

# THE JUILLIARD SCHOOL H1N1 INFLUENZA PROCEDURES AND PROTOCOLS

## PURPOSE

The purpose of this guide is to outline the steps that Juilliard plans to take to safeguard against and respond to an outbreak of the H1N1 or other flu virus. We all hope that the current flu season will be a mild one. However, members of the community must take any flu outbreak seriously. It will require the utmost cooperation from everyone to contain an outbreak and to keep the school functioning.

- **BACKGROUND INFORMATION**
- **GENERAL INFORMATION FOR FACULTY, STAFF & STUDENTS**
- **GENERAL RULE**
- **STUDENT FAQ'S**
- **FACULTY AND STAFF FAQ'S**

## BACKGROUND INFORMATION

- **WHAT IS H1N1?**

Like regular, seasonal flu, H1N1 influenza is caused by a virus that infects the nose, throat and lungs. It causes fever and a cough or sore throat that can last a week or more. It can also cause headaches, body aches, chills and tiredness. Some people also get diarrhea and vomiting.

A particular strain of swine-origin H1N1 was responsible for the 2009 flu pandemic, commonly known as the “swine flu”.

- **WHERE CAN I FIND THE LATEST INFORMATION ON H1N1?**

- **CDC Web site** - [www.cdc.gov/h1n1flu](http://www.cdc.gov/h1n1flu)
- **Poster on H1N1:**  
[www.nyc.gov/html/doh/downloads/pdf/cd/h1n1\\_flu\\_basic\\_faq.pdf](http://www.nyc.gov/html/doh/downloads/pdf/cd/h1n1_flu_basic_faq.pdf)
- **H1N1 Flu; What New Yorkers need to Know:**  
[www.nyc.gov/html/doh/downloads/pdf/cd/h1n1\\_flu\\_faq.pdf](http://www.nyc.gov/html/doh/downloads/pdf/cd/h1n1_flu_faq.pdf)

- **WHAT PREVENTIVE MEASURES SHOULD I BE TAKING?**

Awareness, thoughtfulness, and communication are the key ingredients to reducing the risk of catching the flu or infecting others. Common sense and good hygiene are also key to preventing spread of the flu. The Juilliard School has many hand sanitizer stations mounted in public spaces around the building and in the Juilliard/SAB cafeteria.

The following preventive measures are recommended by health professionals and should be taken:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- If tissues aren't available, cough or sneeze into your elbow.
- Wash your hands often with soap and warm water, especially after you cough or sneeze or touch shared surfaces. If soap and water are not available, alcohol-based hand cleaners with a concentration of 60% alcohol or higher are also effective.
- Regularly clean areas and items that are more likely to have frequent hand contact, such as doorknobs, faucets and handrails.
- Do not share cups, eating utensils, lip balm, etc.
- Try to avoid close contact with sick people. Keep a distance of about 6 feet if possible.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Get vaccinated.
- Strengthen your immune system: eat a balanced diet, exercise on a regular basis, and get plenty of rest.

### **GENERAL INFORMATION FOR FACULTY, STAFF AND STUDENTS**

Any member of the Juilliard Community who exhibits signs of the flu must notify the School immediately. All Students, Faculty and Staff should notify Health Services if someone in close proximity to you becomes ill with the flu or exhibits flu-like symptoms (see Background Information of this document). We must be able to monitor and report any developments within our own community.

#### **Students**

- Students should contact Health Services at (212) 799-5000 x 282 or at [Healthservices@juilliard.edu](mailto:Healthservices@juilliard.edu).
- Students who go to Health Services with flu symptoms will receive a test to confirm the flu virus. If they test positive, they will be issued a flu kit and further instructions.

- Students with any chronic underlying illness (e.g., asthma, diabetes) should make sure that the Health Services clinic is aware of the condition.

### *Meredith Willson Residence Hall Students*

- In an effort to minimize the spread of illness, ill residence hall students who have family or friends who live within 150 miles of Juilliard will be asked to leave campus. All other resident students who become ill with flu-like symptoms will be required to move into a suite reserved for medical isolation. Arrangements for medicine, food, water, and medical checks will be made for all resident students living in the isolation suite. We have space for ten ill resident students.
- The ill resident student is to remain in the isolation suite until he or she is free from fever without fever reducing medicine for 24 hours. These determinations will be made by health professionals.
- The living space and medical isolation spaces will be professionally cleaned to promote virus containment.
- In the event of a serious outbreak, healthy students who have family or friends who live within 150 miles of Juilliard may be encouraged to leave campus until Juilliard Health Services has determined that there has been a significant reduction in the number of ill students.

### *Commuter Students*

- Students who do not live in the residence hall should remain in their apartments until they are free from fever, without fever reducing medicine, for 24 hours.
- Students may be required to present medical documentation to Juilliard Health Services before returning to class.

### **Faculty and Staff**

- Faculty and Staff should contact Human Resources at (212) 799-5000 x 355 or at [HumanResourcesdl@juilliard.edu](mailto:HumanResourcesdl@juilliard.edu).
- Staff members should also notify their supervisors, and faculty should also notify the appropriate department head, if they become ill or are diagnosed with the flu.

- Supervisors and department heads should notify Human Resources immediately upon receipt of the information that a staff or faculty member has become ill.

### **GENERAL RULE**

If you have had the flu, you should not report back to School for work or study until you are free from fever without the use of fever-reducing medicine for 24 hours.

