

**Note:** This document contains answers to frequently asked questions for Union Pacific employees regarding preparing and responding to the current H1N1 influenza pandemic. As conditions change, updated information and recommendations will be sent to employees and managers. Responses below are subject to applicable collective bargaining agreements and Human Resources policies. If you have additional questions, please ask your supervisor.

	Question	Answer
<b>Basic information about H1N1 and seasonal influenza (items 1-9)</b>		
1	What is the difference between the seasonal flu and the H1N1 flu?	<p>The symptoms of H1N1 flu in people are similar to the seasonal flu and include fever, lethargy, lack of appetite and coughing. Some people with H1N1 flu have also reported runny nose, sore throat, nausea, vomiting and diarrhea. The severity and duration of illness for people who become sick is also similar between the seasonal influenza and H1N1.</p> <p>The seasonal flu has a vaccination available for the general population, while H1N1 flu does not currently have a vaccination available. The CDC is predicting that a vaccine will be available on a limited basis at the end of October. The H1N1 vaccine is expected to be available for the following groups:</p> <ul style="list-style-type: none"><li>• Pregnant women</li><li>• Individuals 6 months to 24 years of age</li><li>• Individuals 25 to 64 years of age with underlying health risks</li><li>• Individuals caring for children under 6 months of age</li></ul> <p>If you feel you may qualify for a H1N1 vaccine, you should contact your physician.</p>
2	Who is at increased risk for getting H1N1 flu and who is a greater risk for complications from H1N1 flu?	<p>Currently individuals younger than 25 years of age appear to be at greater risk than older persons for becoming ill with H1N1 influenza.</p> <p>Adults with the greatest risks for developing complications (that is, more serious illness) related to H1N1 influenza are pregnant women and those with underlying serious health conditions including asthma, diabetes, suppressed immune systems, heart disease, and neurological disorders. Children under 6 months old may also be at greater risk for complications if they get the flu. If you feel you are at risk for developing complications from H1N1 or the seasonal flu, you should contact your physician to discuss possible preventive options.</p>

	Question	Answer
3	How will I know when an influenza pandemic has started at my workplace and how will I know what to do?	<p>Union Pacific has a team that is monitoring influenza activity across the system and providing information and advice to employees and managers. Regular updates will be available through:</p> <ul style="list-style-type: none"> <li>• UPOne/LR Connection</li> <li>• Employee FluSafe webpage at <a href="http://home.www.uprr.com/emp/operating/she/safety/pandemic/swine_flu/index.shtml">http://home.www.uprr.com/emp/operating/she/safety/pandemic/swine_flu/index.shtml</a></li> <li>• Flu Hotline at 877-204-3520</li> <li>• Email address <a href="mailto:FluSafe@up.com">FluSafe@up.com</a> can be used for any additional questions</li> </ul>
4	What should I do if I show symptoms of influenza-like illness?	<p>The symptoms of influenza (which are similar for the seasonal flu and H1N1 flu) include:</p> <ul style="list-style-type: none"> <li>• Fever (especially a temperature over 100 degrees Fahrenheit)</li> <li>• Lethargic (feeling very tired)</li> <li>• Lack of appetite</li> <li>• Coughing</li> </ul> <p>Some people with H1N1 flu have also have a runny nose, sore throat, nausea, vomiting and diarrhea.</p> <p><b>The Centers for Disease Control (CDC) recommends that everyone with flu-like illness should stay home</b> until at least 24 hours after their fever (feverishness, chills, or temperature over 100 degrees F.) resolves without the use of fever reducing medications and should seek medical care as needed from their primary care physician or an urgent care clinic.</p> <p>People who have underlying medical conditions and pregnant women should also consult a healthcare provider. Anyone with flu-like illness who develops difficulty breathing or other severe symptoms should seek immediate medical attention.</p>
5	What should I do if I have been exposed to someone who has (or may have) the flu?	<p>If you have been exposed to someone suspected of having the influenza, you should monitor you health and take everyday precautions including washing hands often with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners are also effective.</p> <p>If you become ill, notify your supervisor and stay home until at least 24 hours after your flu-related fever has resolved without the use of fever-reducing medications (typically otherwise healthy adults can expect to be absent from work for 3 to 5 days due to such a flu-like illness).</p>
6	If I receive a seasonal flu vaccine this fall, will it protect me from both types of flu?	<p>We would encourage all employees and family members to get a seasonal influenza vaccination, since this will help protect against the seasonal influenza, which is expected this October through March. However, <b>this year's seasonal influenza vaccine will not protect against H1N1 influenza.</b></p>

