

# H1N1—WORKPLACE EXCLUSION AND RETURN

## FOR STAFF AND VOLUNTEERS

Symptoms	Action	Duration	Tell Staff
Fever 100° F or higher with cough or sore throat	Separate sick staff from other people  Send person home	Keep out until 24 hours after fever is gone without use of fever-reducing medication.  No note from doctor is needed	Do not need to call Doctor or go to hospital for most situations.  If they are high risk* refer to a doctor or if they don't have a doctor refer to urgent care.
Severe Illness like difficulty breathing, rapid breathing, blue color to skin, unable to eat or drink	Refer for urgent medical evaluation  Consider calling 911 depending on symptoms	Keep out until 24 hours after fever is gone without use of fever-reducing medication.  No note from doctor is needed	Go to emergency room

**Adults should monitor themselves every morning for fever and other symptoms of influenza-like illness.**

**\* PEOPLE AT HIGHER RISK OF FLU COMPLICATIONS INCLUDE:**

Children under 5 | Pregnant women | People with asthma, diabetes or other conditions affecting the heart, lungs, blood, liver or kidneys | People with weakened immune systems | People under 18 on long-term aspirin therapy



Information is current as of September 28, 2009. Please check MCHD website or call the Information Line: 503-584-4870

Website: <http://www.co.marion.or.us/HLT/>



# TIPS FOR HEALTH FACILITIES WORKING WITH THE PUBLIC

## To be followed throughout flu season

### Wash Hands

- Wash hands with soap and water frequently, especially after handling doorknobs, handrails, copy machines, etc. and before touching eyes, nose, and mouth. Hands should also be washed after taking off gloves, between clients, and whenever hands are visibly soiled.
- Keep hand sanitizer at your work area and use frequently

### Clean

- Clean/disinfect environmental surfaces in personal workstation with an approved disinfectant/cleaner at end of shift or more frequently as directed—e.g., when someone coughs or sneezes on surfaces
- Do not share items such as pens
- Wipe down shared equipment, such as phones and keyboards, before and after use

### Staff

- Check yourself for a fever of 100° F or more and any combination of the following that is not normal for you: body aches, runny nose, sore throat, nausea, vomiting, diarrhea
- Voluntarily stay home while ill

### Clients Management

- Instruct clients to reschedule an appointment if they are sick
- If sick clients must be seen, give them a tissue or a mask to cover coughs or sneezing
- Place tissues and waste baskets in your work and reception areas (wall mounted in a position that discourages children from playing with and in a position that adults can easily access for themselves and for their children)
- After disposing of used tissues, remind people to wash their hands with soap and water or use a hand sanitizer
- Direct clients seeking medical evaluation for possible flu to their primary healthcare provider
- Direct clients with no healthcare provider to Urgent Care

### PPE

- Place a surgical mask on yourself if you are working closely with sick clients who are not able to wear a mask
- Gloves: wear when touching blood or body fluids.
- Gown/surgical mask/ goggles: wear when anticipating spray or splash of blood or body fluids.
- Remove gloves, masks/goggles and gowns carefully to avoid touching the infectious droplets

### Supplies

- Disinfectant (use a disinfectant that is labeled with “kills flu or influenza”)
- Soap and water or hand sanitizer
- Waste baskets
- Surgical or procedure masks: for sick persons or when the sick person is unmasked
- N95 for close work with sick persons during procedures that generate small droplets

### Personal Preparation

- Take measures to prepare yourself and your family at home for a pandemic
- Develop a childcare plan in case schools become closed
- Develop pet care plans in case you cannot get home by the regular time
- Assemble disaster/emergency kits, etc.
- Gather supplies for caring for others (masks, disinfectant that kills flu, hand sanitizer)