

**EAST CAROLINA UNIVERSITY**

**INFECTION CONTROL POLICY**

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The Prospective Health/ Pandemic Influenza Work Guideline

Date Originated: 8/13/07

Dates Reviewed: 6/1/10

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Date Approved: 9/4/07

Approved by:

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Director Prospective Health

\_\_\_\_\_  
Vice Chancellor for Health Sciences

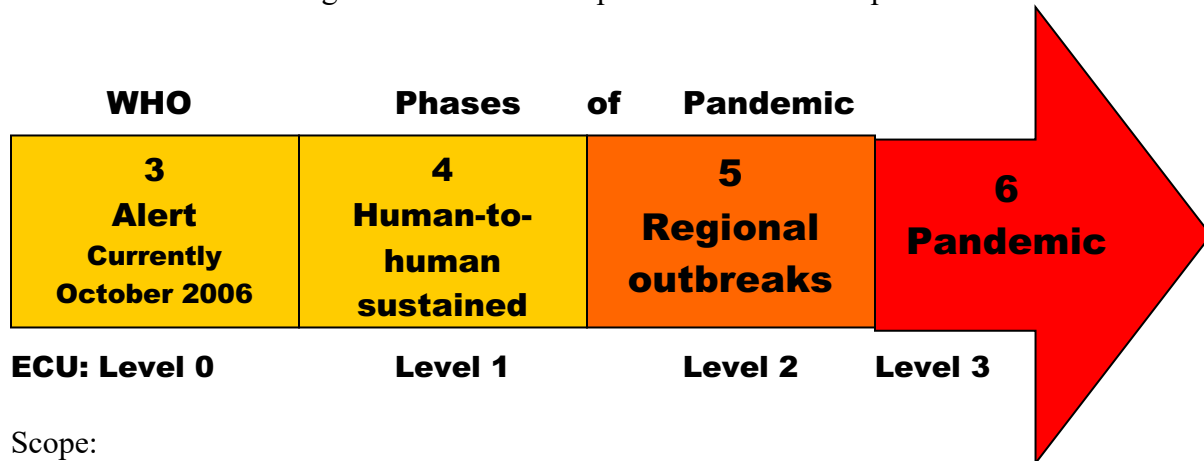
\_\_\_\_\_  
Chairman, Infection Control Committee

\_\_\_\_\_  
Infection Control Nurse

**Disclaimer: This policy is a guide giving an example of what MAY be implemented in a pandemic. Specific details will vary with the nature of the pandemic. Updates will be distributed at the time a pandemic occurs giving the specifics of the ECU response and any modifications to ECU clinical operations. See 3/17/2010 Memo. ( Re: specific approach to 2009/2010 H1N1 pandemic.)**

### Pandemic Influenza Work Policy

**Purpose:** To ensure that employees who are either symptomatic with influenza virus or incubating the flu virus do not present to work and spread virus to coworkers.



**Scope:**

All ECU faculty and staff, including part-time and temporary employees.

**A. During World Health Organization Phase 5**

1. Any employee who has travelled to an affected region shall not return to work on campus until at least 1 week has passed since leaving the affected area. This will allow time to ensure that the employee has not been infected with the pandemic virus.
2. If the employee has not developed symptoms (See Appendix P for relevant symptoms) by day 7, return to work is permissible. If symptoms occur, a physician must clear employee to return to work after ruling out pandemic influenza or verifying its resolution. (Appendix O). If pandemic influenza is identified, the employee must remain out of work until symptoms resolve completely.

**B. Special Phase 5 Requirements for all Healthcare Personnel, Faculty and Staff**

1. All healthcare personnel will be screened daily for influenza symptoms by the clinic or department manager using Appendix P.
2. They will be referred to their physician if symptoms consistent with influenza are identified and/or temperature is greater than 38°C (Appendix O).
3. If employee is enrolled in occupational-postexposure surveillance by Office of Prospective Health, call Prospective Health at 744-2070 if fever or symptoms occur.

**C. WHO Pandemic Phase 6:**

1. Only healthcare and designated essential personnel will present to campus
2. Continue daily symptom screen of healthcare workers (Appendix P). Any healthcare or essential employee who has symptoms of fever, cough, sore throat, will remain home. When symptoms have resolved, employee will undergo a brief “fit for duty” evaluation before return to work during a pandemic.
3. Fit for duty evaluations will be conducted weekdays at 8:00 am at:

- a. Student Health Service – for its employees and East Campus essential personnel
  - b. Office of Prospective Health – for BSOM clinical faculty and staff and HSC essential personnel
4. Appendix Q (attached) will be used to document fitness for duty

Pandemic Phase 5

Use: 1) Referral of Healthcare Worker to Personal Physician  
OR

2) Clearing an employee who has travelled to a pandemic region and develops symptoms for return to work



**The Brody School of Medicine  
Office of Prospective Health**

East Carolina University  
188 Warren Life Science Building  
Greenville, NC 27858-4354  
252-744-2417 fax

Occupational  
Medicine  
Employee  
Health  
252-744-2070

Radiation Safety  
252-744-2236

Infection Control  
252-744-3202

Biological Safety  
252-744-3437

Date: \_\_\_\_\_

Dear Doctor:

This person has been screened for influenza symptoms, fever and epidemiologic risk factors for flu and has been found to be at risk. They have been removed from work pending your evaluation.

