

Faculty and Staff:

A few students and employees are beginning to experience flu like symptoms. We anticipate that this number will increase. If you are not feeling well (fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue, please to stay home. If you are sick, DO NOT return to any public dwelling (including the campus) for at least 24 hours (without the use of a fever-reducing medicine) after your fever is gone, except to get medical care or for other necessities. Keep away from others as much as possible.

There are everyday actions that can help prevent the spread of germs that cause respiratory illnesses like the flu. Take these everyday steps to protect your health:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.

[A message for faculty from Dr. Gutierrez:](#) During this time of flu like symptoms and respiratory infections, please be sensitive to absences that may be directly related to the Flu and out of a students' control. The following is the Rhodes State student attendance guidelines. "Attendance is an important part of the grade you receive for this course. Regular attendance is needed to gain an understanding of the courses' content and to satisfactorily demonstrate required competencies. Lack of attendance will negatively impact the earned grade and if flagrant, could result in a grade of E." Please be aware that the above is simply a guideline and not meant to be an encompassing statement, given the potential for an increase in student absences due to increased spread of the flu. Faculty, please be reminded to track student attendance.

Since last spring, the College has increased its cleaning practices throughout the entire campus. Many surfaces are being cleaned several times a day, depending upon the level of exposure. These surfaces include but are not limited to door knobs, stair rails, shared keyboards, desk tops and drinking fountains. Hand sanitizer is available in every building next to the elevators and in many classrooms. With regard to ways to reduce the spread of the Flu and 2009 H1N1, the College will continue to provide information on the College website www.rhodesstate.edu. You will find links to the Allen County Health Department and the Centers for Disease Control (CDC). Click on these links to locate the most current information provided by these health agencies.

We will keep you apprised and updated as the flu season continues. If you have questions regarding the College's response and preparation for the 2009 flu season, please call (419) 995-8081.