

## **Flu-like illness (including H1N1) Instructor Guidelines for Department of Kinesiology:**

Per the flu-like illness (H1N1) Guidelines, distributed on September 16, 2009 from President Bitterbaum, to faculty, staff, and other members of the SUNY Cortland community, it is the intention of our department to follow these guidelines within the appropriate decision-making context.

Relative to the following situations:

**Student Attendance:** According to academic policy, “The taking of attendance and attendance requirements are at the discretion of the individual instructor. In determining the student’s grade, the instructor may consider excessive absences. Instructors shall state in the course syllabus, and emphasize to the class at the first meeting, the attendance requirement for the course. Instructors should make clear to their classes what they consider to be valid reasons for missing class, and what penalties will be assessed for excessive absences.”

Based upon the H1N1 Guidelines relative to student attendance:

1. Provide options for how work can be continued by students (with flu-like symptoms) at home (web lessons, email, phone communication, etc.)
2. Upon notification by the student of flu-like symptoms, allow up to 7 days for recovery and at least 24 hours after they no longer have a fever or signs of a fever (without use of fever-reducing medicine); in this case, the student must contact (email or phone) the instructor every day of their absence regarding their present condition until they return to class.
3. Encourage students attending class, who exhibit flu-like symptoms to seek medical attention and/or return home to recuperate rather than have them attend class and risk infecting others.
4. Encourage students to self-isolate, unless seeking medical attention, while exhibiting flu-like symptoms
5. Students should notify the appropriate associate dean of the school in which they are majoring when illness is extensive. The associate dean will notify students’ instructors.

**Verification of flu-like (or H1N1) absences:** The College practice is to not request verification of absence due to sickness from Student Health Services and personal physicians unless for unusual cases. Remind students that an academic community is based on integrity and that you have the highest expectations of their personal **integrity** when they report they are unable to attend classes. If a student has been found to be untruthful about their absence(s), the instructor has the right to give no credit for the work expected on the day of their absence(s); this includes exams, quizzes, and/or other required assignments.

**Missed Coursework:** Students should notify the instructor prior to class if he/she is too ill to attend. The acceptance of late assignments or provision for make-up testing or exercises is a faculty decision. In most cases, it would be reasonable to allow one week following the potential 7 days of absence due to flu-like symptoms, to make up required work. Be aware that make-up quizzes or exams may be different. In rare cases, additional flexibility during the flu season may be required.

**Instructor Sickness:** Should faculty exhibit flu-like symptoms, avoid making the trip to campus. Contact the department regarding your situation. To the best of your ability, have student assignments prepared ahead of time should you become sick. Either assigned work or a colleague covering your class should be arranged as quickly as possible. Contact the department office should you become sick.