

Work Instructions When Ill or Exposed

Individuals who pose a risk of infecting others as a result of H1N1 Flu (Swine Flu) illness may not enter IBM work environments until the risk ceases. Individuals who have been exposed to H1N1 Flu may also be excluded from the IBM work environment though this will depend on specific circumstances.

Illness

If you have been diagnosed with H1N1 Flu or have symptoms that could mean you have this illness including fever, cough, headache, body aches, chills, fatigue, sneezing, sore throat, runny nose, diarrhea or vomiting, **you cannot return to an IBM work environment for a minimum of seven calendar days following the onset of symptoms or at least 24 hours after symptoms have resolved whichever is longer.**¹

For all other (non-influenza) illnesses and symptoms, the above requirement does not apply. Contact your manager or Integrated Health Services (for IBM employees) and follow the normal return to work practices.

Exposure

Management of H1N1 Flu exposure situations can vary based on the nature of exposure, country requirements and business considerations. In some circumstances, individual risk assessments may be required. Integrated Health Services (IHS) should participate in those risk assessments.

1. Travel from an H1N1 Flu affected community/country
 - a. IBM does not require self quarantine.
 - b. Some countries may impose a period of self quarantine. In such cases, country regulations apply.
 - c. Some customers may require a period of self quarantine. In such cases, a business unit decision along with IHS consultation is appropriate.
2. If an individual has had direct contact (within 3 feet/1 meter) with a confirmed or suspected case of H1N1 Flu, the individual should not come into the IBM work environment for seven calendar days from the last date of exposure. Daily screening for illness is advised (see attachment *Self Screening*).
 - a. A confirmed case is defined as a diagnosis of H1N1 by a health care provider; lab testing for subtype is not required.
 - b. A suspected case is defined as someone who has symptoms including fever, cough, headache, body aches, chills, fatigue, sneezing, sore throat, runny nose, and diarrhea or vomiting. If it is determined by a health care provider that the illness is not H1N1 Flu, the exposed individual may return to the IBM work environment.
3. If there are questions about an exposure situation not described above, please have your contractor manager contact Integrated Health Services.

¹ U.S. CDC H1N1 Flu (Swine Flu) and You @ <http://www.cdc.gov/h1n1flu/qa.htm>