	Question	Answer
7	When will the new H1N1 vaccine be available and how will it be distributed?	<p>A special H1N1 vaccine is scheduled to be released in October 2009, but it will initially be in limited supply. The H1N1 vaccine will begin distribution to a limited population including:</p> <ul style="list-style-type: none"> <li>• Persons 6 months to 24 years of age</li> <li>• Pregnant women</li> <li>• Individuals 25 to 64 years of age with underlying health conditions (such as asthma, diabetes, heart disease, immune suppression or liver disease)</li> <li>• Individuals caring for children under 6 months of age</li> </ul> <p>At this time the distribution of the H1N1 vaccine is being centralized and maintained by government. For more information regarding this topic see question 8 for more details.</p> <p>If you think you may be eligible for the H1N1 flu vaccine, you should contact your physician regarding receiving the H1N1 vaccine as soon as possible.</p> <p>For more information regarding H1N1 vaccination plans, visit the CDC webpage at <a href="http://www.flu.gov/vaccine/vacresearch.html">http://www.flu.gov/vaccine/vacresearch.html</a></p>
8	Will the H1N1 vaccine be distributed by UPRR when it becomes available?	<p>All H1N1 vaccinations are being directed by the CDC, through state and local health departments. It is possible that in some cases the local health departments will make arrangements to have employers help administer some H1N1 vaccinations to employees. Union Pacific is contacting local health departments to offer any support they may need in the distribution of information or vaccines. You will receive updates on this for your local area.</p>
9	Where can I get up-to-date information about H1N1 influenza, how H1N1 is affecting my local area and the Company's response?	<p>Union Pacific will be providing communications through many sources including</p> <ul style="list-style-type: none"> <li>• UPOne/LR Connection</li> <li>• Employee FluSafe webpage at <a href="http://home.www.uprr.com/emp/operating/she/safety/pandemic/swine_flu/index.shtml">http://home.www.uprr.com/emp/operating/she/safety/pandemic/swine_flu/index.shtml</a></li> <li>• Flu Hotline at 877-204-3520</li> <li>• Email address <a href="mailto:FluSafe@up.com">FluSafe@up.com</a></li> </ul> <p>For general information on H1N1 and seasonal flu information, the CDC is the most reliable and comprehensive source of information about the current H1N1 influenza outbreak, in terms of the general health effects, prevention and treatment. For the latest on H1N1, go to <a href="http://www.flu.gov">www.flu.gov</a>.</p> <p>You can also stay informed about influenza, and preparedness, in your local community by listening to local public service announcements and obtaining information from state and local health departments, online or by phone.</p>

