

**GENERAL**

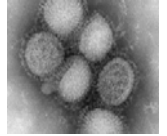
This *Situation Analysis* chart was developed to assist in determining the appropriate course of action when confronted in the workplace with an employee who appears ill during a declared pandemic influenza outbreak. Managers and supervisors should follow the chart to ensure that an employee who appears ill during a declared influenza pandemic, or has been exposed to pandemic influenza causing severe illness, leaves the workplace as quickly as possible so as to protect the employee and limit exposure to other workers.

Managers and Supervisors should seek assistance from their human resources (HR) representative early, and before taking any adverse action, to ensure they have considered all appropriate options and have objective evidence to support the action.

Managers and supervisors should familiarize themselves with the State Health Department guidelines concerning pandemic influenza and should discuss with employees the common-sense steps they can take to protect themselves and help prevent the spread of influenza in the workplace. Swine flu symptoms are fever (usually high), lethargy (unusually tired), lack of appetite, and coughing. Some people with swine flu also have reported runny nose, sore throat, nausea, vomiting, and diarrhea.

**Objectives**

1. Reduce exposure to personnel
2. Provide management with direction on how to address an employee who is ill or has been exposed to H1N1.
3. Provide consistent application of policy and actions



**WHAT CAN I DO TO PROTECT MYSELF FROM GETTING SICK?**

1. Stay Informed: <http://www.flu.gov>
2. Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it. Wash your hands often with soap and water, especially after you cough or sneeze.
3. Avoid close contact with sick people. If you become sick, stay home for at least 24 hours after you are free of fever without the use of fever reducing medications.
4. Be prepared in case you get sick and need to stay home for a week or so; a supply of over the counter medicines, alcohol based hand rubs, tissues and other related items, could be useful and help avoid the need to make trips out in public while you are sick and contagious.

**Situation Analysis**

