

DEPARTMENT OF NATURAL RESOURCES

Administrative Policy No. 22

EFFECTIVE DATE: APRIL 10, 2015

SUBJECT: EXECUTIVE ORDER BJ 2014-13 (EBOLA VIRUS DISEASE)

AUTHORIZATION: STEPHEN CHUSTZ, SECRETARY

I. PURPOSE

The World Health Organization has declared the outbreak of the Ebola Virus Disease an international public health emergency. The Centers for Disease Control and Prevention (CDC) has issued travel warnings advising against non-essential travel to the countries identified as posing a threat of contracting the Ebola Virus Disease.¹

In an effort to minimize exposure to and the spread of this disease, Executive Order BJ 2014-13 was recently promulgated. The Department of Natural Resources (DNR) fully supports the implementation of practical, precautionary measures to reduce this foreseeable threat to the citizens of this state and through this policy, seeks to comply with the requirements of this Executive Order.

II. APPLICABILITY

This policy applies to all DNR employees, regardless of status.

III. REPORTING REQUIREMENT DNR TO HUMAN RESOURCES

DNR employees are advised and strongly encouraged to forego non-essential travel, business and personal, to the countries identified by the CDC as posing a threat of contracting the Ebola Virus Disease. If travel to such a country is planned, the following requirements must be satisfied:

- 1) A DNR employee intending to travel beyond the continental United States shall review the CDC's website to determine if the country to be visited has been identified by the CDC as posing a threat of contracting the Ebola Virus Disease;
- 2) A DNR employee intending to travel to an affected country is required to notify the Human Resources Director as soon as possible, but in no event

¹Currently, the affected countries are the West African nations of Liberia, Guinea, Sierra Leone and the Democratic Republic of Congo, specifically Equateur Province, in Lokolia, Boende, and Watshikengo. The countries so identified by the CDC are periodically updated at <http://www.cdc.gov/travel/notices>.

later than five (5) business days prior to departure, and immediately upon return;

- 3) If a member of a DNR employee's household intends to travel to an affected country, the employee is required to notify the Human Resources Director as soon as possible, but in no event later than five (5) business days prior to departure, and immediately upon return;
- 4) A DNR employee shall immediately notify the Human Resources Director if he/she develops symptoms² associated with the Ebola Virus Disease while traveling internationally or within twenty-one (21) days of departure from an affected country;
- 5) A DNR employee shall notify the Human Resources Director if a household member develops symptoms associated with the Ebola Virus Disease while traveling internationally or within twenty-one (21) days of departure from an affected country;
- 6) In reporting to the Human Resources Director, a DNR employee shall provide the following information:
 - a) The name, home address, e-mail address and telephone number of the individual(s) traveling to the affected country;
 - b) The country(s) to be visited; and
 - c) The dates of arrival and departure from the affected country.

IV. REPORTING REQUIREMENT TO DHH

DNR's Human Resources Director shall report any and all intended travel to an affected country by DNR employees or members of a DNR employee's household to the Louisiana Department of Health and Hospitals, Infectious Disease Epidemiology Section. This reporting requirement to DHH must be satisfied within forty-eight (48) hours of receiving the information if prior to travel or within twenty-four (24) hours of receiving the information if subsequent to travel. The report shall be made by e-mail to idepi@la.gov utilizing DHH's Ebola Travel Notification Form.

DNR's Human Resources Director shall be the department's designated liaison between DHH's public health officials and any DNR employee whose personal international travel or the international travel of a household member is implicated by this policy. The Human Resources Director will coordinate any communications and/or monitoring required of the employee deemed necessary by such officials. In so doing, the Human

²Symptoms include fever, headache, muscle pain, vomiting, diarrhea, stomach pain or unexplained bleeding or bruising.

Resources Director shall seek and follow the guidance and directives of DHH and the CDC. Additionally, employees shall comply with the following non-exclusive requirements imposed by DHH and the CDC.

V. ADVISORIES/RESTRICTIONS

Upon return from traveling to an affected country as identified by the CDC at the time of the employee's or household member's departure or return:

- 1) DNR employees shall not be permitted to return to work for twenty-one (21) days after departing the affected country. Arrangements shall be made through the Human Resources Director for the employee to utilize leave, as authorized by the Civil Service Rules, for this period of time to avoid any loss of income.
- 2) DNR employees shall not be permitted to return to work for twenty-one (21) days after a household member departs from traveling to an affected country.
- 3) DNR employees may not use commercial transportation (including airline, ship, bus, train, taxi or other public conveyance) for twenty-one (21) days after departing an affected country.
- 4) DNR employees may not appear in places of public congregation (including schools, places of worship, sporting events, restaurants, grocery stores, gymnasiums, theaters, etc.) for twenty-one (21) days after departing an affected country.
- 5) DNR employees who personally or whose household members travel to an affected country will not be allowed to return to work until certified, in writing, as medically fit to do so by a qualified healthcare professional.
- 6) DNR employees shall strongly encourage members of their household to not travel to affected countries, not use commercial transportation nor visit any place of public congregation for twenty-one (21) days after departing an affected country.
- 7) DNR employees who personally travel or whose household members travel to affected countries are required to have a personal readiness plan that includes a twenty-one (21) day supply of food and water for the entire family, along with any required personal items or medications.

VI. PUBLIC HEALTH MONITORING

In addition to notifying DHH EPI before and after any trip to an affected country, DNR employees must maintain communications with DHH EPI staff for twenty-one (21) days

following travel. Additionally, employees are required to allow public health medical monitoring to permit the quick identification of potential symptoms of the Ebola Virus Disease, including the daily monitoring of body temperature, other vital signs and symptoms.

For clarification, DNR employees may call the DHH Emergency Operations Center (DHH EOC) at 1-855-523-2652 (855-LA-EBOLA) or eocwatch@la.gov.

VII. CONFIDENTIALITY

The information provided to Human Resources by DNR employees in compliance with this policy shall be maintained in strict confidence and disclosed only on a need-to-know basis. Under no circumstance will this policy be enforced in a manner violative of the Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPAA) or any other applicable federal or state law, rule or regulation.

VIII. EXCEPTIONS

There shall be no exceptions to the requirements of this policy. Full cooperation and compliance by all DNR employees are expected and required.

IX. QUESTIONS

Questions regarding this policy should be addressed to the Human Resources Division.



STEPHEN CHUSTZ, SECRETARY
4/8/15

DATE

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