

University of Louisiana System

Title: Guidelines for Compliance with
Executive Order BJ 1413
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Policy and Procedures Memorandum

Guidelines for Compliance with Executive Order BJ 1413

Ebola: Information regarding Ebola can be found from the Centers for Disease Control and Prevention (CDC) and Department of Health and Hospitals, Infectious Disease Epidemiology Section (EPI)

CDC: Ebola Virus Disease www.cdc.gov/vhf/ebola/index.html

CDC Ebola Virus Prevention, available at:
www.cdc.gov/vhf/ebola/prevention/index.html.

Louisiana 8-1thav (herein "affected countries" or "the list" as been temporarily suspended for the duration of the epidemic the event that such travel has already occurred, the responsible office at each university designated by the university president should identify all travel to impacted areas paid for by public funds and communicate notice of these guidelines to students, faculty, and staff through notices developed in conjunction with the campus health unit. Also the Business Office and campus health unit should notify the student affairs and environmental safety offices of any student, faculty, or staff incurring travel to impacted areas.

Exceptions to this travel restriction may be granted if the employee's responsibilities include disease transmission mitigation, disease control, national security, public health

2. If the country to which the individual intends to visit is identified by the Centers for Disease Control as having a threat of contracting the Ebola Virus Disease, the individual is asked to notify the university health office at least five (5) business days prior to travel. If the travel is to occur within the five (5) business days, the individual should notify the health office as soon as possible. The campus health unit will notify other necessary individuals as soon as they are made aware of any travel to an affected country that may require a safety plan upon the individual's return to the university.
 3. If the individual is traveling to a country identified by the Center for Disease Control as having a threat of contracting the Ebola Virus Disease, in addition to creating a safety plan for the individual's return, the Director of the campus health unit in conjunction with the President of the university or designee shall notify 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.
 4. The following information will be collected and reported by the university to EPI at idepi@la.gov
 - 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 individual who is or has traveled outside of the United States to a country identified by the Centers 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. The university shall file the report by email to EPI at idepi@la.gov.
- x In addition to these protocols, universities may elect to provide additional notifications and accommodations

- x Each institution's emergency response plan shall govern decision making and responses regarding any documented cases of Ebola Virus Disease. Any safety plan developed by a university must, at the least, include:
 - o Advisories regarding the restriction of the individual regarding the use of commercial transportation (including airplane, ship, bus, train, taxi, or other public conveyance) for twentyone (21) days after departing the affected country.
 - o Advisories regarding the restriction going places where the public congregates, including but not limited to, restaurants, grocery stores, gymnasiums, theaters, etc. for twentyone (21) days after departing an impacted area.
 - o Advisories regarding returning to work for twentyone days (21) after departing the affected country. The employee shall use sick leave or if the employee has no sick leave, compensatory leave for the days the employee will be absent from work during the twentyone (21) days after departing the affected country. Annual leave may be used if sick leave and compensatory leave is exhausted. If the employee has exhausted sick leave, compensatory leave and annual leave, the employee shall be placed on leave without pay (LWOP).
 - o Advisories to agree, if requested by the Department of Health and Hospitals, to medical monitoring by public health officials for twentyone (21) days after departing the affected country.
 - o Procedures for daily communication and monitoring, if determined necessary, by public health officials for twentyone (21) days after departing an impacted area to include being monitored by the university medical unit for twentyone (21) days after returning from an impacted area, if determined necessary by public health officials.

- x For the purpose of assisting in such self-imposed restrictions, universities may elect to provide accommodations to allow individuals to continue in their studies or employment during this time when such travel is reported as set forth above and restrictions are imposed. However, in the event that voluntary travel to an affected country is knowingly made by anyone in the university community, any subsequent accommodations are to be viewed as voluntary in nature by the university and being

- x Students and staff are encouraged to take personal responsibility to monitor their health and stay home if they feel ill. Rumors or suspicions that arise regarding the exposure of a student who is not currently sick, will result in contact of the local health department for more information. Absent guidance from public health officials or a health care provider, institutions will not exclude from attendance students who are not showing symptoms of illness.

Nothing in these Guidelines shall be applied in a manner which violates, or is contrary to, the Fair Labor