Please conduct a clinical evaluation to the extent indicated by their current condition.

If influenza is suspected after your evaluation, your local Infectious Disease consultant or local Health Department should be contacted, for current advice or virus testing via the NC state lab. Return to work should be delayed until influenza is ruled out.

This employee may return to work if influenza is ruled out or another cause for their condition is identified and they are not infectious in an occupational setting. Call us if you have any questions.

Respectfully yours,

Sharon Shipley, RN  
ECU Infection Control Nurse  
252-744-2070

**For ECU Employees ONLY**

This ECU Employee \_\_\_\_\_

Is cleared to return to work and does not present an infectious risk.  
\_\_\_\_\_ No evidence for current infection with influenza  
\_\_\_\_\_ Other explanation found for fever/symptoms; occupational spread is not possible  
\_\_\_\_\_ Other \_\_\_\_\_

Influenza suspected, will continue medical testing. Employee is required to return to physician for clearance prior to returning to work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

To employee: Please present this form to your supervisor as evidence of your Fit for Duty status.

Influenza Pandemic Daily Fit for Duty Screen for Healthcare Workers: WHO Phase 5 and 6

Employee \_\_\_\_\_

Date \_\_\_\_\_

1. Do you have a fever greater than 38°C or 100.4°F?  YES  NO
2. Do you have a cough or feel ill?  YES  NO
3. Have you taken any medication for fever, cough or cold in the past 3 hours?  YES  NO
4. Do you have a sore throat?  YES  NO
5. Are you short of breath (worse than usual)?  YES  NO
6. Have you had shakes or chills in the past 24 hours?  YES  NO
7. Do you have diarrhea?  YES  NO
8. Do you have muscle aches/ache all over?  YES  NO

If all “no”, employee is cleared for duty.

If any “yes”, influenza is possible. Refer home for observation or refer to provider for evaluation. Return to work when symptoms resolve.

Screened by \_\_\_\_\_

Influenza Pandemic WHO Phase 6 Fit for Duty Screen for ECU Employees: Return to Work

Employee \_\_\_\_\_ Date \_\_\_\_\_

1. Do you have a fever greater than 38°C or 100.4°F?  YES  NO
2. Do you have a cough or feel ill?  YES  NO
3. Have you taken any medication for fever, cough or cold in the past 3 hours?  YES  NO
4. Do you have a sore throat?  YES  NO
5. Are you short of breath (worse than usual)?  YES  NO
6. Have you had shakes or chills in the past 24 hours?  YES  NO
7. Do you have diarrhea?  YES  NO
8. Do you have muscle aches/ache all over?  YES  NO

Temperature = \_\_\_\_\_

If all “no” and normal temperature, employee is cleared for duty.

If any “yes” or temperature over 38°C, influenza is possible. Send home for observation or refer to personal provider for evaluation and treatment. Return to clinic when symptoms resolve completely to verify fit for duty.

