

ATTENDANCE AND MAKE-UP EXAMINATING POLICIES

1. You should **not attend** class if you have a fever or have any signs of the flu. This includes lectures, exams, and if applicable any labs.
2. To be eligible to make up a missed examination, the student must complete all of the following requirements:
 - The student must notify Mr. Congleton **prior to the start of the examination**. Notification should either be in writing, by a telephone message on his voice mail (714-432-0202), or by e-mail (jcongleton@occ.cccd.edu).
 - The student must present written verification of the illness by a doctor.
3. The instructor reserves the right to substitute different examinations in place of the original exams when make-up exams are administered. No accounting will be made for differences in levels of difficulty between substitute and original exams.
4. Make-up exams will not be administered for exams missed because of exams in other classes and no exams are dropped.

The following information is provided by OCC and the Coast Community College District and can be referenced at: <http://www.cccd.edu/swineflu.aspx>

Latest Information from the Orange County Health Care Agency:

Reportable Pandemic H1N1 Influenza Flu (Swine Flu) Recent Updates

Updated: Friday, July 24, 2009

The Coast Community College District has experienced confirmed cases of student with the H1N1 (Swine) Flu at Orange Coast College and Golden West College. Each campus has notified all faculty and class members who may have been in contact with the students during the period of possible contagion. The students have not been attending classes while recovering from this virus.

It is important for all of us to understand that H1N1 has not abated. The H1N1 is widespread throughout the United States, including Orange County. Most of the influenza currently circulating in Orange County is pandemic H1N1 influenza. Updated information and links to the Center for Disease Control, Orange County Health Care Agency and the World Health Organization can be found on the District's website at www.cccd.edu/swineflu. Based on currently available information, pandemic H1N1 influenza causes an illness similar in severity to seasonal influenza ("regular flu") and is spread in the same ways. Influenza is spread mainly person-to-person through coughing or sneezing of infected people. The symptoms include fever, cough, sore throat, body aches, headache, chills and fatigue. Some people have also reported diarrhea and vomiting associated with pandemic H1N1 flu.

The Coast Community College District and its colleges are committed to the health of every individual. For this reason, we are continuing our close partnership with the Orange County Health Care Agency and will continue to monitor the situation on a daily basis. We encourage students demonstrating flu-like symptoms to visit Student Health Services or their own doctor and advise those who are sick not to come to campus....

(continued...)

As many members of our community are preparing to begin a new semester, please remember to maintain healthy practices, including

- Wash your hands frequently with soap and water or using a hand sanitizer
- Sneeze or cough into tissues or clothing
- Eat healthy foods, drink plenty of water and get plenty of rest
- Avoid contact with those who are sick

If you have flu-like symptoms, especially if you are running a fever, seek medical attention and do not come to campus.

If you have any questions or concerns, please contact the campus health centers:

Coastline Community College – Memorial Prompt Care

Huntington Beach 18561 Beach Blvd., (714) 848-0080

Westminster 15464 Golden West, (714) 891-9008

Golden West College

Student Health Center - (714) 895-8379

On campus, 1st Floor, Health Science Building, south side (Edinger) of campus

Orange Coast College

Student Health Center – (714) 432-5808

On campus, north of Watson Hall enrollment center, next to the gymnasium

Again, we are committed to the health and safety of every member of our college community and appreciate your participation in safe and healthy practices. Please continue to check your email and campus websites for further information.

Frequent hand washing using soap and water or hand sanitizer is the best way to prevent the spread of germs!

ADDITIONAL INFORMATION

Additional information can be found at the following websites:

- <http://www.ochealthinfo.com/epi/swine/bos/index.htm> (Orange County Health Care Agency)
- <http://www.cdph.ca.gov/Pages/default.aspx> (California Department of Public Health)
- <http://www.cdc.gov/h1n1flu/> (Centers for Disease Control and Prevention)
- <http://www.who.int/en/> (World Health Organization)