

**H1N1 Influenza Pandemic
Guidance on Staff Absence
September 8, 2009**

Our objective is to determine how best to sustain the agency's business, encourage ill staff to stay at home to reduce transmission in the workplace, and simultaneously support our employees.

Any individual with influenza-like-illness (ILI) should leave the office and go home. ILI is defined as:

- Fever (temperature of 100°F [38°C] or greater), and either
- Cough, and/or
- Sore throat,

in the absence of a known cause other than influenza.

(Although some people who are ill with flu will not meet this ILI case definition, and some people with ILI will not actually have the flu, ILI is useful in defining who should stay at home, away from school & work, etc., because during pandemic outbreaks, lab tests to determine who actually has flu or pandemic flu will not be feasible for the vast majority of people who have ILI.)

Staff with ILI are also encouraged to seek medical attention as appropriate. **(All staff in high risk groups, including pregnant women and staff with underlying health conditions, should seek medical attention as soon as they recognize any symptoms of flu.** Staff are encouraged to make initial contacts with their health care providers over the phone, to reduce their risk of exposure to flu when visiting health providers.)

Disposable thermometers will be made available at the front desk in the Westport and Washington offices for anyone feeling feverish or hot.

Any employee or manager unsure whether or not an employee should go home should contact an Influenza Point Person for guidance. Influenza Point Persons:

- Westport:
 - Eric Starbuck ext 4151
 - Adam Keehn ext 4037
- Washington:
 - Kathryn Bolles, ext 6649
 - Michael O'Neill, ext 6750

Information on employee paid leave, which we believe will be adequate in these circumstances (absent a significant change in the severity of the pandemic) can be found in the Save the Children US Paid Employee Handbook located on SaveNet under: Administrative Units, Documents & Forms, Employee Handbook & Manuals, Employee Handbook, or by following this link:

<https://savenet2.savechildren.org/au/hr/Lists/HR%20Document%20List/DispForm.aspx?ID=48&Source=https%3A%2F%2Fsavenet2%2Esavechildren%2Eorg%2Fau%2Fhr%2FLists%2FHHR%2520Document%2520List%2FAllItems%2Easpx%3FSortField%3DCategory%26SortDir%3DAsc%26View%3D%7B9B5828D1%2D1207%2D4FC3%2D9ADD%2DEC80E65CF01D%7D%26FilterField1%3DSubCategory%26FilterValue1%3DHandbook%26FilterField2%3DLinkTitle%26FilterValue2%3DEmployee%2520Handbook>

Supervisors should inform the Influenza Point Person if any staff remain home or leave the office due to ILI.