

University of Louisiana System

**Title:** *Guidelines for Compliance with  
Executive Order BJ 14-13*

**Effective**

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**Cancellation:** None

**Chapter:** Miscellaneous

**Policy and Procedures Memorandum**

**Guidelines for Compliance with Executive Order BJ 14-13**

**Policy for public employees and students, faculty, and staff of institutions of higher learning governing the return to normal duties or classroom attendance following such travel to those countries identified by the Centers for Disease Control as having a threat of contracting the Ebola Virus Disease.**

**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](http://www.cdc.gov/vhf/ebola/index.html)

CDC Ebola Virus Prevention, available at:  
[www.cdc.gov/vhf/ebola/prevention/index.html](http://www.cdc.gov/vhf/ebola/prevention/index.html).

Louisiana Department of Health and Hospitals Infectious Disease Epidemiology Section at 800-256-2748.

Except as otherwise provided herein, official university travel by students and employees to those countries identified by the Centers for Disease Control as having a threat of contracting the Ebola Virus Disease (herein “affected countries” or “the list” has been temporarily suspended for the duration of the epidemic. In 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 safety, vaccine development, any other activity for which the employee has expertise that can be useful to the nation or world as it relates to the Ebola Virus Disease or its variants, or there is an irrevocable contractual requirement. Travel exceptions to this directive must be reported to the UL System President as they are granted.

The following requirements are for the purpose of ensuring that each university in the UL System has a protocol in place for those individuals associated with each university (employees and students) who elect to voluntarily travel to such countries despite identified warnings:

- Universities in the UL System shall provide advisories designed to reach all students and employees regarding the health risk involved in travel to an affected country until the country has been taken off the list; request that all students and employees avoid unnecessary travel to an affected country; or to self-report prior to such travel to ensure that safety precautions can be made upon the individuals return. Universities shall work with their employees and/or students who may request special accommodations such as assisting in finding a student a place to reside during campus closures in lieu of traveling home to an affected country or to a home where an individual is currently quarantined or isolated for self-monitoring.
- Likewise, travelers from affected countries or persons traveling from affected countries intending to visit employees and students of UL System universities are asked to refrain from such travel and visits until the country has been taken off the list or to have the employee or student self-report prior to such travel to ensure that safety precautions can be made upon the individual arrival. Universities shall work with their employees and/or students who may require special accommodations in such a situation such as allowing a student whose graduation ceremonies are being negatively affected, the opportunity to postpone participation in any graduation ceremony thereby allowing time for his/her family and friends from an affected country or that maybe quarantined or isolated at the time of the ceremony to safely travel and celebrate at a later date.
- All students, faculty, and staff of institutions within the University of Louisiana System who elect to travel out of the United States of America are asked to handle such travel in accordance with the following protocol:
  1. When an individual is aware he/she intends to travel out of the United States of America the individual should review the Centers 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 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 individuals 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 individuals 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](mailto: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](mailto:idepi@la.gov).
- In addition to these protocols, universities may elect to provide additional notifications and accommodations

- 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:
  - Advisories regarding the restriction of the individual regarding the use of commercial transportation (including airplane, ship, bus, train, taxi, or other public conveyance) for twenty-one (21) days after departing the affected country.
  - Advisories regarding the restriction to going places where the public congregates, including but not limited to, restaurants, grocery stores, gymnasiums, theaters, etc. for twenty-one (21) days after departing an impacted area.
  - Advisories regarding returning 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, compensatory leave for the days the employee will be absent from work during the twenty-one (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).
  - Advisories to 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.
  - Procedures for daily communication and monitoring, if determined necessary, by public health officials for twenty-one (21) days after departing an impacted area to include being monitored by the university medical unit for twenty-one (21) days after returning from an impacted area, if determined necessary by public health officials.
- 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 provided in an effort to further protect the university community. Negative repercussions to one's studies or employment due to any voluntary or mandatory restrictions following such travel are a real possibility despite any university accommodations that might be voluntarily provided by the university and travelers are advised to take such repercussions into consideration prior to traveling.

- Additionally, universities shall make best efforts to identify individuals who have passed through a “zone of concern,” meaning within three feet of an Ebola patient currently exhibiting symptoms. Students and employees are asked to inform institutions about any experience in a “zone of concern.” Outreach from public health officials is typically to affected individuals and the local health department. As a result, institutions may receive information regarding Ebola exposure second hand. Universities who learn of a concern for an individual within their jurisdiction (student and/or employee) shall follow up through the campus health department by contacting the local health department or CDC.
- The local health department or the CDC may contact the university to inform them of the exposure and the identity of a student or an employee under observation. The university, through the university health department, will work with the local health department in conjunction with the CDC to identify affected individuals and implement a care and isolation plan for the identified individuals. If a student or employee makes a self-report to the institution of a concern of infection, the institution will immediately contact the local health department for guidance. Depending on the circumstances, the institution may be asked to identify other students or staff who came in close contact or proximity with the individual under observation.
- In the face of a legitimate risk of contagion, nonessential travel for competitions, such as sporting events, may be cancelled by an institution. The athletic director, or other appropriate administrator will verify with the appropriate administrator at the host institution that there is a legitimate cause for concern. Factual information from public health and health care professionals will govern institution decision making.
- The degree of disinfection and sterilization appropriate on campuses and vehicles depends on whether a documented case of exposure has occurred. In the absence of a documented case of active infection on a campus, universities may determine that regular cleaning and disinfecting protocols are adequate, with additional directed cleaning as a preventative measure. Cleaning can be accomplished through the university’s regular janitorial staff wearing routine protective gear such as dust masks, gloves, and eye goggles. If a university is to experience a documented case of active infection of Ebola or another deadly disease, the university will work with local health officials and the CDC to determine a more intensive disinfecting and sterilizing process. This may involve using a professional cleaning company equipped with medical grade cleaning supplies and personal protective equipment.
- A university may make inquiries of students and employees in order to determine the likelihood of exposure to Ebola if, in coordination with local health officials, the institution determines such screenings or questions are appropriate. A general questionnaire may be sent to all students and/or all new students. A university may not use a person’s race or national origin to determine which students will be asked to complete a questionnaire.

- 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 a 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 Standards Act (FLSA), the Family and Medical Leave Act (FMLA), the Health Insurance Portability and Accountability Act (HIPAA), or any other applicable federal or state law, rule, or regulation.