



August 6, 2009

To Melwood employees

Subject: Swine Flu prevention

Melwood management teams as well as all employees need to play a key role in the prevention of the spread of the swine flu virus. There are precautions that have been recommended by the Center for Disease Control (CDC) that all of us can do to help minimize the spread of this flu:

- ✓ Use Hand Sanitizer when soap and water aren't available
- ✓ Cover your nose and mouth with a tissue when you sneeze or cough-avoid coughing and sneezing in your hands.
- ✓ Wash your hands **often** with soap and water, especially after you sneeze or cough. Again hand sanitizers are also effective
- ✓ Avoid touching eyes, nose and mouth (germs spread this way)
- ✓ Avoid coming into contact with people who are ill

The symptoms of novel influenza A (H1N1) or swine flu in people are similar to the symptoms of seasonal flu and include fever, cough, sore throat, runny nose, body ache, headache, chills and fatigue. A significant number of people who have been infected with this virus also have reported diarrhea and vomiting. If you are experiencing these symptoms it is recommended that you stay home or away from the workplace. Please inform your supervisor if you suspect someone is having these symptoms, or putting other at risk.

One study has shown that influenza virus can survive on environmental surfaces and infect a person for up to 2-8 hours after being deposited. Our custodial workers can play an integral part in preventing the spread of these germs to Melwood employees as well as others at Melwood's contract sites. It is recommended by the CDC that if custodial workers use disinfectant cleaners when wiping down counter tops, door knobs, restroom surfaces and other surfaces that may harbor contamination it will go a long way in preventing the spread of the virus.

Finally, if you become ill **seek urgent medical care**, the warning signs include: fast breathing or trouble breathing, pain or pressure in chest or abdomen, sudden dizziness and confusion, severe or persistent vomiting or flu symptoms that improve but then come back with a fever and worse cough.

If we follow these simple recommendations it will help to prevent the spread of the virus and promote the Health and Safety of the community, Melwood employees, and their families. Thank you in advance for your cooperation. If you need more information please visit www.cdc.gov/h1n1flu/ or you can contact Melwood's Human Resource Department.





August 5, 2009

Dear Individuals, Families and Caregivers:

As you maybe aware by recent news reports, both the World Health Organization and the Centers for Disease Control expects the illnesses caused by the H1N1 virus or swine flu to continue into the fall. While a flu vaccine has been developed and plans for its distribution are in place, not everyone will be receiving it initially. In an effort to protect the safety and well-being of the individuals participating in Melwood programs, we have implemented a Swine Flu prevention plan to prevent the spread of the illness to our individuals and staff. Early recognition of symptoms will play a critical role in the successful implementation of the plan.

The H1N1 flu virus (swine flue) **symptoms** are similar to those of seasonal flu. They include: **fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue.** Many people infected with H1N1 also experience **vomiting and diarrhea.** If you or anyone in your care develops these symptoms it is important that you avoid contact with others. The CDC recommends that you **stay home** if you are sick for 7 days after your symptoms begin or until you have been symptom-free for 24 hours, whichever is longer. We ask that families and caregivers do not send anyone to Melwood services or to their jobsite who is ill. **Unless you need medical care, individuals should stay home.** Please be advised that Melwood staff and management will be sending individuals and staff who complain of feeling ill and have flu like symptoms home and ask them to remain home until they are symptom free for 24 hours.

If you become ill and have any of the following emergency warning signs, seek urgent medical care. Warning signs include: fast breathing or trouble breathing, pain or pressure in the chest or abdomen, sudden dizziness, confusion, severe or persistent vomiting or flu symptoms that improve but then come back with a fever and worse cough.

Things you can do to avoid becoming ill (this applies to most infections) or infecting others:

- Cover your nose and mouth with a tissue when you sneeze or cough – avoid coughing or sneezing into your hand(s).
- Wash your hands often with soap and water, especially after you sneeze or cough. Hand sanitizers are also effective.
- Avoid touching your eyes, nose and mouth (germs spread this way).
- Avoid coming into contact with people who are ill.

Our number one priority is the health and wellbeing of our individuals served and staff. Thank you for your attention and cooperation in this matter. Please contact Linda Hamel, MSN, RN, Manager, Health Services (301.396.3418) with any questions about this policy.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathon Rondeau".

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