



College of The Albemarle

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To: College of The Albemarle Students and Faculty Members

From: Lynne M. Bunch, COA President

Date: September 4, 2009

Re: Academic Planning Relative to H1N1 Flu

As we launch into the Fall 2009 semester, we know that the college may face high levels of H1N1 flu (Swine flu) this year. In fact, the number of cases in the area is rising. Characteristically, this flu lasts 3-5 days but people usually recover from it completely. The H1N1 flu virus spreads easily when people live in close quarters or share spaces like libraries and classrooms. Although you can get H1N1 only once, because symptoms overlap with seasonal influenza, students are being asked to self-isolate on the basis of symptoms and not to wait for a diagnosis.

This message contains some general guidance points which will allow you to act in caring and consistent ways when, and if, large-scale illness emerges on campus.

1. It is important that the college stay calm and carry on with all classes unless otherwise notified. Maintaining continuity is always helpful in times of stress.
2. The college will communicate widely as changes occur in H1N1 incidence on campus.
3. All members of COA's community who become ill with possible or proven H1N1 flu should voluntarily self-isolate themselves by staying home and away from others for a period of at least 24 hours after the time their fever abates (without the use of fever reducing medications like acetaminophen or ibuprofen).
4. Faculty members are asked to be flexible regarding attendance policies for students sick with flu in classes that require attendance as part of the student grade.

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5. Faculty members are also asked to be flexible about helping students make up missed classes, exams, or assignments. Placing as much course content as possible on a class website, including assignments and lecture outlines, will help students who have to miss class keep up with their assignments.
6. Students should get notes from missed classes from class buddies or via the class website.
7. Faculty members who are out with the flu should communicate by e-mail with their department chair. To assure that courses continue to meet, department chairs should seek instructional coverage from peer faculty or qualified graduate students.
8. Students who are out with the flu are asked to communicate by e-mail with their instructors.
9. Faculty members can respectfully ask an obviously sick student to leave class. Encourage the student to go home, self-isolate, take care of himself/herself and wait 24 hours after fever is gone (without the use of fever reducing medications like acetaminophen or ibuprofen) before returning to class. Because the self-isolation period should be 3-5 days for H1N1 flu, most students will be able to make up the work missed.
10. College of The Albemarle is unable to provide flu-related refunds of tuition and fees beyond the customary and published prorated schedule, either for individual course drops or for withdrawal from the entire term.
11. All members of the college community may stay up-to-date on H1N1 flu at the college by checking "Alert COA" on the college's website homepage at [www.albemarle.edu](http://www.albemarle.edu) under the Employee Links section (to the right of the home page).

COA has a heritage of pulling together when faced with challenges. Should H1N1 prove to be a virulent presence here, I ask that you frame your response with integrity, optimism and kindness.