



# Human Resources News

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## What is the College Doing to Prepare for the H1N1 Flu?

Novel H1N1 Influenza (Swine Flu) made its appearance in the US in the spring of 2009. It is expected to be present on most college campuses throughout the fall and winter flu season. Like most colleges, we are focused on prevention. Although there may be many more cases on campus, it is not anticipated that the illness will be any more severe than regular seasonal flu. So the trick is to prevent the flu from taking hold and spreading. All people are at risk for getting the flu, but those with lung problems such as asthma or emphysema or an immunity problem are at even higher risk. Children 18 and under also seem to have more severe cases than older adults.

**Symptoms:** Since the spring outbreak, the H1N1 flu has acted very similarly to seasonal flu. That means most healthy people will recover within a 7 day period. Symptoms are fever, although with H1N1 the fever may be only slight, cough, body aches, sore throat, runny nose, decreased appetite and fatigue.

**Prevention:** All kinds of the flu (seasonal and Swine Flu) are spread by droplets from coughing and sneezing that get into the air and travel to another person or to a surface that another person will soon touch. Getting the regular seasonal flu shot will not offer protection against H1N1, but will keep you from getting worn down from seasonal flu.

**Cover the cough!** The best way to decrease the spread of the flu is to cover a cough or sneeze with a tissue or the back of a sleeve if no tissue is handy.

**Wash your hands!** Washing hands prevents flu virus from getting on surfaces that people touch in their daily routine: door knobs and handles, phones, computers, etc.

**Stay home when you are sick!** If you are not well and have flu-like symptoms, you should plan to stay away from other healthy individuals. That includes going to work, shop, social events, or places of worship. The CDC now advises that a person sick with the H1N1 flu should stay home for 24 hours after symptoms such as fever break. Remember to call your healthcare provider for advice any time you have questions about your symptoms or the way you are feeling. He or she knows you and your health history the best.

**Keep healthy before and during the flu!** Even if you don't feel sick, during flu season it's a good idea to get regular rest, good nutrition and exercise. Limiting alcohol and cutting out smoking are also two ways to boost the immune system. Start now, and you may avoid the flu altogether!

**Don't Panic!** Above all, remember not to panic if you or someone close to you has been diagnosed with H1N1 Flu. This is, for the most part, a flu that's treatable. At this point, the CDC has no recommendation for using masks or quarantine as a way to limit the spread of the H1N1 flu.

For further information, or for updates on CDC recommendations, please visit the Worth Health Center site at [www.swarthmore.edu/health.xml](http://www.swarthmore.edu/health.xml).

## Emergency Preparedness

For the last two years, members of a broad range of administrative departments have worked to implement a series of protocols and equipment upgrades that will enable the College to effectively prepare for and respond to an emergency that affects all or part of campus. One of the most notable is the ability for campus community members to register to receive emergency notification text and phone messages; login to your mySwarthmore account to register and update your contact information.

These preparations will continue on an ongoing basis and will include emergency preparedness training exercises held on campus at least once each year. More information can be found at <http://emergency.swarthmore.edu>.

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# New This Fall!

## New Voluntary Benefits Plans

We are pleased to announce that all benefits eligible employees will have the opportunity to purchase additional life insurance through MetLife during this year's Open Enrollment period. You will also have the chance to enroll in the new Group Legal Plan through Hyatt Legal Services. Please review the detailed information in the Open Enrollment packet. Over the next few months, we will also give employees the opportunity to purchase sickness and accident insurance through Aflac. There will be information sessions about the Aflac plans later in the Fall. Please look for additional information about Aflac after the Open Enrollment is over.

## New Student Payroll System

There's a new student payroll system in town! Beginning this fall semester, HR is pleased to announce its electronic payroll system is up and fully operational. With this new system, paper time slips are a thing of the past – everything you need to hire student workers and record their hours worked is easily accessed through the Employee Menu of mySwarthmore. If you're unfamiliar with the new system or need assistance, please don't hesitate to call.

## Job Postings

Due to lack of space, job postings will no longer be displayed in Parrish Hall. They will continue to be displayed on the bulletin board outside of the Human Resources Office in Pearson Hall. As always, the job postings can be viewed online on the Human Resources web site.

## Reminder: Benefits and Wellness Fair - September 25

Mark your calendar now and don't miss out. The Fair will be held in the All Campus Space in Tarble in Clothier Hall from 10:00 am to 2:00 pm. There will be snacks, health screenings, raffles, freebies, and wellness vendors. Representatives from TIAA/CREF, Vanguard, Calvert, MetLife, Hyatt and IBC will be available. HR staff members will also be available to help you with open enrollment questions.

## Security Report

While Swarthmore is generally a safe environment, please think about the following and use common sense to assure your safety and well-being, and that of your peers as well.

