



## *Memo*

**To: All Department Chairs, Administrative Leaders and Decanal Leaders,**

**This following is a brief update regarding pandemic planning.**

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Information has been provided to our educational programs regarding vaccination clinics operated by the MLHU and the Hospital. Students and residents participating as part of the health care team and working within the hospitals, are being prioritized for opportunity to receive the vaccine through the hospital clinics. Other high-risk individuals or health care workers can receive the vaccine through the MLHU clinics. Schulich's educational programs are communicating this information to their students.

We have received some clarification on where graduate students should be reporting flu-like absences. Graduate students should use the student system for reporting flu-like illness and include any requests for academic accommodation through that system. The records of Schulich graduate students reporting in through this system are being sent directly from the Registrar's office to the Graduate Chairs of each program and the Graduate Program Assistants. The Graduate Affairs Office in the Dean's Office is also receiving a copy. As Graduate students may also receive a stipend through the Human Resource system, they can also report in through that system, however, there is no opportunity to request student accommodation within that system. Departments/graduate programs may determine and communicate to their students which system(s) they would prefer they use.

The Hospitals are using a self-screening tool for staff working within the hospital to assess influenza-like-illness and fitness to work. We have posted this self-screening on the Schulich H1N1 website as a resource for anyone who would like to refer to it for self-screening.

Schulich's H1N1 website is located at: <http://www.schulich.uwo.ca/flu/> This website is being kept current on information relating to H1N1 and pandemic planning within Schulich, including FAQs. Please refer to this website and Western's for up-to-date information. Additional questions can be emailed to [flu.questions@schulich.uwo.ca](mailto:flu.questions@schulich.uwo.ca).

Lastly, for departments who have not submitted their 3D Academic and Administrative list to Dale Shelley yet, please do so by emailing [dale.shelley@schulich.uwo.ca](mailto:dale.shelley@schulich.uwo.ca)

If you have any questions, please do not hesitate to contact either myself, Kevin Inchley or Dale Shelley.

Thanks.

Connie Zrini  
Associate Director, Human Resources