
To: All Avcorp Employees
From: Human Resources
Date: September 24, 2009
Subject: Swine Influenza A (H1N1)

Avcorp Industries Inc. has been monitoring for the H1N1 updates and this memo serves to communicate the latest news, actions that Avcorp is implementing and other prevention and health tips.

Some important actions that you can take are:

- Follow public health advice regarding school closures, avoiding crowds and other social distancing measures.
- Be prepared in case you get sick and need to stay home for a week or so; a supply of over-the-counter medicines, alcohol-based hand rubs, tissues and other related items might be useful and help avoid the need to make trips out in public while you are sick and contagious.

How do I know if I have the flu?

You may have the flu if you have some or all of these symptoms:

- Fever (not everyone with flu will have a fever)
- Cough
- Sore throat
- Runny or stuffy nose
- Body aches
- Headache
- Chills
- Fatigue
- Sometimes diarrhea and vomiting

Prevention & Treatment

What can I do to protect myself from getting sick?

There is no vaccine available right now to protect against 2009 H1N1 virus. However, a 2009 H1N1 vaccine is currently in production and may be ready for the public in the fall. As always, a vaccine will be available to protect against seasonal influenza. There are everyday actions that can help prevent the spread of germs that cause respiratory illnesses like influenza.

Take these everyday steps to protect your health:

- 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. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you are sick with flu-like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.) Keep away from others as much as possible to keep from making others sick.

What is the best way to keep from spreading the virus through coughing or sneezing?

If you are sick with flu-like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.) Keep away from others as much as possible. Cover your mouth and nose with a tissue when coughing or sneezing. Put your used tissue in the waste basket. Then, clean your hands, and do so every time you cough or sneeze.

What is Avcorp doing?

1. Avcorp has ordered hand sanitizer plus wall dispensers and will be installed as soon as possible.
2. Flu shots will be offered to employees (on a sign up basis) once it becomes available in November.

Useful links:

Public Health Agency of Canada: <http://www.phac-aspc.gc.ca/alert-alerte/h1n1/index-eng.php>

Health Canada: <http://www.hc-sc.gc.ca/index-eng.php>

HealthLink BC: <http://www.healthlinkbc.ca/healthfiles/hfile108.stm>

As updates for the H1N1 become available, Avcorp will be uploading them onto the company website.

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