

### **Novel H1N1 Flu Preparation Checklist for Employers**

- ✓ Give a copy of the "Novel H1N1 Flu Preparation Checklist" to all employees. Download a copy at [www.bellcountyhealth.org](http://www.bellcountyhealth.org)
- ✓ Inspect hand washing areas for employees. Provide running water, soap, paper towels and trash cans.
- ✓ Review site cleaning with your housekeeping staff. Ensure that a disinfectant is used daily on frequently touched areas such as door knobs and front counters.
- ✓ Provide alcohol hand gel for use by employees and customers.
- ✓ Consider placing signs on your front door asking customers not to enter if they have a fever and a cough/sore throat.
- ✓ Consider offering face masks to customers that are coughing and/or sneezing.
- ✓ Review your return to work policy. Most people do not need to go to the doctor for the flu, but do need to stay home while they are sick. Doctors will be overwhelmed this flu season and may not be able to provide return to work notes.
- ✓ Review your sick leave policy. Sick people must stay home until 24 hours after their last fever without medication. What will you do with employees that do not have sick leave?
- ✓ Do not give medical advice to your staff. Refer medical questions to a doctor or call the Scott & White Nurse line at 1-800-724-7037.
- ✓ Remember that Novel H1N1 Flu is not reportable. You do not need to call the Health District to report a case of flu. Staff and customers do not need to be notified if a staff member has the flu.
- ✓ Go to [www.flu.gov](http://www.flu.gov) and click on "Business Planning" for a Communication Toolkit for businesses, sample letters to employees, posters to download and more!!