- Never prop open outside doors. If you see a propped door – close it.
- Program emergency numbers into your cell phone.
- Keep your room door locked and valuables out of sight, even as you run to the bathroom, out to the car, or down the hall.
- Don't leave valuables lying out or in backpacks unattended.
- Report lost keys to Keycentral immediately: x5397 or [locks@swarthmore.edu](mailto:locks@swarthmore.edu)
- Keep your key separate from your personal identification.
- If you see someone you don't know, ask them who they are, or call Public Safety x8333. Similarly, if someone asks who you are, don't be offended, take it as an opportunity to meet a fellow Swattie.
- Walk with others after dark.

If you see activity that you think is suspicious, report it to Public Safety right away.

## Wellness Benefits from Independence Blue Cross

There are some fabulous benefits available through your College health insurance with Independence Blue Cross (IBC) that include cash back for wellness related choices you may be already be making or are contemplating. The benefits include:

- Up to \$150 reimbursement on fitness center fees
- Up to \$200 reimbursement for successfully completing a smoking cessation program
- Up to \$200 cash back for the cost of a weight management program
- Up to \$25 cash back for each bike helmet you purchase for yourself or a family member
- Up to 25 cash back for successfully completing an authorized CPR or first aid course
- Six nutrition counseling visits per year at no additional cost
- Up to \$50 cash back for a childbirth class, \$59 back on the purchase of a breast pump and \$100 back for a lactation consultant.

Find out more by going to the Wellness Group web site at: [www.swarthmore.edu/Admin/wellness/](http://www.swarthmore.edu/Admin/wellness/). The web site has a list of PDF document on the above topics. You can download just the one in which you are interested. You can also learn about other Independence Blue Cross (IBC) wellness related benefits by going to the IBX web site at [www.IBXpress.com](http://www.IBXpress.com). INTERESTED, BUT DON'T HAVE READY ACCESS TO A COMPUTER? Call the HR office at ext. 8397 for assistance in getting the information you want.

## Wellness Incentive Program

Be sure to submit your wellness log for the Fall 2009 season so you can be the next grand prize winner. Get an incentive log and start keeping track of your wellness activities right away. Logs are available at the HR office in Pearson 110, the Fitness Center and on the Wellness web site at [www.swarthmore.edu/Admin/wellness/](http://www.swarthmore.edu/Admin/wellness/). The deadline for the Fall season log is January 15, 2010. Mail your log to 'Wellness' through campus mail.

### The Wellness Incentive Program Seasons are:

Fall	September 1 – December 31	Log due: January 15
Spring	January 1 – May 31	Log due: June 15
Summer	June 1 - August 31	Log due: September 15

New at Swarthmore and wondering what the Wellness Incentive Program is? Visit the Wellness web site which can be accessed through the College's dashboard or by going to the following address [www.swarthmore.edu/Admin/wellness/](http://www.swarthmore.edu/Admin/wellness/) for Incentive Program rules and to download an incentive log.

## Spring 2009 Wellness Incentive Grand Prize Winner – Mary Carr of Development

The Wellness Group is happy to announce that the Incentive Program Grand Prize Winner for the Spring 2009 season is Mary Carr of Development. Mary has received the \$100 grand prize which can be used for any wellness related purchases or activities. Read Mary's Wellness Story below.

### My Wellness Journey

*I am delighted to be chosen as the grand prize winner of the Wellness award. In 1995 I joined Weight Watchers and lost 44 pounds. I have maintained the majority of that weight loss 14 years later by walking, watching what I eat and making a healthy lifestyle a priority. I was the kid in school that hated gym class but now I take every opportunity I can to move and fit in some exercise. The chance to get in a little exercise may not be a sixty minute workout at a gym or a two mile walk but I try to take advantage of every opportunity to move such as parking my car near the Swarthmore Train Station and walking up Magill Walk every day at least once. Fitness walking is my favorite exercise but recently I had to explore other types of exercise because of a bout with plantar fasciitis.*

*New additions to my fitness options are yoga, a 45 minute workout with resistance bands and the Life Cycle exercise bike at the fitness center. I enjoying reading and bring a good book along for the 30 minute bike ride at the fitness center. I appreciate receiving the generous Wellness Award gift and my plans for it include the purchase of a new pair of cross training shoes.*

Mary Carr



### QUESTIONS OF THE DAY

Q: I moved, how do I change my address at work?

A: In order to change your address, you will need to complete a Change of Address form and a new W4 by visiting the HR website at <http://www.swarthmore.edu/hr.xml>. Return your completed forms to Janis Leone in Human Resources.

Q: When is Open Enrollment?

A: This year our Open Enrollment period will be from September 16<sup>th</sup> through September 30<sup>th</sup>.