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## Prepare Your Office for H1N1

With outbreaks of both seasonal and H1N1 flu spreading across the country, all employers should brace for increased absenteeism. By taking informed action now, physicians can better protect the health of their employees as well as minimize business disruptions.

Now is the time to take steps to prepare your office. CAP's Risk Management & Patient Safety Department offers these suggestions:

- Place a bottle of hand sanitizer at every sink.
- Place disinfectant wipes in your break room, lounge, lunchroom, and at your copy machine.
- Encourage all employees to clean the lunchroom tables with disinfectant wipes after eating.
- Ask employees working with the copy machine to use the disinfectant wipes before they leave the area.
- Have a plan for days of high absenteeism. Consider cross-training your employees.
- Consider a plan that encourages employees who are sick and running a fever to stay home. (If you employ more than 50 employees, seek advice from a Human Resources expert.)

The Centers for Disease Control (CDC) advises employees to wait 24 hours after their fever has subsided (without fever reducing medication) before returning to work. For more information from the CDC, visit this [link](#).

For information from the California Department of Public Health, click [here](#).

If your office will be offering H1N1 vaccinations, the CDC has released the Vaccine Information Sheets (VIS) for inactivated and live H1N1 vaccines. You can download them from the [Immunization Action Coalition's website](#) or [the CDC's website](#).

Stay healthy!

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