

Human Resources Instructions for Managers Related to Swine Flu

Employees calling in with symptoms of swine flu should be instructed to consult their primary care healthcare provider and to not report to work unless cleared by the primary care provider. See information provided by the CDC. http://www.cdc.gov/swineflu/general_info.htm

Employees at work with symptoms suspicious of swine flu should be instructed to leave work immediately and consult a primary care provider or go to Urgent Care Clinic. They should not be sent to the Employee Health Clinic.

Encourage employees to follow everyday actions that prevent spread of infectious disease such as frequent handwashing, covering nose and mouth for cough or sneeze, and avoiding touching eyes, nose or mouth.

Currently there are no work restrictions for those employees who have recently traveled to Mexico or any other affected area unless these employees show symptoms of illness. Managers should check UTMB website regularly to be updated on any change in this status.

Employees in direct patient care activities should contact Healthcare Epidemiology in the event of an exposure from a patient positive for Swine Flu. **(Ext. 23192)**

Employees with children subject to school closure due to swine flu may not bring those children to work and should make arrangements for alternative child care. Use of accruals or, with appropriate supervisor approval, working from home are also options.

Managers should adhere to UTMB [IHOP Policy 3.7.1](#), Attendance, for time reporting.

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