

Office of Academic Affairs
General Guidelines for Preparing for H1N1 Flu

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- Please go to the link on the right side of the college web page and review the precautions and guidelines posted on the link.
- *Wash your hands, wash your hands, wash your hands!*
- Stay home if you have the flu or flu-like symptoms and tell your students to do the same.
- Please develop plans, in your department meetings, for how your classes will continue uninterrupted in the event you must stay home due to flu-like illness:
 - involve students in the aforementioned plans;
 - consider use of BlackBoard to continue communicating with students and sending and receiving assignments; (**NOTE: This is not giving anyone permission for a face-to-face class to evolve permanently into a hybrid.**)
 - identify a faculty "buddy" to take over your class or classes on a short-term basis ;
 - agree to serve as a faculty "buddy" for another faculty members' classes.
- Be prepared to be lenient and flexible with students' meeting exam and assignment deadlines.
 - If students say they are/were ill, you may have to take their word for it; doctors' offices may be too busy to issue "return to work/school" notes as they would under other circumstances.
 - Provide students with clear directions about how to contact you if they will be absent, will miss the due date for an assignment, or will miss class on the day an exam is given.
- Get the seasonal flu vaccine now.
- Inform me, via your dean of any additional areas that need hand sanitizers, i.e., other highly used areas of campus
 - Hand sanitizers are alcohol-based and should be rubbed on your hands until dry for maximal effect.