



BERKELEY, CALIFORNIA 94720-1500

OFFICE OF THE VICE PROVOST FOR  
TEACHING & LEARNING  
228 CALIFORNIA HALL #1500

To: All Instructional Titles

September 9, 2009

Dear Colleagues,

The Centers for Disease Control (CDC) has advised educational institutions to expect a resurgence in cases of H1N1 influenza this Fall. The CDC recommends self-isolation of students with flu-like illness until at least 24 hours after they are free of fever or signs of fever. UC Berkeley has adopted this recommendation on its official H1N1 website:

<http://www.uhs.berkeley.edu/home/news/H1N1.shtml>

The Academic Senate and the administration have developed the following guidelines to help instructors respond to students who become ill:

- **Announce to students that they should not come to class if they become ill.** The University has adopted the CDC recommendation that members of the campus community who develop flu-like illness should self-isolate until at least 24 hours after they are free of fever or signs of fever. Let your students know that they should follow this recommendation in deciding whether or not to come to class.
- **Use flexibility and good judgment in excusing student absences and waive requirements for written excuses from medical personnel.** The University Health Service and other health care facilities will not have the capacity both to treat students and to provide documentation excusing student absences. Therefore, instructors are asked to waive any requirement for written excuses in their courses.
- **Be prepared to offer accommodation to students who must miss exams or assignment deadlines due to illness.** Have a plan for handling requests to make up work that maintains fairness and equity. Recognize that in some instances work or exams may simply need to be excused or an alternative assignment substituted. Consider how you might use educational technologies to allow students to work from home once they are feeling better but are still self-isolating.

The administration will be monitoring the flu outbreak closely as the semester progresses and will issue appropriate communications regarding continuity of instruction and the administration of final exams. In the meantime, instructors are urged to be flexible in dealing with student absences.

The campus has also developed an excellent resource page for helping instructors plan for continuity of instruction in the event of a disaster or an extended emergency

<http://teaching.berkeley.edu/continuity.html> Instructors are encouraged to review these recommendations and to incorporate them into Spring semester plans.

We appreciate your cooperation in maintaining the health of the campus community. If you have questions, please contact Sarah Nathe [sknathe@berkeley.edu](mailto:sknathe@berkeley.edu).

Best,

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