	Question	Answer
<b>Preventive measures – to keep from catching or spreading the flu (items 10-17)</b>		
10	What measures can I take to reduce my chances of catching the flu?	<p>People who are ill with the flu can spread the virus by coughing or sneezing (tiny droplets that contain the virus can fall within a 6 foot radius) or by getting the virus on their hands (after sneezing or coughing) and then transferring the virus to hard surfaces they might touch. Therefore, to reduce the spread of the flu, the following recommendations should be followed:</p> <ul style="list-style-type: none"> <li>• Maintain a healthy lifestyle</li> <li>• Wash your hands frequently or use an alcohol-based hand cleaner if soap and water are not available. Be sure to wash your hands after coughing, sneezing or blowing your nose</li> <li>• Avoid touching your nose, mouth and eyes</li> <li>• Use a tissue when you cough or sneeze and throw the tissue away. If a tissue is not available, cough or sneeze into your sleeve</li> <li>• Keep frequently touched common surfaces clean</li> <li>• Clean any shared work space before beginning work</li> <li>• If you are sick with flu-like illness, stay home</li> <li>• Get vaccinated against the seasonal flu</li> </ul>
11	Can the flu virus live on surfaces, such as computer keyboards, workstations, etc.?	Yes, the virus can live for up to 8 hours on hard surfaces such as door handles or counter tops. You can catch the flu by touching hard surfaces where the virus has landed and then infecting yourself by touching your eyes, nose, or mouth.
12	What special measures should I take to disinfect work surfaces or work stations to prevent catching the flu?	Because the virus can live for up to 8 hours on hard surfaces, employees who share work stations, controls or equipment, should use sanitizing surface wipes to clean all shared work surfaces, equipment or controls at the beginning of their work-shift. This will help control the spread of influenza. Disinfect all objects you will touch with your hands, such as conductor's desks, throttles, keyboards, phones, etc.
13	In what situations is wearing a face mask recommended to keep from getting, or spreading, influenza?	<p>Union Pacific is closely following the CDC recommendations on use of respirators or face masks during this influenza outbreak.</p> <p>CDC does <u>not</u> recommend that people who are not ill with the flu wear face masks or respirators, in public or at work, to prevent catching influenza.</p>

# Employee

## FAQ's

	Question	Answer
14	Will the company supply masks, gloves and/or sanitizers to employees?	<p>The CDC does not feel it is necessary that employees who are well to wear respirators or face masks, or use rubber gloves, as measures to prevent the flu.</p> <p>The CDC recommends the following to reduce the spread of the flu:</p> <ul style="list-style-type: none"> <li>• Maintain a healthy lifestyle</li> <li>• Wash your hands frequently or use an alcohol-based hand cleaner if soap and water are not available. Be sure to wash your hands after coughing, sneezing, or blowing your nose</li> <li>• Avoid touching your nose, mouth and eyes</li> <li>• Use a tissue when you cough or sneeze and throw the tissue away. If a tissue is not available, cough or sneeze into your sleeve</li> <li>• Keep frequently touched common surfaces clean</li> <li>• Clean any shared work space before beginning work</li> <li>• If you are sick with flu-like illness, stay home</li> <li>• Get vaccinated against the seasonal flu</li> </ul> <p>Hand sanitizers and surface wipes are available in applicable locations. Employees should see their supervisors regarding the availability of hand sanitizers and surface wipes.</p>
15	Will the cafeteria and lunch room areas be closed during an influenza pandemic?	At this time lunch rooms and the Dining Center at Union Pacific Center will not be closed during the influenza period. The Dining Center has protocols regarding sanitation and is providing daily information to employees during briefings. Antibacterial wipes or cleaners can be used to wipe down any common areas including lunch room tables. Any changes to this recommendation will be communicated.
16	Will it be safe to use elevators, escalators and conference rooms? What steps will the company take to sanitize these common areas?	All common areas will remain open and available unless guidance from the CDC changes. All areas have cleaning processes in place and employees should feel free to use antibacterial wipes on any common surfaces.
17	Will the company screen employees entering the workplace for influenza symptoms?	All employees who feel ill with flu-like symptoms or have a fever should not come to work. At this time, we are not screening employees entering the workplace (to see if they have symptoms or signs of flu-like illness). However, the CDC does state that it may recommend screening employees entering the workplace for symptoms if the current influenza outbreak becomes more severe. Union Pacific will make decisions regarding such screening in the future if needed.
<b>UP Human Resources policies for flu-related absences / other issues (items 18-31)</b>		
18	How is Union Pacific dealing with employees who develop flu-like illness?	<p>Union Pacific is following the CDC's recommendations – which states that anyone who develops flu-like symptoms should stay home until at least 24 hours after their flu-related fever has resolved without the use of fever reducing medications (typically, this will involve 3 to 5 days absence from work).</p> <p>Employees should also communicate the reason for their absence immediately to their supervisor, CMS, or timekeeper in the same manner they would for any other illness.</p>

