



HEALTH
Department

FOR DETROIT BUSINESSES

PREPARING FOR FLU SEASON

Detroit Health Department

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Detroit, MI 48201
(313) 876-4000
Detroitmi.gov/health

WHAT'S INCLUDED?

10 Tips for Prevention

What Employers Should Know

Make It Your Business to Fight the Flu

A Checklist for Businesses and Employers

Posters, Fliers and Print Materials



Detroit Health Department

10 TIPS FOR PREVENTING THE SPREAD OF FLU AT WORK

1. Employees are a crucial resource at any business. There are steps you can take now, and during the flu season, to help protect the health of your employees.
2. Encourage all employees to get a seasonal flu vaccine each fall. [CDC recommends](#) everyone 6 months and older get an annual flu vaccine.
3. Consider hosting a flu vaccine clinic at your workplace, if possible. Provide resources to employees about where they can get a flu vaccine in their community. The vaccine finder application is a free online services to search for vaccines in your areas: detroitmi.gov/health external icon.
4. Develop and review sick leave policies that encourage sick workers to stay at home without fear of any reprisals.
5. Advise all employees to stay home if they are sick until at least 24 hours after their fever* (temperature of 100 degrees Fahrenheit or 37.8 degrees Celsius or higher) is gone without the use of fever-reducing medicines.
Note: Not everyone with flu will have a fever. Individuals with suspected or confirmed flu, who do not have a fever, should stay home from work at least 4-5 days after the onset of symptoms. Persons with the flu are most contagious during the first 3 days of their illness.
6. Sick employees should be asked to go home. Employees who appear to have a flu symptoms upon arrival or become sick during the work day should be promptly separated from others and asked to go home.
7. Develop other flexible policies to allow workers to telework (if feasible) and create other leave policies to allow workers to stay home to care for sick family members or care for children if schools close.
8. Instruct employees who are well, but who have a sick family member at home with the flu, that they can go to work as usual. These employees should monitor their health every day, and notify their supervisor and stay home if they become sick. Employees who have a certain underlying medical condition or who are pregnant should promptly call their health care provider for advice if they become sick.
9. Provide resources and a work environment that promotes [preventive actions](#) to reduce the spread of flu.

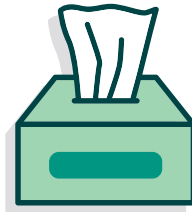
10 TIPS FOR PREVENTING THE SPREAD @ WORK

For example:

- Provide tissues, no-touch trash cans, hand soap, and/or hand sanitizer
 - Provide workers with up-to-date information on flu risk factors and preventive actions.
 - Encourage respiratory etiquette by providing education and reminders about covering coughs and sneezes with tissues, and easy access to tissues and trash cans.
 - Encourage hand hygiene by providing education and reminders about washing their hands, and easy access to running water and soap or alcohol-based hand rubs.
10. Provide resources and education about employees who may be at [high risk for serious flu](#) complication, such as pregnant women or adults with a chronic medical condition such as asthma, heart disease, or diabetes. Flu vaccination is especially important for people at high risk for flu complications. Individuals at high risk for flu complications should seek medical attention right away if they do become sick with flu.



HAND
WASHING



TISSUES



ALCOHOL
BASED
CLEANERS



Detroit Health Department

WHAT EMPLOYERS SHOULD KNOW

What Employers Should Know

- An important way to reduce the spread of flu is to keep sick people away from those who are not sick.
- Businesses should review and communicate their sick leave policies and practices to employees every year before flu season begins.
- Advise all employees to stay home if they are sick until at least 24 hours after their fever is gone without the use of fever-reducing medicines, or after symptoms have improved (at least 4-5 days after flu symptoms started).
- Prepare and advise employees on policies concerning caring for sick household members or children. Flexible leave policies and alternate work schedules can help prevent the spread of flu at your workplace, allow employees to continue to work or function while limiting contact with others, help maintain continuity of operations, and help people manage their health and their family's needs.
- Prepare for employees to stay home from work and plan ways for essential business functions to continue. Employees may stay home because they are sick, need to care for sick household members, or because schools have been dismissed and they need to care for their children. Cross-train staff to perform essential functions so that the business can continue operating.

