wipes are ideal for wiping down surfaces to minimize the risk of transmission.

Q: What should I do if I think I have the flu?

If you are at work and begin experiencing flu-like symptoms, inform your supervisor and go home. If you are at home, call your supervisor and stay home.

Supervisors who think an employee is exhibiting flu-like symptoms may send the employee home. Our priority concern is on the health of individuals and on maintaining a safe and healthy work environment for all.

Q: Do I have to charge my personal sick leave or other paid time?

A: Yes, employees should charge sick leave or any other paid time to cover their absences.

Q: In the September 14 Tribune, you said that departments could purchase tissue and hand sanitizer from departmental budgets. Can you provide a little more guidance on how to do that?

A: Departments may use their budgets to purchase tissues and hand sanitizer for office use. This is in an effort to assist College departments in taking proactive steps to protect the health of the College community. The Purchasing Department has been authorized to process orders for the following items via Stapleslink®:

- 1) Purell Hand Sanitizer: 12 Oz Pump Style. Staples item #39153.
- 2) Marcal Facial Tissue in various quantities depending upon a department's need. When you are in the Stapleslink® system, enter 'Marcal Facial Tissue' in the search box to bring up the various options available.

These items can be included in your normal Staples Order and will be delivered directly to your department with any other items you would order via Stapleslink®. Departments are instructed not to purchase these items outside of the Stapleslink® system. Petty Cash reimbursement is no longer available should a department choose to buy these items from personal funds.

Also noted in the 9/14/09 Daily Tribune, sanitizing wipe dispensers are on the way. The units will dispense individually wrapped sanitizing wipes that can be used to wipe down desks, doorknobs or other common-use surfaces. Their locations will be posted on our [MCC and H1N1 web site](#) as soon as they are in place. Since the College will be providing these wipes from special funds, departments can no longer order sanitizing wipes from their departmental budgets.

The ability to order these items is a *temporary response* to the H1N1 concern. The end of the ability to purchase these items from operating funds will be tied to a determination from health officials that the threat is over (or significantly reduced to the 'normal annual flu threat').