STAGE 1 (current stage)

Cases of H1N1 confirmed in North America but not declared state of emergency.

Normal sick leave policies apply for H1N1-related cases:
- to cover employee's own illness
- for employees who need to remain home due to exposure
- for employees who must care for sick family member (up to 3 days of employee's time)

Employees who call in sick should be asked if illness is or may be related to H1N1.

Documentation from a clinician is not required at this time.

Supervisors report employee absences that are result of flu-related symptoms or exposure to flu-related symptoms to Libraries' HR Administrator. (This information will be collected centrally to inform the Institute's declaration of a shift from one Stage to another.)

STAGE 2

Abnormally high levels of absenteeism, partial closing or other government or Institute declared emergency alert due to H1N1.

Health Emergency Leave activated by HR, providing employees additional leave of up to 10 days for:
- employees who have become ill
- employees who have been exposed to virus
- employees who are providing care to family members who are ill
- employees unable to report to work for reasons associated with virus such as parents whose children who are not ill but whose school has been closed due to the health emergency

Emergency leave for the specified illness (H1N1), during stage 2, should be used first. If additional sick leave is needed, employee may use regular sick leave.

Employees who request to be absent without meeting one of the four conditions (fear of being infected, etc.), may only do so with supervisor approval. Leave will be charged to personal, vacation or leave without pay (not sick leave).

Employees performing essential functions are notified and must report to work unless they meet one of the four conditions. Telecommuting may be an option but must be approved and monitored by library administration and may not exceed two weeks.

Employees who are not sick or otherwise affected by the health emergency and who continue to work during Stage 2 will not receive extra pay or bonus leave to be used another time.

STAGE 3

Institute closes some or all locations.

Health Emergency Leave applies as above.

Employees whose functions are designated as essential required to report to work unless they meet one of the four stated conditions.

Immediate Preparations:
- Encourage all staff to get flu shots (regular and H1N1).
- Ask staff ensure that personal contact information on SAP Web is up-to-date (home/cell phone number, campus emergency notification info, personal emergency contact info).
- Insist that staff members who are experiencing or presenting flu-like symptoms stay/go home.
- Identify essential functions and what is needed to keep the Libraries going in the event of a pandemic and create a list of multiple staff members who can perform these functions.

MIT Libraries, 9/10/2009