



Date: October 13th, 2009
To: All Employees
From: Charles McClendon, City Manager
Re: H1N1 Policy AP-44

A handwritten signature in black ink, appearing to read "Charles P. McClendon", is written over the "From:" line of the memo.

POLICY: Policy Governing Work-Place Illnesses During H1N1 Flu Season

As everyone is aware, the H1N1 virus (also known as the “Swine Flu”) is an extremely serious illness that has already affected Arizonans, and individuals in the City of Avondale. Because the virus is so contagious, the City is adopting this policy to protect our workforce, families, and the City’s citizens.

- 1. Applicability.** This policy takes effective immediately. Since it is uncertain how long this particular flu season will last, this policy will remain in effect until further notice. The City will closely monitor the CDC’s Guidelines on this issue.
- 2. Report Symptoms of Illness.** Each City employee is required to report symptoms of the H1N1 virus to his/her supervisor. This includes reporting your own symptoms, or symptoms of other employees that you observe. According to the Center for Disease Control (CDC) the typical symptoms of the virus are:

The symptoms of 2009 H1N1 flu virus in people include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Some people may have vomiting and diarrhea. People may be infected with the flu, including 2009 H1N1 and have respiratory symptoms without a fever. Severe illnesses and deaths have occurred as a result of illness associated with this virus.

- 3. Stay At Home.** Of course, much of this is common sense. However, if you (or any members of your household) have any of these symptoms, you should stay at home. You should not return to work until you (and your household members) are symptom free for at least 24-hours. You should use the City’s (and your Department’s) existing call-in procedures for illness.

4. **Required Leave.** If the City determines that an employee is exhibiting symptoms at work, the City will send the employee home sick. The employee will not be permitted to return to work until she/he does not have a fever (without the aid of medications) for at least 24 hours. The City will utilize the employee's existing sick or vacation leave for the absence. If the employee has no remaining leave or exhausts it during the absence, the City will grant the employee a Leave Without Pay until she/he is able to return to work.

5. **FMLA Leave.** Of course, the City will provide any affected eligible employee leave under the Family Medical Leave Act for absence related to this illness.

If you have any questions about this policy or whether you should be at work, please contact Human Resources.