All employees should stay home if they are sick until at least 24 hours after their fever* (temperature of 100 degrees Fahrenheit or 37.8 degrees Celsius or higher) is gone. Temperature should be measured without the use of fever-reducing medicines (medicines that contains ibuprofen or acetaminophen).

Note: Not everyone with flu will have a fever. Individuals with suspected or confirmed flu, who do not have a fever, should stay home from work at least 4-5 days after the onset of symptoms. Persons with the flu are most contagious during the first 3 days of their illness.

If You Become Sick at Work

CDC recommends that workers who have flu symptoms upon arrival to work or become ill during the day should promptly separate themselves from other workers and go home until at least 24 hours after their fever is gone without the use of fever-reducing medications, or after symptoms have improved (at least 4-5 days after flu symptoms started).

Content source: [Centers for Disease Control and Prevention](#), National Center for Immunization and Respiratory Diseases ([NCIRD](#))

Make It Your Business To Fight The Flu

Promoting the Seasonal Influenza Vaccine

Recommended Strategies for Businesses and Employers

The purpose of this Toolkit is to help businesses and employers fight the flu and to offer tips and suggestions to consider when planning and responding to the seasonal flu. Additional information can be found at the CDC website, <http://www.cdc.gov/flu/business>

**CDC recommends two strategies this season
for businesses and employers to help fight the flu.**

Strategy 1: Host a flu vaccination clinic in the workplace.

To minimize absenteeism, employers frequently offer onsite seasonal flu vaccination to employees at no or low cost to their employees. This option can work well if the employer has an on-site occupational health clinic. If you don't have a clinic, pharmacies and community vaccinators can be contracted to provide seasonal flu vaccination services on-site.

Strategy 2: Promote flu vaccination in the community.

Make sure your employees know where they and their families can get seasonal flu vaccines in their community. Additionally, find out what health care providers, pharmacies and clinics provide seasonal flu vaccines. Partner with a pharmacy or provider to get your employees vaccinated.



Even healthy people can get the flu, and it can be serious.

Promoting Seasonal Flu Vaccination

A Checklist for Businesses and Employers

Be a partner in good health. Consider offering onsite flu vaccination (flu shot, nasal spray, or both) at your business locations(s) and encourage employees to seek flu vaccination in the community. Review flu vaccination prevention and rationale with senior managers, employees, and labor representatives.

IF YOU CHOOSE TO HOST A FLU VACCINATION CLINIC

Planning

- Get senior management buy-in to support a flu vaccination clinic at the workplace.
- Frame getting employees vaccinated against flu as a business priority and create a goal aligned with this effort.
- Identify a flu vaccination coordinator and/or team with defined roles and responsibilities. Occupational health personnel or workplace safety staff may lead these efforts for employers. Determine if you will need to contract with an experienced outside provider of flu vaccination services (such as a pharmacy or community immunizer). The planning process should also include input from employees, and labor representatives, if needed.
- Schedule the flu vaccination clinic to maximize employee participation. Flu season usually begins in the Fall each year.
- Gauge need and demand among employees for flu vaccination. Provide sufficient and accessible flu vaccination in as many business locations as possible.
- Ask managers and supervisors to allow employees to attend onsite flu vaccination clinic as part of their work day and without having to “go off of the clock.”
- Consider offering flu vaccination to employees’ families.
- Set a goal and help show employees how their participation matters. Each year, try to improve upon the percentage of employees vaccinated.

Hosting and Promotion

- Use incentives for flu vaccination to increase participation, such as offering vaccine at no or low cost, providing refreshments at the clinic, or holding a contest for the department with the highest percentage of vaccinated employees.
- Promote the flu vaccination clinic with the following:
 - Posters about the importance of flu vaccination can be posted in break rooms, cafeterias, and other high traffic areas.
 - An article in company communications (i.e., newsletters, intranet, emails, portals, etc.) about the clinic and flu prevention.
 - Promotional posters/flyers to advertise the date and time of the clinic should be posted in high traffic areas.
 - Communication from business leadership directly to employees promoting vaccination.
 - Use Social Media channels for promotion!

