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TO: All Students, Faculty, and Staff

FROM: John M. Hutchinson

SUBJECT: H1N1 Flu

DATE: September 3, 2009

In our preparations for an increase in the incidence of H1N1 Influenza, the Administration has developed the following protocol:

1. All students who suspect they may have a case of H1N1 are to contact Nurse Diane Stephenson in Student Services immediately (extension 340). Students should access the Student Health Center through the side door of Student Services (facing the Gym). Those students who are very ill should remain in their rooms and Nurse Diane will come to the room.
2. Lincoln College will adhere to the set of symptoms established by the Center for Disease Control: cough, sore throat, runny/stuffy nose, body aches, headache, chills, fatigue, and **fever**.
3. The presence of a fever is a determining factor on procedures to be followed. Nurse Diane alone will confirm the presence or absence of a fever. Unless there are extenuating circumstances, those with a fever will be asked to go home immediately by private car and not by public transportation.
4. Those who have symptoms of H1N1 but no fever **may** also be asked to return home until the symptoms abate. Others may be asked to remain in their rooms and to avoid contact with other students as much as possible. Strict adherence to this requirement is essential.
5. Students who are sent home may return to campus after 24 hours of normal temperature without medication.
6. The faculty members who have quarantined or absent students in their classes will be notified. Faculty will be asked to work with students to make up missed lecture or laboratory material, examinations, or other past-due assignments that can be directly related to the absence.

If you have any questions, please contact the Student Health Center.

Thank you for your attention to this important matter.