



Public Health
Prevent. Promote. Protect.

Influenza Workplace Guidance

The Minnesota Department of Health (MDH) asks employees and businesses to practice good personal hygiene and do the following to help us prevent the occurrence or spread of seasonal and H1N1 novel influenza:

Self-Evaluations of Symptoms

On a daily basis, before coming to work, ask yourself the following:

- Do I have a fever?
 - If you think you have a fever, take your temperature.
 - Is your temperature over 100°F by mouth?
- Do I have a new sore throat?
- Do I have a new cough?
- Do I feel ill?

If you answer “yes” to any of the questions above:

- Do not report to work; stay at home.
- Notify your supervisor as soon as possible.
- Call your healthcare provider. Do not go to a clinic/urgent care/emergency room without calling first.

If you are at work, and you answer “yes” to any of the questions above:

- Notify your supervisor, or other contact person specified by your workplace, by telephone or e-mail.
- Cover your nose and mouth with tissues - especially if you are coughing or sneezing. Put used tissues in the regular trash. Clean your hands often with alcohol-based hand sanitizer if you cannot use soap and water.
 - These steps will help prevent other employees from exposure if you have seasonal or H1N1 influenza.
- Leave your workplace immediately.
 - Driving in a private car is preferred. If you ride with someone else, sit in the back seat and roll down the window. Cover your nose and mouth with tissues as much as possible - especially if you are coughing or sneezing.
 - If you must use public transportation
 - Taxi: Sit in the back seat of the taxi and roll the window down. Cover your nose and mouth with tissues as much as possible - especially if you are coughing or sneezing.
 - Bus or train is the least preferred transportation option since you could possibly expose more people. If you must take a bus or train, carry enough tissues with you to cover your nose/mouth as much as possible - especially when coughing or sneezing. Sit as far away from other passengers as possible.
- Contact your healthcare provider by phone as soon as possible.
- Inform your supervisor, or other contact person specified by your workplace, that you have left the workplace, and keep this person informed about your health status.

Information provided by the Minnesota Department of Health