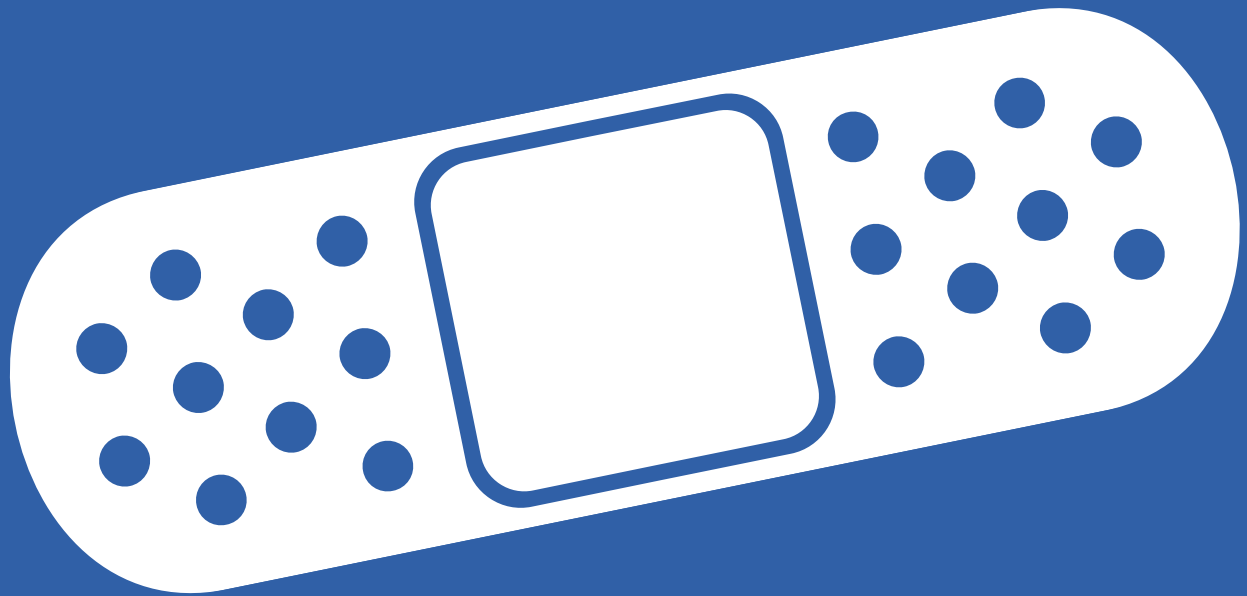
Logistics

- Provide a comfortable and convenient location for flu vaccination clinics. Consider the demands of space and need for privacy.
- Set an example by encouraging managers and business leaders to get vaccinated first.

IF YOU CHOOSE TO PROMOTE FLU VACCINATION IN THE COMMUNITY

- Be flexible in your HR policies. Establish policies that allow for employees to take an hour or two to seek flu vaccinations in the community.
- Partner with nearby pharmacies or clinics to arrange for employees to get vaccinated. If the business shares a building, shopping center, or office park with other employers, see if the property manager will host a flu vaccination clinic for all of the tenants’ employees.
- Use promotional posters/flyers to advertise locations in the community that offer seasonal flu vaccinations. Display posters about the flu vaccination in break rooms, cafeterias, and other high traffic areas.
- Post articles in company communications (i.e., newsletters, intranet, emails, portals, etc.) about the importance of flu vaccination and where to get the vaccine in the community.
- Encourage flu vaccination for employees’ families by distributing information for employees to take home.





FIGHT FLU

Get your family vaccinated against flu this season. It's the best way to protect you and your loved ones from getting the flu.



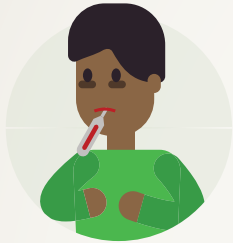
www.cdc.gov/fightflu



Feeling sick?

