

## **Indiana University School of Optometry H1N1 policy**

This policy is based on information received from the IUB and IUPUI Health Centers and follows the preparedness plan from the Bloomington campus. The goal of this policy is to minimize the risk of H1N1 infections for our students, staff, faculty and patients at IUSO. It is important for everyone to follow the policy during this academic year. Additional information specific to IU can be found at the following website: <http://www.indiana.edu/~health/swineflu.html>

*Definition of Influenza Like Illness (ILI):* The symptoms are similar to the seasonal flu including fever (temp of 100 degrees F or greater), sore throat, body aches, chills, and fatigue in the absence of a known cause other than influenza.

*Precautions:* In response to the H1N1 IUSO students, staff and faculty should practice standard precautions (frequent hand washing, cover mouth and nose when coughing and sneezing, staying home when sick). Hand sanitizer/soap and masks will be made available to students, staff, faculty and patients upon request. It is highly recommended that all students, staff and faculty receive the H1N1 vaccine when it becomes available.

### ***Didactic Courses/Administrative Responsibilities***

*Students:* If a student presents to class with ILI they must be instructed to leave the building and go home. The faculty member who instructs the student to leave the building should contact student administration (855-1917) and identify the student who is ill. Student administration will contact the appropriate faculty members (didactic faculty and the Chief of Clinical Care) to inform them that the student will be absent. Students may not return to class or clinic until they are fever free for 24 hours, without the use of fever reducing medications. If a student develops ILI, as defined above, and knows they will miss class they must contact the student administration and not return until they are fever free for 24 hours without the use of fever reducing medications. If a student knows they will miss clinic they must contact the instructor of record and the student administration office; technician students should contact Sandy Pickel (812-855-3997); third year optometry students should contact Dr. Kohne (812-855-1929); fourth optometry year students should contact Dr. Hitzeman (812-855-4979) and the Chief of the service they will be missing.

*Staff:* If a staff member experiences ILI during work hours they should report to their supervisor and be sent home. If they develop ILI at home they should contact their direct supervisor to report they will be missing work. They may not return to work until they are fever free for 24 hours, without the use of fever reducing medications. The supervisor should contact the Dean for Academic Affairs' office (812-856-2272) and report the staff member's illness.

*Faculty:* If a faculty member experiences ILI during work hours or at home they should contact the Associate Dean for Academic Affairs' office (856-2272) and not return to work until they are fever free for 24 hours, without the use of fever reducing medications.

IUSO is not mandating that individuals show proof of illness for missed work. Given the specific educational opportunities of the clinical program if a student misses 10% or more of their clinical assignment they will be required to make up that time.

*Patients:* Signs have been placed in the clinics educating patients to reschedule their routine examination if they show up to the clinic with ILI. If a patient presents to a clinic with ILI for emergency care they must wear a mask to be examined, if the patient refuses to wear a mask during the examination they are to be rescheduled. Once identified by a staff member the patient will be escorted to an exam room in the clinic to wait for the student, they should not remain in the common waiting area. These patients will not be allowed to select spectacles and should remain in the exam room during the entire examination process. It is recommended that the faculty member and student who are examining the patient each wear a mask as well.

*Suspension of clinical services:* In the event that the IUB and/or IUPUI campuses are closed and classes are canceled all clinical services will be suspended during this time. In the event that a significant percentage of students, staff and/or faculty are sick and are unable to come into work a decision to close specific clinical services will be made by the Chief of Clinical Care and Director of Clinic Administration. In order to monitor the volume of individuals who are out of the clinic due to this policy a record will be kept and will be coordinated by the Chief of Clinical Care and the Director of Clinic Administration.

Closing of a specific clinical service will only occur after all alternatives have been explored. Once the decision is made staff members will contact patients to inform them of the need to reschedule their appointment. Once a specific clinical service or clinic is closed the Chief of Clinical Care and the Director of Clinic Administration will review the decision on a daily basis. Every attempt will be made to return to normal operations as quickly as possible. Closure of a specific clinical service will not have a negative impact on the attendance policy of staff, faculty or students (except if the student misses 10% or more of their clinical assignment, as indicated above).

This policy may be modified as more information about H1N1 and the influenza season is known. Any updates to this policy will be communicated to all members of IUSO.

Policy date October 18, 2009