



Fight Off Flu

No Flu for You!

Getting an annual flu vaccine is the first and best way to protect yourself and your family from the flu. *The City of Tulsa offers free Flu vaccines to active employees. Please check out City Medical's [Flu Vaccine Schedule and Flu Consent Form](#) and be sure to bring your completed consent form when you get your flu vaccine.*

Flu vaccination can reduce flu illnesses, doctors' visits, and missed work and school due to flu, as well as prevent flu-related hospitalizations. The more people who get vaccinated, the more people will be protected from flu, including older people, very young children, pregnant women and people with certain health conditions who are more vulnerable to serious flu complications.

The Flu Is Contagious

Most healthy adults may be able to infect other people beginning **one day before symptoms develop and up to five to seven days after becoming sick**. Children may pass the virus along for longer than seven days. Symptoms start one to four days after the virus enters the body. **That means you may be able to pass on the flu to someone else before you know you are sick, as well as while you are sick.** Some people can be infected with the flu virus but have no symptoms. During this time, those persons may still spread the virus to others.

Person-to-Person

People with flu can spread it to others up to about six feet away. Most experts think the flu viruses are spread mainly by droplets made when people with flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Less often, a person might also get flu by touching a surface or object that has flu virus on it and then touching their own mouth or nose.

To avoid this, people should stay away from sick people and stay home if sick. It's also important to wash hands often with soap and water – if they're not available, use an alcohol-based hand rub. Do not share linens, eating utensils, and dishes belonging to those who are sick without thoroughly washing them first. Wash eating utensils, either in a dishwasher or by hand with water and soap – there is no need to clean them separately. Also, clean and disinfect frequently touched surfaces at home, work and school, especially if someone is ill.

(See the next page for more details about influenza symptoms and the vaccines that protect against viruses.)

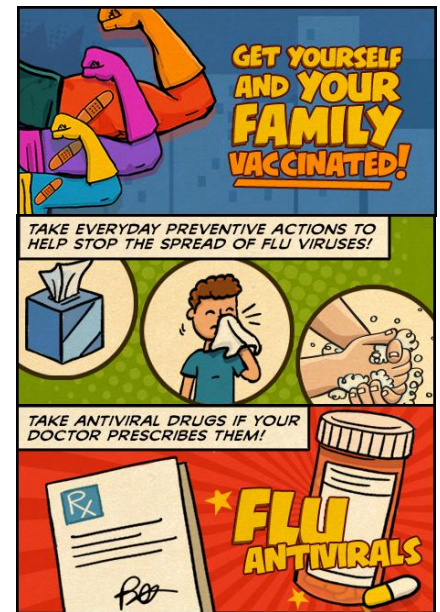
Influenza Symptoms

Influenza, also known as the flu, is a contagious respiratory illness caused by flu viruses. It can cause mild to severe illness, and at times can lead to death. The flu is different from a cold. The flu usually comes on suddenly. People who have the flu often feel some or all of these symptoms:

- **Fever* or feeling feverish/chills**
- **Cough**
- **Sore throat**
- **Runny or stuffy nose**
- **Muscle or body aches**
- **Headaches**
- **Fatigue (tiredness)**

Some people may have vomiting and diarrhea, though this is more common in children than adults.

**It's important to note that not everyone with flu will have a fever.*



Courtesy of the CDC

What Viruses Will the 2018-2019 Flu Vaccines Protect Against?

There are many flu viruses and they are constantly changing. The composition of U.S. flu vaccines is reviewed annually and updated to match circulating flu viruses. Flu vaccines protect against the three or four viruses that research suggests will be most common. While seasonal influenza (flu) viruses can be detected year-round in the U.S., flu viruses are most common during the fall and winter.

The exact timing and duration of flu seasons can vary, but ***influenza activity often begins to increase in October***. Most of the time flu activity peaks between December and February, although activity can last as late as May. Because of the yearly uncertainty of when the flu season will start, ***I recommend you get your flu vaccine in September or October.***

– Dr. Phillip Berry, City Physician



Oklahoma Quality Foundation

Journey to Excellence

A globally competitive world-class city needs a top-tier organization moving it in the right direction. The Mayor and senior leaders are committed to continuously improving how the City with its many services and employees operates. Earlier this year, as part of this commitment, we submitted our first application for an Oklahoma Quality Foundation (OQF) Award for organizational excellence. You can view the application [here](#). This is our first step in striving for the [Malcolm Baldrige National Quality Award](#).

Organizations who win the Baldrige award are national leaders in results for their customers and their workforce. For example, employees who work in Baldrige-winning organizations feel they have clear direction and feel more empowered to be a part of positive improvement.

Pursuing this award will allow us to receive meaningful feedback that can help senior leaders **continuously improve the City, deliver excellent results for our citizens, and provide a great place to work for employees.** How might this impact you? **To give us good feedback, OQF examiners will be onsite at various city facilities, September 17 – 19.** Please know a few things about this:

1. Examiners are not grading you or your work group. They are observing the entire organization.
2. You should not change up anything just for the sake of the visits. We hope examiners see a true representation of how the organization works.
3. Examiners may ask you questions. So, feel free to answer candidly. Your answers will help them better understand how the City operates. If you don't know an answer, it's okay to say, "I don't know."
4. There are no right or wrong answers.

Our Mission is to build the foundation for economic prosperity, improved health and enhanced quality of life for our community.

Our Vision is that Tulsa will be a globally competitive, world-class city.

Our Values are committed teamwork – we work **together** toward common goals. High Expectations – We expect **excellence** in our work, our organization and the City we are building.

