

August 27, 2009

TO: Academic Department Chairs  
Administrative Directors

FROM: Jim Stakenas, Ph.D.  
Vice President, Administration and Finance

Marilyn Truskowski  
Director of Human Resources

**RE: INFLUENZA PANDEMIC PLANNING**

This letter is the first of several important communications regarding MCLA's pandemic preparation. We are fortunate that until now the current flu strain causing this pandemic has not affected our community greatly. However, anticipating a fall resurgence of this strain, we want to be ready.

On Monday, August 31, 2009 every MCLA faculty and staff member will be sent a letter at home with information about the pandemic and what preparations they can make in advance to guard the health of themselves and their families. This is a letter similar to the one sent in 2006 when we prepared for the avian flu.

Once school begins on September 9, 2009 you will receive a second letter asking that you meet with your department in September to document essential activities, collect important contact information from your department members, and complete necessary forms to reference the information collected. We ask that all of this be completed by October 2, 2009.

Current Center for Disease Control (CDC) recommendations are that anyone who contracts the flu – students, faculty, and staff – goes home to recuperate. An outbreak on campus will lead to significant classroom absences and sick leave for both faculty and staff unable to physically come to campus either because they are ill or in order to be at home caring for family members who are ill.

We will also be sharing any news about vaccines and flu outbreaks that may affect us, and reminding our campus community about wellness strategies, staying home with flu symptoms, and communicating with department members to maintain college operations.

Our main interest is maintaining a healthy community.

Please feel free to contact either one of us or your division head should you have any questions about how to proceed once you have received the next two pandemic preparation letters. We are also available to attend your department meetings if you wish.

Cc: Cabinet