

**From:** Toni O'Keeffe on behalf of Ralph Nilson  
**Sent:** August 26, 2009 2:18 PM  
**To:** ML Employees  
**Subject:** Important Health and Safety information

Good afternoon,

Below you will find an important note from Erin Bascom in our Health and Safety Services Office (HSS). Erin's message relates to H1N1 and the looming fall /winter flu season.

As there has been significant attention worldwide related to H1N1, I want to ensure that all of our employees take the time to read the information that has been prepared by the HSS team.

VIU also now has a Pandemic Plan for Influenza and other Communicable Disease. I would like to thank the employees in HSS for their work on this plan. The plan is available to employees on the Health and Safety website at [www.viu.ca/healthandsafety/index.asp](http://www.viu.ca/healthandsafety/index.asp)

The well being of our employees and students is a top priority at VIU. From this perspective I hope that each of you take the precautions necessary to ensure both yourself and your families stay healthy throughout the upcoming flu season. A message similar to this note will be sent to our students within the first few weeks of classes.

Thank you  
Ralph

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**From:** Erin Bascom

**To:** All Employees

**Subject:** Re: Influenza Update!

**Importance:** High

### **Flu Season is Starting. Get Ready Now!**

The flu season will begin soon and will last through the fall and winter. More than one kind of flu virus will be spreading this season, including seasonal flu and the H1N1 flu. If you get the flu, you can spread the flu to others at home, at work, and in the community, so please ensure that you are prepared.

For up to date information, videos and FAQ's please visit our website at: [www.viu.ca/healthandsafety/index.asp](http://www.viu.ca/healthandsafety/index.asp) or call 250-740-6283.

### **Prevention - What You Can Do!**

Remember to **cover your coughs and sneezes** with a tissue or your sleeve and wash your hands often with soap and water. Use an alcohol-based hand cleaner if soap and water are not available. If a severe flu outbreak hits our community, we will take additional steps to avoid spreading the flu virus in the workplace. You need to prepare as well.

**Review our pandemic flu response plan:**

<http://www.viu.ca/healthandsafety/pdfs/PandemicPlanAug2009.pdf>

**Get the vaccine for seasonal flu:**

Nanaimo Campus flu clinic

**Date:** November 19, 2009

**Time:** 10am – 1pm

**Location:** Royal Arbutus Room

**For our employees at our regional sites, community clinics** run by local health authorities will also be held throughout the region , check our website for more information in the coming weeks.

A vaccine for H1N1 will be available hopefully in November. Those at higher risk for H1N1 flu complications (pregnant, immune suppressed or have a chronic medical conditions such as asthma, heart disease, or diabetes) should consider getting this vaccine, but should check with their physician.

Try to make plans to care for sick household members or for children if schools dismiss students or child care programs close. Be prepared in case you get sick and need to stay home. Have the following items on hand: a supply of fever-reducing medicines, alcohol-based hand cleaners, tissues, and other items that may be useful and help avoid the need to make trips out in public while you are sick.

### **Are you ill?**

Symptoms of the flu may include fever, cough, headache, general aches and fatigue. Some people have also reported runny nose, sore throat, nausea, vomiting and diarrhea. In BC, patients with H1N1 flu have had symptoms similar to the seasonal flu.

If you have symptoms of the flu, **please do NOT come to work**. Report this illness to your supervisor and to your HR Advisor, who will notify Health and Safety Services.

If you or someone you know is experiencing flu like symptoms, please call HealthLink BC ( 811) for advice.

### **VIU Activities:**

- Health and Safety Services has current information posted on the following website: <http://www.viu.ca/healthandsafety/SwineInfluenzaUpdate.asp>
- Cough and Sneeze etiquette posters are available from Health and Safety Services for high traffic and reception areas.
- VIU will have sanitizing wipes distributed by Facilities Services and Campus Development to high traffic areas for staff to use intermittently to wipe counters and other high touch surfaces. **These wipes will be sent to the regional sites as well.**
- VIU has installed hand sanitizer pump stations throughout the campus in high traffic locations (i.e. cafeteria, library etc.)
- Facilities Services has implemented a washroom initiative and will be monitoring the frequency of cleaning
- Health and Safety Services will be providing Deans with information for instructors to pass onto students during the first week of classes

If you have any further question please contact me directly at:

**Erin Bascom, Health and Safety Coordinator**  
**Health and Safety Services, Vancouver Island University**

**Tel: 250 740-6282**  
**Fax: 250 740-6222**

<http://www.viu.ca/healthandsafety/index.asp>

Thank you  
Erin Bascom