

**Sent:** Friday, May 01, 2009 1:03 PM

**Subject:** A/H1N1 (Swine Flu) Follow-up - Deans and Directors

Good Afternoon,

As a follow-up to the email message below regarding the swine influenza A/H1N1 infection, we are also advising Deans and Directors to: ensure that contact information for all employees within their department is current; review their "Department or Unit Business Continuity Plan" that identifies critical/essential department operations and functions and individuals responsible for those operations; review pertinent College policies and procedures such as the College's Sick Time Policy, department call-in procedures, etc.; and to remind members of their department to monitor their e-mail regularly for further announcements.

As always, please do not hesitate to contact the Human Resources Office if you have any questions or if we can be of assistance.

Thank you,

Cynthia

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