

STATE EMPLOYEE FLU PREPARATION UPDATE

State employees are encouraged to begin preparing for this upcoming flu season. There are many things that employees can do to minimize and prevent the spread of illness. Additionally, employees can also take actions now that will assist them in case they do contract the flu this season.

Be Ready:

- ✓ Sign up for Direct Deposit for your pay check
- ✓ Sign up for on-line pay check information through POSC at [http://compnet.comp.state.md.us/Central Payroll Bureau/Online Services](http://compnet.comp.state.md.us/Central_Payroll_Bureau/Online_Services)
- ✓ Explore Telework options with your supervisor
- ✓ Be familiar with your office call-in procedures
- ✓ Conserve annual, sick and personal leave for your future needs
- ✓ Plan for possible changes in childcare needs
- ✓ Consider alternate transportation arrangements as part of a social distancing plan

Stay Healthy Now:

- ✓ Wash hands frequently and correctly (<http://www.cdc.gov/cleanhands/>)
- ✓ Use alcohol-based hand sanitizers
- ✓ Do not share telephones or keyboards with others
- ✓ Cough/sneeze into a tissue or your arm, so as not to avoid spreading germs to others
- ✓ Use e-mail and conference calls to minimize group meetings
- ✓ Avoid close contact with others
- ✓ Avoid touching your eyes, nose and mouth

Keep Your Family Healthy Now:

- ✓ Emphasize home hand washing practices—before and after meals, when returning home, when leaving the bathroom
- ✓ Disinfect door knobs, light switches and common areas regularly

Help Keep Others Healthy:

- ✓ Stay home if you are sick
 - Sore throat, cough, fever (100°F or greater), congestion, body aches
 - Do not return to work until you are fever-free for 24 hours without fever-reducing medication
- ✓ Report flu symptoms to your supervisor

On-Line Resources:

<http://www.dhmf.maryland.gov/swineflu/>

http://www.mema.state.md.us/MEMA/content_page.jsp?TOPICID=swineflu