# Employee

## FAQ's

	Question	Answer
19	Who do I need to notify if I become ill and need to stay home due to the flu?	If you become ill, notify your supervisor, CMS, or timekeeper and stay home until at least 24 hours after your flu-related fever has resolved (typically otherwise healthy adults can expect to be absent from work for 3 to 5 days due to such a flu-like illness).
20	Will employees be involuntarily sent home? If so, will they be charged for sick time?	If an employee is sick with flu-like symptoms, he/she will be sent home to help stop the spread of the influenza. The time off will be charged under the appropriate leave policy or labor agreement.
21	Will I be allowed to work from home?	Each work unit has identified positions that can be performed from a home location. You should contact your supervisor to discuss if this option is available for your position or work responsibilities.
22	If I am diagnosed and ill with the flu, how will my time away from work be counted?	Absences due to influenza will be covered under existing time-off policies as published by Human Resources or as specified in departmental policies applicable to agreement employees. Any modifications to these policies will be communicated to both employees and managers.
23	May I use vacation leave, sick leave, or any other type of leave in order to avoid working during an influenza pandemic?	Employees may request leave time and it will be reviewed, and approved or denied, in accordance with the leave provisions of our normal HR policies and/or labor agreements. In general, our objective is to ensure the health and safety of our employees while continuing the Railroad's critical services. At this time, our goal is to encourage employees to report to work. However, based on the severity of the virus, and depending on recommendations from the CDC, the leave policies may be revisited.
24	Is pandemic influenza an FMLA qualifying condition and will I be able to use FMLA leave?	An employee who is sick or whose family members are sick may be entitled to leave under the Family and Medical Leave Act (FMLA) under certain circumstances. The FMLA entitles eligible employees of covered employers to take up to 12 weeks of unpaid, job-protected leave in a designated 12-month leave year for specified family and medical reasons which may include the flu where complications arise that create a "serious health condition" as defined by FMLA. Employees on FMLA leave are entitled to the continuation of group health insurance coverage under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period.
25	What if my children's school or day care provider is closed and I have no one else to take care of the kids?	You may request to use vacation leave or leave without pay. Non-agreement employees should contact their HR representative regarding the possible consequences of using leave without pay.  Agreement employees are governed by the applicable labor agreement.
26	What if members of my family are sick?	Use of sick leave, FMLA leave, or other discretionary leave will be administered in accordance with applicable labor agreements and existing HR policies. Use of discretionary leave may be limited.

# Employee

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	Question	Answer
27	I am worried about being exposed to the influenza virus at work. Should I still report and will I be protected?	Employees should continue to report to work unless directed otherwise. We will be making every effort to reduce exposure in our workplaces.
28	Am I subject to disciplinary action if I do refuse to come to work?	Employees who fail to come to work in a pandemic will be treated just as if they failed to come to work at any other time and may be subject to disciplinary action. Any concern you may have about contracting the flu from a co-worker must be addressed with your supervisor.
29	If my job requires me to work in close quarters with others, or with the public, should I continue to come to work?	Yes, unless directed not to. The company will make an effort to provide the appropriate protective measures to employees assigned to work in a situation that could put them at greater risk of exposure than the typical interactions encountered in conducting usual life activities. These measures may include increased hygiene measures, personal protective equipment, social distancing measures, or physical barriers.
30	What if I am assigned to perform work that isn't normally part of my position, either in my own workplace or somewhere else? Can I refuse the assignment?	In times of emergency, we all need to remain flexible to get the work done. It is possible that employees may be asked to do work outside their normal duties (subject to labor agreements and government regulations). As the effects of a pandemic are realized in various work locations, employees should anticipate that they could be required to assist in performing work for absent or ill co-workers to ensure that the Railroad is able to provide essential services.
31	Can I refuse an assignment that would put me at greater risk of being exposed to the influenza virus?	No. Employees must work as assigned unless granted leave. The company will make an effort to provide the appropriate protective measures to employees assigned to work in a situation that could put them at greater risk of exposure than the typical interactions encountered in conducting usual life activities. These measures may include increased hygiene measures, personal protective equipment, social distancing measures, or physical barriers.