



TO: New College Institute Faculty, Staff,
Students, and Piedmont Governor's School
FROM: Leanna Blevins, Associate Director
DATE: August 28, 2009
SUBJECT: New College Institute Plan to address the 2009-10 flu season

According to the Centers for Disease Control and Prevention (CDC), higher education institutions may act as a "point of spread" for the flu. Based on the severity of 2009 H1N1 flu-related illness thus far, and in response to recommendations from the CDC, NCI has developed a proactive plan.

We hope that all students, faculty and staff will consider being vaccinated for the H1N1 virus as well as the seasonal flu. We will notify the NCI community when these vaccinations are available. The H1N1 vaccination is still being tested, and is expected to be available later in the fall. The seasonal flu vaccine is expected to be available in September.

NCI officials recommend that the following steps be taken to prevent the spread of illness:

- Practice good hand hygiene by washing your hands with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners also are effective.
- Practice respiratory etiquette by covering your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow or shoulder, not into your hands. Avoid touching your eyes, nose, or mouth – germs are spread this way.
- Know the signs and symptoms of the flu. A fever is a temperature taken with a thermometer that is equal to or greater than 100 degrees Fahrenheit or 38 degrees Celsius. Look for possible signs of fever: if a person feels very warm, has a flushed appearance or is sweating or shivering.
- Stay home if you have flu or flu-like illness for at least 24 hours after you no longer have a fever or signs of a fever. This should be determined without the use of fever-reducing medications. Don't go to class or work. Most cases of H1N1 flu are mild and patients recover without medical care. If you are at risk for complications from the flu you should contact your health care provider.

In the meantime, New College Institute will implement the following steps:

1. Ask the cleaning staff to be particularly diligent about cleaning tabletops, doorknobs and elevator buttons on a daily basis in the fall semester and through the winter.
2. Ask the receptionist staff members to wipe doorknobs and tabletops with Clorox wipes during "down time."

3. Ask the receptionist staff and media specialist to, during “down time,” clean the keyboards, remote controls and mouses in the computer labs and classrooms with appropriate cleaning supplies.
4. Purchase individual alcohol wipes for the receptionists, security guards and other employees to keep their phones clean.
5. Make individual alcohol wipes or other disposable wipes available by request at the front desks for students to wipe surfaces before and after use (desks, tables, etc.).
6. Purchase pump hand sanitizers to have available for the public in the King Building (front desk), Jefferson Plaza (front desk and Delores’ office), and Pythian Building (copy room).
7. Offer information sessions from the RU nursing students, the health department, or the local Coalition for Health and Wellness for all faculty, staff and students on at least two occasions in either September or October.
8. Post informational fliers on hand hygiene and respiratory etiquette in all restrooms in the King Building and Jefferson Plaza.
9. CDC guidance recommends that, based on current flu conditions, faculty, students, and staff with flu-like illness should stay in their home until at least 24 hours after they no longer have a fever (100 degrees Fahrenheit or 38 degrees Celsius) or signs of a fever (have chills, feel very warm, have a flushed appearance, or are sweating). This should be determined without the use of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen).
10. Encourage all who read this memo to review and consider implementation of the CDC’s recommendations at <http://www.flu.gov/plan/school/higheredguidance.html> .
11. Inform the NCI community that, in the case of a severe flu outbreak, the Inclement Weather Policy may be implemented and NCI may be closed (http://www.newcollegeinstitute.org/Current_Students/Resources/Student_Policies.aspx).