



## United States Department of the Interior

BUREAU OF INDIAN EDUCATION  
Southwestern Indian Polytechnic Institute  
P.O. Box 10146 • Albuquerque, NM 87184  
9169 Coors Blvd., NW • Albuquerque, NM 87120

MAY 12 2009

Dear Staff:

The Bureau of Indian Education (BIE) is carefully monitoring the spread of the H1N1 flu. Being concerned with the wellbeing of our campus community, I am issuing this memo to inform you about the steps that we are taking to prepare. The safety and security of our community members, including students, staff and faculty is our number one priority.

Southwestern Indian Polytechnic Institute (SIPI) is taking a proactive approach. We are developing a plan in case one of our community members has the symptoms of the H1N1 flu and/or we have a confirmed case. Once developed and approved, the plan will be shared with all community members. I must re-emphasize that the safety and security of our members is of our utmost importance.

**Flu spreads easily.** Attached is a brochure that provides important information including the symptoms of the H1N1 flu and preventive strategies, such as proper and frequent hand washing. We must all take personal responsibility to reduce the risk of getting the flu and to protect ourselves and others from the infection. ***Please read the attached brochure.***

To limit the spread of the flu, it is very important to practice good hygiene.

- Before you use a public telephone or computer that is available to others, clean it with a sanitizer wipe or suggested cleaning solution.
- Use the hand sanitizer solution and wipes that will be placed throughout campus. Each computer lab will be outfitted with hand sanitizers and sanitizing wipes. *Due to the increased demand for sanitizers, we are finding it difficult to secure these items immediately. They will be placed throughout campus as soon as we receive them.*
- Remember.... ***frequent and thorough hand washing*** is the first defense against spreading or contracting H1N1. *Please secure your own hand sanitizer solution.*

Please read and keep a copy of the attached "***Emergency Care Procedures***". This one-page document is to be used as a guideline/reference in the event a student addresses you in reference to flu-like symptoms.

During any confirmed health emergency or pandemic, SIPI will be following the guidance and leave policies outlined by the Office of Personnel Management (OPM). These policies are discussed on the OPM web page <http://www.opm.gov/pandemic>. You can refer to the "Employee Guidance" section of this web page for commonly asked questions and concerns.

If you are feeling ill with H1N1 symptoms-**seek medical attention immediately and do not report to work.** If you suspect you are getting the flu it is important that you do not expose others to possible contamination. Once again, stay home and avoid scheduled events where other people would be exposed to the flu. Please be cautious if you have a family member in your home that has contracted the flu, you may consider not reporting to work. In all cases, check in and let your immediate supervisor know your status daily.

If you develop symptoms of the H1N1 flu while at work, it is very important that you let your supervisor know immediately. To ensure the wellbeing of others, any employee who becomes ill will be immediately removed from public contact to an isolation room. As the lead person for SIPI's H1N1 Response Team, Ms. Cecelia Cometsevah will speak with you directly and will immediately confer with a health professional regarding possible treatment. Based upon the recommendation of the health professional, you may be directed to seek medical attention immediately.

In order to prepare for the possibility of a flu pandemic, we will be requesting all employees to update their contact information. All supervisors are to gather the contact information for those employees they supervise. Supervisors also need to have a delegation of authority on file in case they cannot come to work. Be sure that those listed on the delegation are aware of all current work related items that they may need to deal with in your absence. All employees should also begin to think about what may happen to their work area in the advent that they could not come to work for several days.

IF we have a CONFIRMED case of the H1N1 flu on campus, school closure is a possibility. Should the situation change and it becomes necessary to close school, you will be informed immediately through key staff members. If it becomes necessary to notify the faculty and staff after normal operating hours, the school will use the faculty and staff's updated contact information e.g. email, e2Campus alert, and phone. The school will also use the standard media contacts that we use for snow days.

We are sending out and posting a similar informational memo to the students. Be sure to review that memo and be prepared to answer student questions and assist any student who may be developing flu symptoms. For further information and assistance with ill students you can contact **Cecelia Cometsevah (505) 452-6307; [ccometse@sipi.bia.edu](mailto:ccometse@sipi.bia.edu)**.

For your information, to minimize the spread of germs the following temporary changes will be made at the SIPI cafeteria:

- Elimination of the salad bar: pre-made salads will be available, please refrain from asking for a special order.

- All individuals will be required to clean their hands (hand sanitizers or soap and water) prior to going through the food line.

We are hoping for the best, that it will be business as usual here at SIPI; however, we must plan ahead, in the event that the campus must be closed.

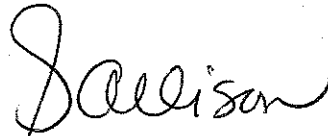
You can get additional information about the H1N1 flu at:

- [www.cdc.gov/swineflu](http://www.cdc.gov/swineflu)
- [http://nmhealth.org/FLU/seasonal/swine\\_flu.html](http://nmhealth.org/FLU/seasonal/swine_flu.html)
- *The Swine Flu hotline at 1-866-850-5893.*

An additional resource is the New Mexico Nurse Advice Line for those needing medical evaluation or do not have a health care provider or insurance...1-877-725-2552.

Thank you for your cooperation and support. We need your help to keep our SIPI community and members healthy. Please contact me or your immediate supervisor should you have questions, advice or recommendations. My best wishes.

Sincerely,



Dr. Sherry Allison  
Acting President, SIPI

Enclosures

cc: BIE, Deputy Director--Policy, Evaluation and Post Secondary Education  
SIPI, Student Senate President  
SIPI, Board of Regents Chairman