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Attention Students, Faculty, Administration and Staff

What To Do If You Have The Flu!

If you are experiencing flu-like symptoms and will not report to class or to work:

Commuter Students

- Contact the faculty instructor for each of your classes (either by phone or e-mail) to report your absence. (Faculty contact information can be found on your course syllabi.)
- Notify T. Todd Masman, Associate Dean for Student Affairs, at masmant@mtmary.edu or at 414-256-1211.
- If you work on campus, contact your Mount Mary work supervisor to report your absence.
- Follow the guidelines for minimizing the transmission of the virus outlined at <http://cdc.gov/h1n1flu/sick.htm>
- If your symptoms persist or worsen, seek medical attention.

Resident Students

- Contact the faculty instructor for each of your classes (either by phone or e-mail) to report your absence. (Faculty contact information can be found on your course syllabi.)
- Also notify either:
 - Heather Harbach, Director of Residence Life, at harbachh@mtmary.edu , 414-443-3637 **OR**
 - Beth Schoenwetter, Coordinator of Residence Life, at schoenwb@mtmary.edu or 414-256-0169
- If you work on campus, contact your Mount Mary work supervisor to report your absence.
- Follow the guidelines for minimizing the transmission of the virus outlined at <http://cdc.gov/h1n1flu/sick.htm>
- If your symptoms persist or worsen, seek medical attention.

Administrators and Staff Members

- Contact your immediate supervisor to report your absence.
- Follow the guidelines for minimizing the transmission of the virus outlined at <http://cdc.gov/h1n1flu/sick.htm>
- If your symptoms persist or worsen, seek medical attention.

Faculty (full-time and part-time)

- Contact your Department Chair, who will inform the Registrar's Office and the Associate Dean for Academic Affairs' Office that you will be absent.
- If possible, e-mail students in your class to notify them of the class cancellation. (Use mymtmary.edu to do this easily.)
- For 8:00 a.m. class **only**, please notify the Assistant to the Provost (moebusj@mtmary.edu) **in addition to** your Department Chair.
- Faculty are expected to hold all scheduled classes, unless the College has officially closed.

If your illness is confirmed as H1N1 Influenza or if you know of a confirmed case on campus:

- Contact T. Todd Masman, Associate Dean for Student Affairs, at masmant@mtmary.edu or at 414-256-1211.
- Follow the guidelines for minimizing the transmission of the virus outlined at <http://cdc.gov/h1n1flu/sick.htm>
- Those with confirmed cases should follow the guidance of their healthcare professional with regard to treatment and return to work or school.

For detailed information about H1N1 Flu and flu-like illnesses, go to:

- www.flu.gov
- http://cdc.gov/h1n1flu/general_info.htm
- www.milwaukee.gov/2009SwineFlu
- <http://www.cdc.gov/flu/about/qa/coldflu.htm> (How to tell if you have a cold or the flu)
- <http://www.ccmcks.org/coldorswineflu.pdf> (Symptoms of a cold versus H1N1 flu)

NOTE: Reporting of influenza-like illnesses, confirmed H1N1 cases, and related absences is necessary to monitor the extent of illness among the Mount Mary community and to respond appropriately.

Every effort is made to respect individuals' privacy. If you have questions, please contact T. Todd Masman, Associate Dean for Student Affairs, at masmant@mtmary.edu or at 414-256-1211.