### **STUDENT FAQs**

- **What should I do if I become ill with flu-like symptoms?**
  - Contact Health Services to report your symptoms and get further instructions.
  - Students who become ill with flu-like symptoms will be asked to go home to recover if they live or have family/friends who live 150 miles or less from Juilliard.
  - The ill resident student is to remain in the isolation suite until he or she is free from fever without fever reducing medicine for 24 hours.
  - Students who live off campus should remain in their apartment until they are free from fever without the use of fever-reducing medicine for 24 hours.

- **If I live on campus and need to remain there after becoming ill with the flu, what procedures will I be expected to follow?**

In an effort to minimize the spread of illness, residence hall students who become ill with flu-like symptoms will be required to move into a suite reserved for medical isolation. Arrangements for medicine, food, water, and medical checks will be made for all resident students living in the isolation suite. We have space for ten ill resident students.

- **If I become ill with the flu and have rehearsals and performances when may I return to school and what happens to the performance(s)?**

You should not return to school until you are free from fever without the use of fever-reducing medicine for 24 hours. Every situation is evaluated on a case by case basis. The administration is committed to making every reasonable effort to ensure that a student's performance opportunities/grades will not be negatively impacted. You may be required to submit medical documentation before returning to school.

- **If I live off-campus and become ill with the flu, or temporarily move off campus to recover from the flu, when may I return to school?**

You should not return to school until you are free from fever without the use of fever-reducing medicine for 24 hours. You may be required to submit medical documentation before returning to school.

## **FACULTY AND STAFF FAQs**

- **What should I do if I become ill with influenza symptoms?**
  - Notify your supervisor or department head and Human Resources.
  - Stay at home until at least 24 hours after you are free from fever without the use of fever-reducing medicine.
  
- **I am a faculty member, what should I do if I become ill with influenza symptoms?**
  - Notify Human Resources at (212) 799-5000 x 355 or at [HumanResourcesdl@juilliard.edu](mailto:HumanResourcesdl@juilliard.edu).
  - After notifying Human Resources, faculty should consult the *Faculty Absence Caused by Illness* policy from the Juilliard Faculty handbook: <http://connect.juilliard.edu/fachandbook>
  - Stay at home until at least 24 hours after you are free from fever without the use of fever-reducing medicine.

- **If I am sent home, or stay home from work due to illness, how will I be paid?**

As a staff member, if you stay home due to illness, or are sent home from work, you will be eligible to use your accrued sick, banked sick, vacation, personal or compensatory (for non-exempt employees) leave for the days you are out.

Depending on the severity of your illness and your specific job responsibilities, your supervisor may approve your working from home temporarily. Please be aware that not every position is suitable for working remotely, and your supervisor has discretion to approve or deny any requests to work from home based on business needs.

If you are out for more than 7 days and cannot work from home, you will be eligible for short term disability after a 7 day waiting period.

Please note that in order to minimize the potential exposure to others, you must not return to work until at least 24 hours after you are free of fever without the use of a fever-reducing medicine.

- **I don't have enough paid leave time to cover my absence from work due to H1N1. How can I afford to stay home until I am completely well before returning to work?**

To minimize the potential risk to others, it is very important that you do not come to work if you are ill. You may be able to make up for missed work time on an hour-for-hour basis, with supervisory approval, following your return to work. You may also wish to explore with your supervisor the option of working from home.

In the event that you are unable to work from home, and have no remaining paid leave available, you should contact Human Resources to explore any options which may be available to you.

- **If I am granted approval to work from home, will I have remote access to the Juilliard computer network?**

Please be aware that not every staff position is suitable for working remotely, and your supervisor has discretion to approve or deny any requests to work from home, based on departmental needs. Should your supervisor grant approval for you to work from home, he or she will contact the IT department directly for specific instructions.

- **If I'm not sick but don't want to come to work for fear of becoming ill, or my child's school or daycare is closed and I have no other child care arrangements, can I request time off?**

Under these circumstances, you will need to request leave time or an alternative work arrangement from your supervisor.

If you have a medical or other condition which makes you especially vulnerable to, or at higher risk for complications from the flu, you should contact your supervisor or Human Resources to discuss the specific options available to you.

- **As a staff member, what should I do if a family member becomes ill with the flu and they need me to care for them?**

In these circumstances, you may be eligible to take an unpaid family and medical leave. Details about the Juilliard School's Family and Medical Leave Policy are available in the Employee Handbook. However, if you have paid leave available, you have the option to record this leave time as personal or vacation time, or you can request a temporary alternative work arrangement from your supervisor.

- **During an H1N1 flu outbreak, can my supervisor cancel a vacation time-off request that has already been approved?**

During an H1N1 flu outbreak, your supervisor or department head has the authority to cancel any pre-approved leave requests, especially under circumstances where there are serious staffing shortages as a result of illness.

- **Can my supervisor ask me to work additional hours in the event that a number of employees are out because of illness from the flu?**

If the H1N1 flu causes widespread absences due to illness, staff members who are not ill will be expected to pitch in and work additional hours, to the degree possible, to keep the school functioning. Non-exempt employees will be compensated for any overtime hours worked in accordance with The Juilliard School over-time policy. Please refer to The Juilliard School Staff Handbook using the following link: <http://intranet.juilliard.edu>.