



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

JANET OLSZEWSKI
DIRECTOR

September 28, 2009

Dear Business Partners:

Currently, the state of Michigan is preparing for a potential second wave of the 2009 novel influenza A (H1N1) pandemic. While planning and preparation continue, our knowledge about this virus continues to evolve daily. We would like to bring several issues to your attention as we prepare for increased activity of both seasonal and novel H1N1 influenza.

We strongly suggest you take the following actions to ensure the continuity of your business during the 2009 – 2010 influenza season.

Planning

1. **Prepare** or revise business continuity plans that include contingencies for increased absenteeism. Unfortunately, a great potential exists for many of your employees to become ill at the same time.
2. **Establish** an emergency communication plan. This includes identifying key contacts for partners, such as, suppliers and customers.
3. **Share** the plan with your employees and keep them informed of company policies and procedures.

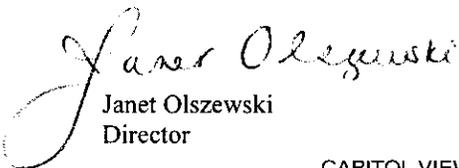
Policies

1. **Allow sick individuals to stay home** without fear of reprisal. Simply allowing just one sick employee into the workplace can cause everyone to develop illness.
2. **Develop flexible work policies** that allow for telecommuting or alternative work hours. This will limit the amount of time employees come in contact with others, which will reduce their risks of contracting influenza.
3. **Vaccinations!** Encourage individuals to get the seasonal influenza vaccine, and if they are in a priority group, to get the H1N1 vaccine as well. Vaccination is the number one way to prevent contracting influenza.
4. **Implement mandatory cleaning policies.** Increase frequency of environmental cleaning of common surfaces. Encourage employees to wash their hands frequently and cough or sneeze into tissues or their shirtsleeves. These simple hygiene practices will kill germs and limit their spread.

Please visit the Michigan Department of Community Health's website, www.michigan.gov/flu, for additional influenza information. Various guidelines and resources for businesses and employers can be found at the Centers for Disease Control and Prevention website, www.cdc.gov/h1n1flu/business.

Your role in keeping Michigan healthy and moving forward is invaluable. We commend your efforts to prepare for this upcoming flu season.

Sincerely,


Janet Olszewski
Director

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