



November 26, 2009

Precautionary Measures

Hand Washing – In accordance with the personal hygiene policy, we ask that employees regularly wash their hands often with soap and warm water for at least 15 seconds, or use an alcohol based hand-sanitizer. Be sure to clean your hands after sneezing or coughing and after touching surfaces others may have touched.

Coughing and Sneezing – Please cough or sneeze into a tissue or your upper sleeve, and not your hands. Dispose used tissues immediately.

Keep Shared Surface Areas Clean - Doorknobs, light switches, telephones, keyboards, faucets and other surfaces can become contaminated with all kinds of bacteria and viruses. Regular cleaning and disinfecting of these surfaces can help.

Stay at Home when Sick - It is imperative that an employee who has been diagnosed with Pandemic Influenza remain at home for the duration of the prescribed quarantine period and avoid coming to work and potentially infecting other employees. It is expected that all employees will continue to adhere to absence reporting policies specific to each facility..

HPS Pandemic Policy – HPS has taken measures to address business continuity which may become compromised as a result of pandemic illness. Employee absences will continue to be handled in accordance to local absenteeism policies; however additional policies may be implemented to ensure the health & safety of all stakeholders during any pandemic.