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JFHQKS-J1/HRO

MEMORANDUM FOR ALL FEDERAL EMPLOYEES

Subject: 2009 H1N1 Pandemic Influenza Information and Guidance

As you are probably aware the H1N1 influenza has reached pandemic levels. We cannot say for sure what will happen in Kansas, but as we move into the fall and winter flu seasons it is time to prepare. This document contains information concerning flu in general, how the flu is transmitted, how to reduce that transmission and leave guidance during the pandemic. Following these steps will maximize our readiness should we be called upon to aide the citizens of Kansas.

Flu Symptoms

- Influenza is a respiratory illness. Symptoms of flu include sudden onset of body aches, fever and respiratory symptoms (such as cough, sore throat and runny nose).
- Many people use the term “stomach flu” to describe illnesses with nausea, vomiting or diarrhea. These symptoms can be caused by many different viruses, bacteria or even parasites. While vomiting, diarrhea and being sick to your stomach can sometimes be related to the flu (particularly in children), these problems are rarely the primary symptoms of influenza.
- Some persons can be infected with the flu virus but have no symptoms. During this time, these people can still spread the virus to others.
- Most people who get influenza will recover in one to two weeks; however, some people will develop life-threatening complications (such as pneumonia) as a result of the flu.
- Some of the complications caused by flu include bacterial pneumonia, dehydration and worsening of chronic medical conditions, such as congestive heart failure, asthma or diabetes. Children may get sinus problems and ear infections as complications from the flu.

What to do if you have symptoms

- Sick employees should stay home. People with symptoms of flu-like illness should stay home until at least 24 hours after they are free of fever.
- Procedures for Technician Employees:
 - Employees who appear to have flu-like symptoms upon arrival, or who become sick during the work day, should be promptly separated from others and sent home. Technicians refusing to take leave will be placed on enforced leave. Administrative leave is not authorized.
 - Medical documentation for Technicians. Administration of leave procedures will be relaxed to provide approval and return to work without a health care certification from a medical practitioner. Employees may self-certify their illness if they did not seek medical attention.

- Care for Family members. Technicians may use sick leave to take care of sick family members (i.e., up to 13 days per leave year for routine family care or illness and up to 12 weeks for a serious health condition).
- Types of leave available. Sick leave for the employee and care of family as discussed above, Advanced sick leave (refer to TPP 610, requires HRO approval), Annual leave for care of children if school or daycare closes, Advanced annual leave (refer to TPP 610, supervisor approves), compensatory time off may be substituted for annual leave. Refer to TPP 610 for Leave for Emergency Duty (Law Enforcement Leave) in the event of an order to State Active Duty.
- Procedures for AGRs:
 - Employees who appear to have flu-like symptoms upon arrival, or who become sick during the work day, should be promptly separated from others and sent home. AGR's can be ordered to go home.
 - Reference AR 600-8-10 or AFI 36-3003 for appropriate procedures for personnel accountability and leave procedures.

Steps to reduce the spread of H1N1

- Encourage frequent hand washing with soap and water for at least 20 seconds (sing the alphabet song) or use an alcohol-based hand cleaner, especially after coughing or sneezing.
- Cover your coughs and sneezes. Coughs and sneezes should be into a tissue or into the elbow area.
- Implement enhanced environmental cleaning measures to include: thorough cleaning of surfaces frequently touched with hands at least once each day. Each facility manager should establish an enhanced cleaning process to decontaminate sinks, handles on doors and drawers, key boards, railings and countertops. Procedures will be implemented to task employees with keeping their work area clean and disinfecting phones.

Social Distancing

- Consider teleconferencing in lieu of face-to-face meetings, especially if travel outside of the duty facility is required.
- Encourage procedures for customer service and inter-office work arrangements to maintain a working location separation of 6 foot minimum from co-workers when possible.

Other Concerns

- Prepare for increased numbers of employee absences due to illness in employees and their family members and plan ways for essential business functions to continue. Cross-train staff to perform essential functions so that business operations can continue.
- Minimize travel to high traffic areas. Advise workers to check for signs of flu-like illness before traveling, to notify their supervisor, and stay home if they are sick. Tell employees who are traveling how to seek health care if they become sick enough on the road to require care. If employees become sick during travel, they should notify their supervisor and stay in their hotel room until their fever has resolved for at least 24 hours, unless they are seeking medical care.
- Prepare for the possibility of school dismissal or temporary closure of child care programs. Allow workers to use annual leave to stay home to take care of their children if schools are dismissed or child care programs are closed. Encourage your employees with children to plan for child care alternatives if possible.

- Supervisors who experience adversely mission accomplishment secondary to absenteeism should follow their chain of command through their MSC AO/COS; Directorate; or Group/Wing Commander and contact HRO (SMSgt K Guffy at 785-274-1162) with all relevant information. HRO will assist supervisors mitigate shortfalls as resources are available.

Supervisors should begin implementing this guidance immediately. By preparing now we can ensure a healthy workforce during the flu season.

FOR THE ADJUTANT GENERAL



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