

To: All Faculty

From: Annette Conn, Provost and Dean of Academic Affairs

Re: H1N1 Flu

Date: September 14, 2009

In view of the expectation that the H1N1 flu may become an issue on many college campuses, the Bucks County College Community College administration and staff felt that we needed to establish a consistent approach to any potential problems that might arise. To that end, I would suggest the following measures:

~faculty should put out an addendum to their course formats specifically addressing this issue

~ additional consideration of a more generous absence policy should be articulated, given that the recommended absence can be up to 10 days to avoid spreading the virus. Students should not return to class until they are free of fever for 24 hours without drugs. Exact details of make-up work or the substitution or expansion of on-line work may vary depending on the type of class, so faculty should spell out details appropriate to the class. Please consult with Department Deans for assistance.

~faculty should consider creating a workspace on Blackboard Vista for face to face classes, so that they can communicate with students and students can keep up with assignments, discussions on line, and other course materials. Contact Carol Seufert at 215 968 8343 or seufertc@bucks.edu for assistance.

~ no one with flu symptoms should attend class; faculty should not permit students to bring children to class or to leave them unattended in common areas (if, for example, they are too sick to go to school or day care)

~department faculty should work with the AAD's to create collegial coverage pools to assist colleagues in case of faculty illness

~faculty should have available, either on line or in hard copy, assignments that substitute instructors can use if necessary

~faculty should make students aware of any other policies relating to the virus which affect Bucks County Community College students. See www.bucks.edu and click on "flu safety information".

Please distribute the addendum to your students and forward a copy to your Department Dean by October 1, 2009, for inclusion with your format for the record. Thank you for your attention to this matter. We all hope that these precautions are unnecessary, but we will be as prepared as possible.