To: Staff

Dear Colleagues,

As we begin classes today, we are aware that there is widespread concern regarding flu caused by the H1N1 (commonly known as swine flu) virus.

I want to assure you that although we expect an increase in flu cases this year—including flu caused by the H1N1 virus—the campus community has the resources we need to reduce the risk of spreading the illness.

In spite of the media coverage the H1N1 virus has generated, all credible information indicates that the flu it causes is similar to the illness caused by the annual seasonal flu viruses. The vast majority of those affected recover just as they would from the seasonal flu. Public health experts advise treating H1N1 in the same way that seasonal flu is treated, and the health care professionals on our campus are proceeding accordingly.

We also are in close contact with Los Angeles County public health officials, and if circumstances change, UCLA will make appropriate adjustments.

**What staff can do**

If you are ill, please notify your supervisor and stay home from work.

Public health officials recommend that everyone be vaccinated for the seasonal flu, as well as for the flu caused by H1N1. In addition, everyone should maintain a routine healthful lifestyle and take extra measures to minimize the risk of spreading the flu, including:

- Wash your hands frequently or use alcohol-based hand sanitizer if handwash facilities are not available.
- Cough or sneeze into tissues and immediately throw them away.
- If a tissue is not available, cough or sneeze into your sleeve rather than your hands.
- Use antibacterial wipes to clean surfaces that are heavily used by others, such as doorknobs and computer keyboards.
- If you are ill with a respiratory infection, rest, drink fluids and use acetaminophen (for example, Tylenol) for aches and fever; and stay away from work until 24 hours after your fever is gone.
Several other important recommendations and additional information are available at www.ucla.edu/flu, which will serve as UCLA’s hub for all H1N1 information. The site also includes links to UCLA-specific H1N1 news and additional resources, and as soon as new information about H1N1 is available, it will be posted here.

I encourage all staff to be part of our campuswide effort to share accurate information about H1N1 and prevent the spread of the flu. Learn prevention techniques and share information with one another. The Environment, Health & Safety website includes links to posters in English and Spanish. Please consider posting them in your work area.

By staying informed and taking proper preventive measures, we can keep our campus community as healthy as possible throughout flu season.

Sincerely,

Gene D. Block
Chancellor