

# H1N1

## What Instructors Should Know

- **Submit copies of all Syllabi to your division office as soon as possible.** If you have extra copies of textbooks, let the division office know where they may be found.
- **STAY HOME IF YOU ARE ILL.** Continue to stay home until you have been fever-free for at least 24 hours.
- **Let your dean know when you have the flu.** Call or e-mail – don't come in person.
- Be flexible about student absences due to the flu. Consider potential make-up policies.
- **Report significant absenteeism to your dean.** Deans will notify instruction via Athena Prado-Higgins
- Use telephone, e-mail, Elluminate or Angel to minimize contact when you or your students are ill.
- Go to [www.olympic.edu/flu](http://www.olympic.edu/flu) for information about Olympic College actions regarding the flu (and links to other informative sites).
- College closure (as required) will be announced in the same way as a snow closure. Sign up for text message alerts on your cell phone at [www.olympic.edu/alerts](http://www.olympic.edu/alerts).
- Remind students that the best way to prevent getting or spreading the flu is clean hands.
- It is recommended that we do NOT require a doctor's note for a return to school due to the high demand on the healthcare system.

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