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GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

KEVIN DAVIS
DIRECTOR

Ebola Virus Disease Policy
Policy Number: HR-0029

Issue Date: October 27, 2014

Revised Date:

Approval:

A handwritten signature in blue ink that reads "Kevin Davis".

Kevin Davis, Director

I. POLICY:

It is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) that due to the World Health Organization declaring the Ebola Virus Disease outbreak as an international public health emergency GOHSEP employees shall comply with the following procedures when an employee travels outside the United States of America to a country designed by the Center for Disease Control as having a threat of contracting the Ebola Virus Disease.

II. PURPOSE:

To establish a procedure for employees to notify management of GOHSEP when they are traveling out of the country to an Ebola Virus affected country.

III. APPLICABILITY:

This policy shall be applicable to all employees of the GOHSEP.

IV. DEFINITIONS:

A. Employee – Any employee of GOHSEP, serving in a full-time, part-time, unclassified or temporary appointments.

B. Commercial Transportation – is a mode of transportation for public conveyance, including, but not limited to, airplane, ship, bus, train, or taxi, etc.

- C. Places of General Public Congregation – means public places where people gather including, but not limited to, restaurants, grocery stores, gymnasiums, theaters, or places of worship, etc.

V. PROCEDURES:

A. General

- 1) When an employee is aware he intends to travel out of the United States of America the employee shall review the Center for Disease Control's website, <http://wwwnc.cdc.gov/travel/notices>, to determine if the country the employee intends to visit is on the list of countries identified as having a threat of contracting the Ebola Virus Disease.
- 2) If the country to which the employee intends to visit is identified by the Center for Disease Control as having a threat of contracting the Ebola Virus Disease, the employee shall notify his Supervisor five (5) business days prior to travel.
- 3) If the travel is to occur within the five (5) business days, the employee shall notify their Supervisor as soon as possible.
- 4) The Supervisor shall notify the Human Resources Office as soon as he is made aware of the international travel of the employee.
- 5) If the employee is traveling to a country identified by the Center for Disease Control as having a threat of contracting the Ebola Virus Disease, the Human Resources Office shall notify the Director and/or Chief of Staff of GOHSEP and the Department of Health and Hospitals, Infectious Disease Epidemiology Section (EPI) within forty-eight (48) hours of receiving the information if prior to travel and/or within twenty-four (24) hours of receiving the information if subsequent to travel.
- 6) If the employee is traveling outside the United States of America, the employee shall notify his Supervisor if the employee falls ill during the international travel or within twenty-one (21) days of return. The employee shall remain off from work until a doctor of medicine has determined the employee can return to work.
- 7) If the employee intends to travel to a country identified by the Center for Disease Control as having a threat of contracting the Ebola Virus, the employee shall provide his Supervisor with the following information:
 - a) Name of the person making the report. This shall include the reporter's phone number, email address, and the date/time of report.
 - b) Name of the employee who is or has traveled outside of the United States a country identified by the Center for Disease Control as having a threat of contracting the Ebola Virus Disease.
 - c) The complete dates of international travel, the traveler's phone number, email address, and the countries visited with dates of entry and departure if known.

- d) This report shall be submitted to the Department of Health and Hospitals, Infectious Disease Epidemiology Section by the Human Resources Office within twenty-four (24) hours of receipt.
 - e) The Human Resources Office shall file the report by email to EPI at idepi@la.gov.
- 8) If the employee travels to a country identified by the Center for Disease Control as having a threat of contracting the Ebola Virus, the employee shall agree to the following:
- a) The employee shall agree not to use any commercial transportation for twenty-one (21) days after departing the affected country.
 - b) The employee shall agree not to visit any place where the general public congregates for twenty-one (21) days after departing the affected country.
 - c) The employee shall agree not to return to work for twenty-one days (21) after departing the affected country. The employee shall use sick leave or if the employee has no sick leave, annual leave for the days the employee will be absent from work during the twenty-one (21) days after departing the affected country. If the employee has exhausted sick leave and annual leave, the employee shall be placed on leave without pay (LWOP).
 - d) The employee shall agree, if requested by the Department of Health and Hospitals, to medical monitoring by public health officials for twenty-one (21) days after departing the affected country.

B. Exceptions

The Director of GOHSEP may grant an exception to any provision of this policy, provided such exception shall not be in conflict with any state and/or federal law.

VI. QUESTIONS:

Questions regarding this policy should be directed to the Human Resources Office at (225) 925-6067.