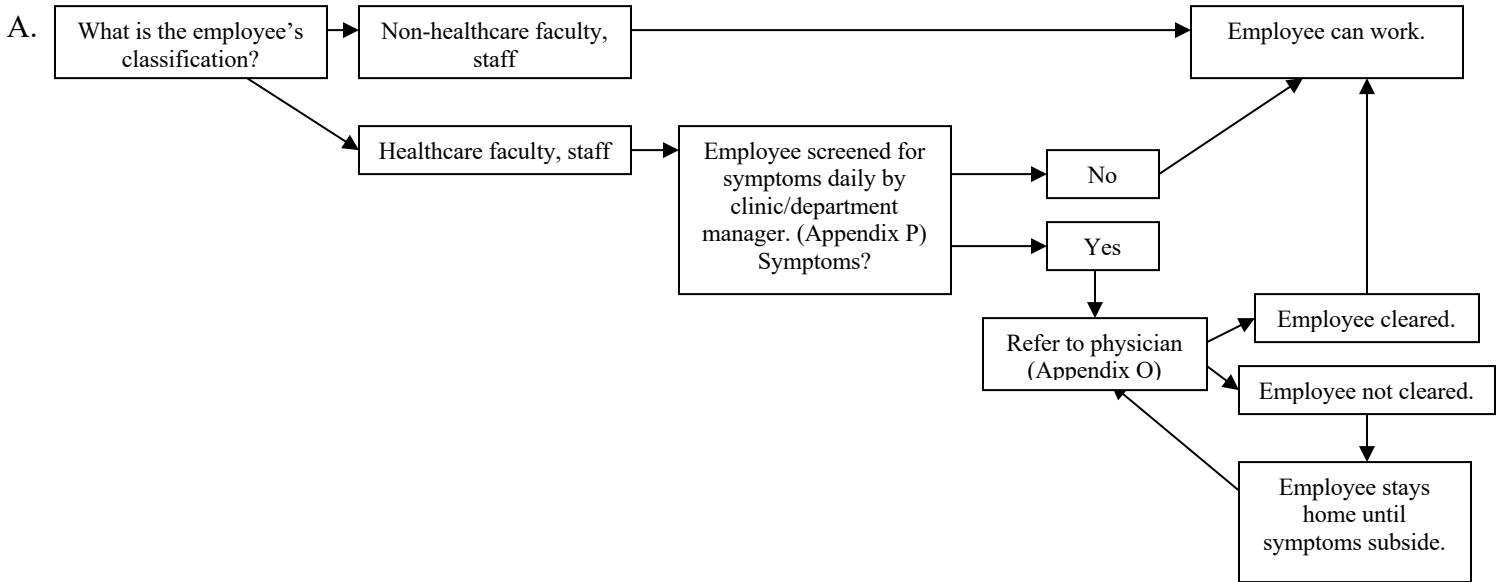
Employee is / is not cleared to return to work.

Screened by \_\_\_\_\_

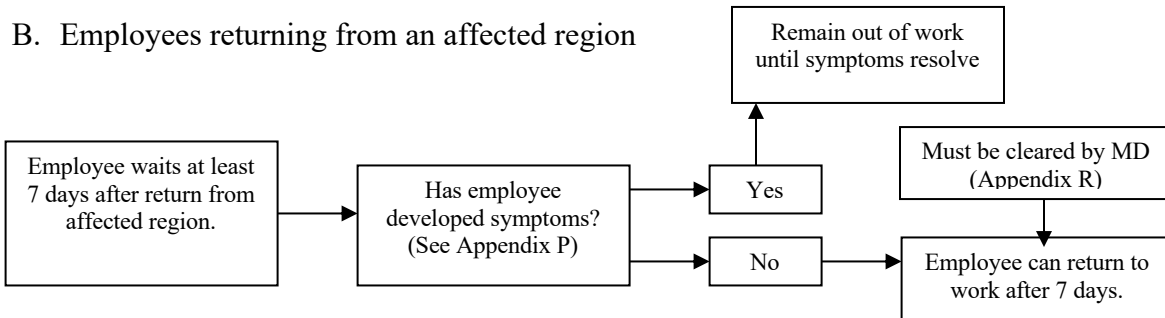
- Prospective Health
- Student Health Service

NOTE to Employee: Present this form to your supervisor as evidence of your Fit for Duty status.

