



COMMONWEALTH of VIRGINIA
Office of the Governor

Wayne Turnage
Chief of Staff

April 27, 2009

MEMORANDUM

TO: All Commonwealth of Virginia Employees
FROM: Wayne Turnage, Chief of Staff
SUBJECT: Swine Flu Outbreak

As you know, we are confronting a challenging situation in the outbreak of swine flu across the country and internationally. Swine flu in the United States is believed to be a result of sustained human to human transmission. In Virginia, we have been working around the clock to activate response plans that have been developed, practiced and tested regularly over the past several years. In the coming days you may be asked to go beyond your normal role in serving the public. Your dedication, teamwork and solid commitment to the public are vital to keeping Virginians informed and protected.

There are several things that you should do as state employees and as citizens of the Commonwealth. Review your emergency plans at home and at work. Share Virginia's public health messages with friends and family. These include washing your hands frequently, covering your cough with a tissue or your arm, and staying home if you are sick. Those who think they need medical attention should call their health care providers in advance to allow them to take necessary infection-control actions.

You should also familiarize yourself with your agency's Continuity of Operations Plans (COOP) and the role you will be expected to play as the Commonwealth responds to this rapidly evolving situation.

In addition, you should continue to monitor this fluid situation by accessing the latest information on the Virginia Department of Health's [Web site](#), and on the U.S. Centers for Disease Control and Prevention's [swine flu page](#).

Virginia has a strong public health system and is well prepared to address the current situation. For example, tracking mechanisms are in place to identify individuals who have traveled to areas

where they may have come in contact with the virus. Also, our local health districts are actively engaged in our response and are working closely with health care providers in their areas.

The Virginia Department of Health encourages anyone with influenza-like illness to follow these standard guidelines:

- If you get sick, stay home from work or school and limit contact with others to keep from infecting them.
- If you think you require medical attention, call your health care provider in advance so that they can take the necessary infection control precautions prior to your arrival.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hands cleaners are also effective.
- Try to avoid close contact with sick people.
- Avoid touching your eyes, nose or mouth. Germs spread that way.

Virginia will continue to monitor this situation and will keep state employees informed.

Thank you for your commitment to protecting the well-being of Virginians and for all your hard work.