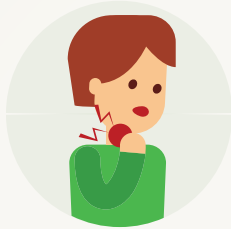
Stop the spread of flu in the workplace.
Stay home when you are sick.

Common Flu Signs & Symptoms Include:



Fever* or feeling feverish/chills

*It is important to note that not everyone with flu will have a fever.



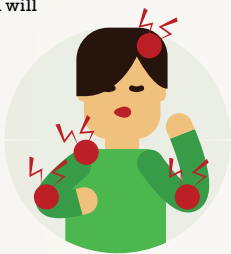
Sore throat



Runny or stuffy nose



Cough



Muscle or body aches



Headaches



Fatigue (tiredness)

*Flu is different from a common cold.
Flu usually comes on suddenly, and in general symptoms are more intense.*

If you think you may have flu tell your supervisor and stay home from work.

All employees should stay home if they are sick. CDC recommends that you stay home for at least 24 hours after your fever (100 degrees Fahrenheit or 37.8 degrees Celsius) is gone. Your fever should be gone without the need to use a fever-reducing medicine.

For more information visit www.cdc.gov/flu

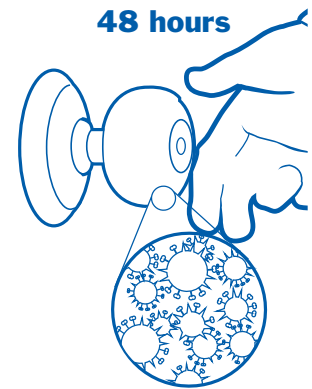


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Cleaning to Prevent the Flu

How long can the flu virus live on objects, such as doorknobs and tables?

The flu virus can “live” on some surfaces for up to 48 hours. Routine cleaning of surfaces may reduce the spread of flu.



What kills flu viruses?

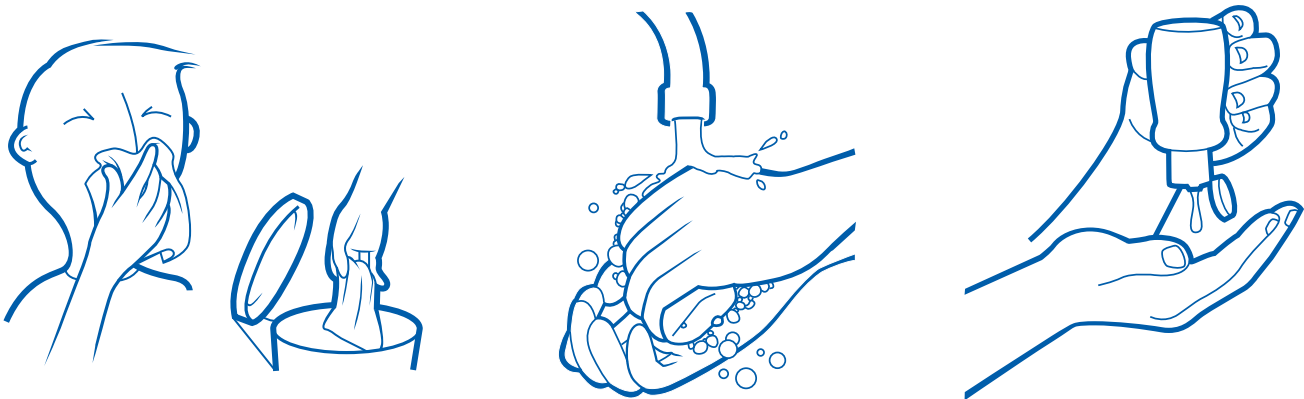
Flu viruses are killed by heat above 167° F [75° C]. Common household cleaning products can also kill the flu virus, including products containing:

- chlorine
- hydrogen peroxide
- detergents (soap)
- iodophors (iodine-based antiseptics)
- alcohols



How should a caregiver handle a sick person's tissues or other items?

Make sure to wash your hands after touching the sick person. Also wash after handling their tissues or laundry.



For more information call CDC info at 1-800-CDC-INFO (232-4636) or go to www.cdc.gov/flu.



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