Be sure to look for more videos this month highlighting our great employees on the CityofTulsaGov's Facebook page! <https://www.youtube.com/playlist?list=PLRXYcIIQ1Z97XrPXgoSvxMUyYIBKH0t>

No. 1 Fleet in North America

Earlier this year GFX officials selected the City of Tulsa as the No. 1 Fleet in North America at the GFX Expo/Conference in San Diego. Our EMD clearly demonstrated leadership with staff, customers and within our community by staying efficient and competitive; overcoming challenges; and having a vision and direction for the operation.



John Reel, Administrative Operations Supervisor and Michael Wallace, Equipment Maintenance Manager (Asset Management)

Tulsa competed with Denver, Anaheim, Chesapeake, Kitchener – Ontario, Canada and 20 other cities. John Reel and Michael Wallace with Asset Management both attended the GFX Conference in San Diego.

Mike Wallace credits the entire EMD team for their hard work and dedication in achieving the award. "It's not awarded to those with the newest facilities or vehicles or the most resources. It's about organizations finding ways to do new things and deal with the hurdles we each face in the fleet world," said Wallace. Kudos to EMD for their hard work, every day, to find ways to do new things and deal with the hurdles they face in the fleet world! If you happen to see an EMD employee, be sure to give them a pat on the back for nabbing this awesome award!





Electrical Safety

Know the Basics

In regular businesses and homes, the available electrical current and voltage have **enough power to cause death by electrocution**. Even changing a light bulb without unplugging the lamp can be hazardous because coming in contact with the "hot", "energized" or "live" part of the socket could kill a person.

What Do I Need to Know About Electricity?

All electrical systems have the potential to cause harm. Electricity can be either "static" or "dynamic." Dynamic electricity is the uniform motion of electrons through a conductor and is known as an electric current. Conductors are materials that allow the movement of electricity through it. Most metals are conductors. The human body is also a conductor. **Static electricity is an accumulation of charge on surfaces as a result of contact and friction with another surface.** This contact/friction causes an accumulation of electrons on one surface and a deficiency of electrons on the other surface.

Electric current cannot exist without an unbroken path to and from the conductor. Electricity will form a "path" or "loop". When you plug in a device – for example, a power tool – the electricity takes the easiest path from the plug-in to the tool, and back to the power source. This is also known as creating or completing an electrical circuit.

What Kinds of Injuries Result from Electrical Currents?

People are injured when they become part of the electrical circuit. Humans are more conductive than the earth, the ground we stand on, which means if there is no other easy path, electricity will try to flow through our bodies. **Four main types of injuries include: Electrocution – Fatal; Electric Shock, Burns and Falls**

General Safety Tips for Working With or Near Electricity:

- Inspect portable cord-and-plug-connected equipment, extension cords, power bars, and electrical fittings for damage or wear before each use. **Repair or replace damaged equipment immediately.**
- **Always tape extension cords to walls or floors when necessary.** Nails and staples can damage extension cords causing fire and shock hazards.
- Use extension cords or equipment that's **rated for the level of amperage or wattage that you are using.**
- **Always use the correct size fuse.** Replacing a fuse with a larger size can cause excessive currents in the wiring and possibly start a fire.

(See the next page for additional safety tips for working with or near electricity)

General Safety Tips for Working With or Near Electricity (Continued)

- **Be aware unusually warm or hot outlets may be a sign that unsafe wiring conditions exist.** Unplug any cords or extension cords to these outlets and *do not use until a qualified electrician has checked the wiring.*
- **Always use ladders made with non-conductive side rails,** such as fiberglass when working with or near electricity or power lines.
- **Place halogen lights away from combustible materials** such as cloths or curtains. Halogen lamps can become very hot and may be a fire hazard.
- **Risk of electric shock is greater in areas that are wet or damp.** Install Ground Fault Circuit Interrupters (GFCIs) as they will interrupt the electrical circuit before a current sufficient to cause death or serious injury occurs.
- **Use a portable in-line Ground Fault Circuit Interrupter (GFCI)** if you are not certain that the receptacle you are plugging your extension cord into is GFCI protected.
- **Make sure exposed receptacle boxes are made of non-conductive materials.**
- **Know where the panel and circuit breakers are located in case of an emergency.**
- **Label all circuit breakers and fuse boxes clearly.** Positively identify each switch that connects to the outlet or appliance.
- **Do not use outlets or cords that have exposed wiring.** Do not use portable cord-and-plug connected power tools with the guards removed.
- **Do not block access to panels and circuit breakers or fuse boxes.**
- **Do not touch a person or electrical apparatus in the event of an electrical accident.** Always disconnect the power source first.

"Know the Basics of Electrical Safety" is courtesy of: www.ccohs.ca



Electrical Safety



Electrical hazards can cause burns, shocks and electrocution (death).

- Assume that all overhead wires are energized at deadly voltages. Never assume that a wire is safe to touch even if it is down or appears to be insulated.
- Never touch a fallen overhead power line. Call the electric utility company to report fallen electrical lines.
- Stay at least 10 feet (3 meters) away from overhead wires during cleanup and other activities. If working at heights or handling long objects, survey the area before starting work for the presence of overhead wires.
- If an overhead wire falls across your vehicle while you are driving, stay inside the vehicle and continue to drive away from the line. If the engine stalls, do not leave your vehicle. Warn people not to touch the vehicle or the wire. Call or ask someone to call the local electric utility company and emergency services.
- Never operate electrical equipment while you are standing in water.
- Never repair electrical cords or equipment unless qualified and authorized.
- Have a qualified electrician inspect electrical equipment that has gotten wet before energizing it.
- If working in damp locations, inspect electric cords and equipment to ensure that they are in good condition and free of defects, and use a ground-fault circuit interrupter (GFCI).
- Always use caution when working near electricity.

For more information:

OSHA® Occupational
Safety and Health
Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)