


Ebola Virus Disease Policies and Reporting Mechanisms

	Louisiana Department of Health (LDH)	
	Policy Number	110.1
	Content	Policies and Reporting Mechanisms Re: Executive Order BJ 2014 - 13
	Effective Date	October 29, 2014
	Inquiries to	LDH Emergency Preparedness Director Baton Rouge, LA 70821 (225) 342-3417

LDH is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our Department’s reputation and achievement as well.

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

I. POLICIES AND REPORTING MECHANISMS RE: TRAVEL AND EBOLA VIRUS DISEASE

- A. All offices, bureaus, and sections, and the employees therein, within the Louisiana Department of Health are hereby directed to report any travel to the countries identified by the Centers for Disease Control as having a threat of contracting the Ebola Virus Disease, as those countries are periodically updated at <http://wwwnc.cdc.gov/travel/notices> (the “CDC website”). As used herein, the term “employee” includes all LDH employees, contractors, subcontractors, student workers, interns, and volunteers.
- B. The above mentioned report shall be made on the “Travel Notification Form” attached hereto , and shall include:
 - a. Name of the person making the report, if other than the travelling employee. This shall include the reporter’s phone number, email address, and the date/time of report.

- b. Name of the person who has traveled to a country as identified above. The report shall include the name of the office, bureau or section within LDH that employs the individual. The report shall also specifically include the traveler's phone number, email address, complete dates of travel (departure and returning), and the countries visited with date of entry and departure, if known.
- C. Employees, prior to travel outside the U.S., are directed to consult the CDC website within 48 hours prior to departure and prior to arranging travel to determine if any destination countries appear on said site. If so, the employee shall provide the required report within 48 hours prior to departure. Employees shall consult the CDC website immediately prior to return to the United States and each day for 21 days following their return to the United States. If any destination country appears on the CDC website after travel has commenced or been completed, the employee shall provide the required report within 24 hours of discovery.
- D. Employees shall file all reports to EPI via email to IDepi@la.gov or via fax to (504) 568-8290, and shall also submit such reports to their immediate supervisor. Employees shall also follow the reporting guidelines set forth in the *Public Health Guidance for Travel to and From Ebola-Affected Countries* issued by LDH.

II. POLICIES GOVERNING RETURN TO WORK RELATED TO EBOLA VIRUS DISEASE

- A. When a LDH employee has submitted a report as required above, they shall adhere to the following policy and procedures prior to returning to any work location.
- B. Upon discovery that a country visited appears on the CDC website, the employee shall, if recommended by EPI, not use any commercial transportation for twenty-one (21) days after departing a listed country. Commercial transportation includes, but is not limited to, airplane, ship, bus, train, taxi, or other public conveyance.
- C. After departing a country listed on the above mentioned CDC website, the affected LDH employee, if recommended by EPI, shall not visit any place where the general public congregates for twenty-one (21) days after departure from the listed country. This shall include, but is not limited to, restaurants, grocery stores, gymnasiums, stadiums, places of worship, and theaters.
- D. Any LDH employee who has traveled to a country listed on the CDC website shall agree, if requested, to medical monitoring by public health officials for twenty-one (21) days after departing the listed country. This medical monitoring may include, but is not limited to, daily monitoring of body temperature and other vital signs and daily monitoring of symptoms that could be related to contracting the Ebola Virus Disease.
- E. During the 21 day absence from their office work station, all relevant Civil Service and LDH policies regarding work at home, sick leave, annual leave, and leave without pay shall apply to the situation. Application of the aforementioned policies will be on a case-by-case basis considering all relevant factors.

- F. Any employee intending to travel to a country listed on the CDC website shall, prior to departing, have in place a readiness plan that includes a 21-day supply of food, water, personal items, and essential medications for use following return from such country.

III. APPLICABILITY

This policy is applicable to all LDH employees, contractors, subcontractors, student workers, interns, and volunteers.

IV. EFFECTIVE DATE

The effective date of this policy is October 29, 2014.

V. VIOLATIONS

Violations of this policy may result in corrective action or disciplinary action. Corrective action includes Improvement Letters (Civil Service Rule 12.9), verbal counseling, documented counseling, and/or reprimand. Letters issued for corrective action are at the sole discretion of the Appointing Authority. Disciplinary actions are Suspension without Pay, Reduction in Pay, Involuntary Demotion and Dismissal (Civil Service Rule 12.3). Any disciplinary action taken is at the sole discretion of the Appointing Authority.

VI. REFERENCES

Executive Order BJ 2014-13
Travel to and From Ebola-Affected Countries issued by LDH

VII. TRAVEL NOTIFICATION FORM

<http://dhhnet/secretary/hrtsd/DHH%20Policy%20Manual/EBOLA.Travel%20Notification%20Form.pdf>

VIII. REVISION HISTORY

Date	Revision
October 29, 2014	Policy created
September 23, 2023	Policy reviewed
October 31, 2024	Policy reviewed
November 6, 2024	Policy updated