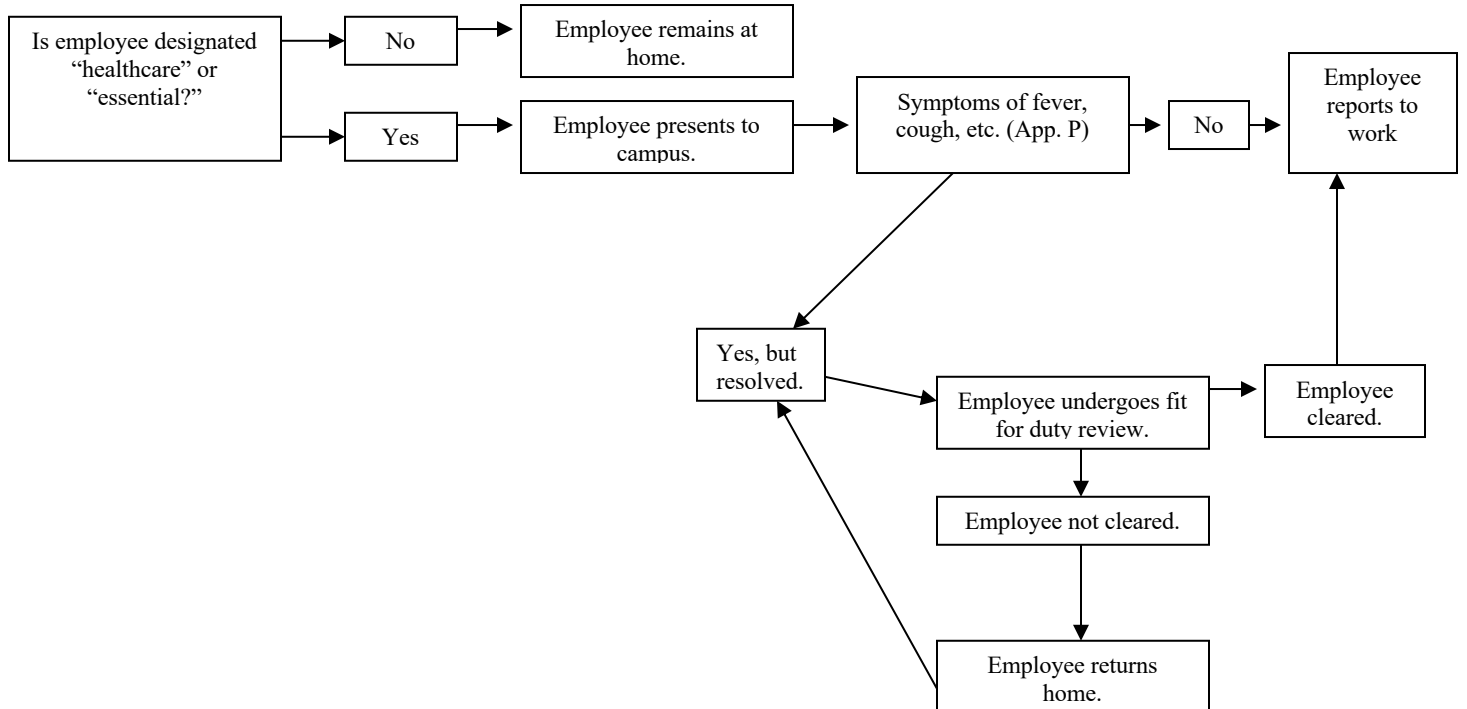
## PHASE 5 (REGIONAL OUTBREAKS)



## B. Employees returning from an affected region



## PHASE 6 (PANDEMIC)





**Office of the Provost and Senior Vice Chancellor for Academic and Student Affairs**

East Carolina University

113 Spilman Building • Greenville, NC 27858-4353

**MEMORANDUM**

**TO:** ECU Faculty

**FROM:** Marilyn Sheerer  
Provost

Virginia D. Hardy  
Vice Provost

**DATE:** March 17, 2010

**RE:** H1N1 Self-reporting

The national outbreak of the H1N1 influenza virus, or the Swine Flu, during the fall 2009 semester impacted university campuses all over the state and throughout the country. H1N1 and influenza-like illnesses produced higher than normal class absences by students or cancelled classes by faculty. Another outbreak of H1N1 is expected to hit campuses in the coming weeks.

You may remember that the Center for Disease Control (CDC) made recommendations for 2009-2010 academic year. Some of those include:

- Do not require a doctor's note for students, faculty, or staff to confirm illness or recovery. Doctors' offices and student health facilities may be very busy and may not be able to provide such documentation in a timely way.
- Academic administrators should consider altering policies on missed classes and examinations, as well as late assignments so that students' academic concerns do not prevent them from staying home when ill or prompt them to return to class or take examinations while still symptomatic and potentially infectious.

East Carolina University has also been working on a responsive action plan to help maintain the integrity of education delivery while at the same time caring for the well-being of our students and faculty/staff. Academic Affairs and Student Affairs have collaborated with ITCS to develop a tool that will allow students to self-report having the flu or flu-like illnesses. This process has been vetted by the Academic Deans and Directors group as well as the Faculty Senate.

Here is a brief explanation of the self-reporting form. A student with the flu (or flu-like illnesses) will go to One Stop and click on the H1N1 Self-Reporting Form link. There is a legal disclaimer referring to the fact that this form is not a substitute for medical treatment or diagnosis. Additionally, the student agrees that he/she understands the Dean of Students Office is tracking student usage and any misuse or abuse of the self-reporting form will be a violation of the Student Code of Conduct.

The student must agree to the disclaimer and statement about abuse twice in the process and then clicks submit to complete the self-report. An email is generated through One Stop to all instructors on the student's class schedule that states that the student self-reports having the flu or flu-like illness. Although this communication is valid for 72 hours from the time of reporting, it does NOT supersede any academic or course guidelines and requirements.

One of the benefits of this tool is the capability to make it active or inactive as the situation presents. At



this point, H1N1 and influenza-like illnesses have not re-emerged in large numbers on ECU's campus or other UNC campuses. Therefore, ECU will activate this self-reporting form on One Stop, but won't market this to students unless a spike in incidents occurs.

If you have any questions about this process, please contact Jolene Jernigan at 737-2821.