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*We are all teachers. We are all learners.*

November 19, 2010

**Dear Students, Faculty, Staff and Parents,**

As you may know, **flu can be spread easily from person to person.** We are taking steps to prevent the spread of flu at NHTI-Concord's Community College **but we need your help to accomplish this.**

**Here are a few things you can do to help:**

- **Practice good hand hygiene** by washing your hands with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners are also effective. Use the hand sanitizers that are conveniently located in all common areas on campus.
- **Practice respiratory etiquette** by covering your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow or shoulder, not into your hands. Avoid touching your eyes, nose, or mouth; germs are spread this way. A box of tissues can be found in most classrooms on campus.
- **Know the signs and symptoms of the flu and stay home if you have a flu-like illness for at least 24 hours after you no longer have a fever** (100 degrees Fahrenheit or 38 degrees Celsius) or signs of a fever (chills, feel very warm, have a flushed appearance, or are sweating). This should be determined without the use of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen). Other symptoms of flu may include chills **and** cough or sore throat, runny nose, body aches, headache, tiredness, diarrhea, or vomiting.
- **Get your seasonal flu shot.** In general, anyone who wants to reduce their chances of getting the flu can get vaccinated. Flu shots are especially important for people with chronic medical conditions such as asthma, heart disease, or diabetes). NHTI has free seasonal flu shots to all students, faculty and staff while supplies last. Call Health Services at 271-7153 or stop by our office in the student center. This year's seasonal flu shot also provides protection against the H1N1 flu.
- **Find ways to increase social distances** (the space between people) in classrooms such as moving desks farther apart, leaving empty seats between students, holding outdoor classes, and using distance learning methods.
- **Stay home if you are sick.** During severe flu conditions (as determined by local health officials) sick people should stay home for at least 7 days, even if they feel better sooner. Those who are still sick after 7 days should continue to stay home until at least 24 hours after symptoms have gone away (see above for symptoms). While we encourage students who become ill to stay home, we also want to remind students of their responsibility to notify their faculty prior to missing class whenever possible to ensure that they are aware of new assignments and to develop a plan for completing missed work.

For more information about flu in our community and what NHTI is doing, visit:

<http://www.nhti.edu/campuslife/healthservices.html> or call Health Services at 603-271-7153.

31 College Drive, Concord, NH 03301-7412  
Phone: (603) 271-6484 or 1-800-247-0179 • Fax: (603) 271-7734 • [www.nhti.edu](http://www.nhti.edu)  
*Part of the Community College System of New Hampshire*

For the most up-to-date information on flu, visit [www.flu.gov](http://www.flu.gov), or call 1-800-CDC-INFO (232-4636).

We will notify you by e-mail and on the NHTI website of any additional changes to our strategy to prevent the spread of flu on our campus.

Sincerely,

Janet Turgeon RN, BSN, MSM  
Director of Health Services  
NHTI – Concord's Community College

