



H1N1 Influenza (Human Swine Flu) in the Workplace: **A Guide for Managers**

The accompanying document, *Advice on H1N1 Influenza (Human Swine Flu): A Guide for Staff*, should be made available to all staff.

Staff absences due to H1N1 influenza should be managed in accordance with current UQ leave policies, unless other leave provisions are in place.

Staff diagnosed with H1N1 influenza:

- When a staff member advises you, as their manager, that they have been diagnosed with H1N1 influenza you should report this to your Head of School / Executive Dean and email the UQ Health Service - healthservice@uq.edu.au
- If the staff member is in the workplace when they receive the advice, arrange for their immediate and safe return home.
- As a manager, you should maintain contact with the ill staff member.
- Where the staff member requires additional support or reassurance, they should, in the first instance, contact their treating medical practitioner. If the staff member needs further psychological or workplace support, they are encouraged to contact our employee assistance provider Assure Programs on 1800 808 374. For acute or urgent workplace issues managers may contact Vicki McNabb (Staff Support and Rehabilitation Adviser, ext. 51146)
- Ensure that there are antibacterial cleaning agents (eg sprays, wipes, and disposable cloths) in the workplace. All surfaces in the workplace should be wiped down as a precautionary measure (eg desks, phones etc).
- Ensure there is anti-bacterial hand wash and wipes available for staff use and encourage frequent hand washing and use of the hand wash and wipes where hand washing facilities are not available.

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