



**State of Louisiana**  
Department of Health and Hospitals  
Office of Public Health

**Public Health Guidance for Travel to and from  
Ebola-Affected Countries**

On Monday, Oct. 21, 2014, Gov. Bobby Jindal issued Executive Order No. BJ 2014-13. The order directs all agencies within the executive branch of the State of Louisiana to develop policies and reporting mechanisms for public employees and students, faculty, and staff of institutions of higher learning to report travel to certain Ebola infected countries to the Department of Health and Hospitals (DHH) within certain time periods. DHH has developed this guidance for reporting protocols to assist agencies with their compliance of this order.

**To whom does this apply?**

- Higher education institutions
  - Students
  - Faculty
  - Staff
- State Departments, Offices, Budget Units
  - Employees

*See full list of applicable agencies attached.*

**Travel destinations to which this applies**

- Sierra Leone
- Liberia
- Equateur Province, in Lokolia, Boende, and Watshikengo
- Guinea

*This list is updated periodically by the U.S. Centers for Disease Control and Prevention. Please check it before and 21 days after international travel at [www.cdc.gov/travel/notices](http://www.cdc.gov/travel/notices).*

**Responsibilities of Organizations**

- Ensure all employees, students, faculty and staff are aware of these policies and the Travel Notification Form on Page 4 of this document for travel to Ebola-affected countries.
- Ensure all individuals in your organization, including students, comply with the emergency order by:
  - Notifying the Louisiana Department of Health and Hospitals, Infectious Disease Epidemiology Section (EPI) of any trip to an Ebola-affected country both before and after the trip,
  - Ensuring individuals comply with commercial transportation and travel restrictions, and
  - Ensuring individuals have a readiness plan that includes a 21-day supply of food and water along with any personal items or medications for use following their return trip.
  - Ensure all relevant Civil Service and DHH policies regarding work at home, sick leave, annual leave and leave without pay are applied appropriately for any individual returning from a trip to an Ebola-affected countries. Application of those policies should

be considered on a case-by-case basis.

### **Responsibilities of Individuals**

- You must complete the Travel Notification Form regarding your travel to and from an Ebola-affected country or area so that it may be submitted to Louisiana Department of Health and Hospitals, Infectious Disease Epidemiology Section (EPI).
- You must submit a copy of the Travel Notification Form to your supervisor or reporting authority.
- You must notify DHH EPI of any trip to an Ebola-affected country both before and after the trip,
- You must comply with commercial transportation and travel restrictions, and
- You must have a personal readiness plan that includes a 21-day supply of food and water for you and your family along with any personal items or medications for use following their return trip.
- You must work with your employer to determine whether work from home, sick leave, annual leave or leave without pay will be applied to the 21-day period during which you must remain at home following a trip to an Ebola-affected country.

### **Before travel**

- With 48 hours of notification of planned travel, report to the Louisiana Department of Health and Hospitals, Infectious Disease Epidemiology Section (EPI) using the attached form.
  - For example, if a college received notification on Dec. 10 at 10 a.m. that a faculty member planned to travel to Liberia on Dec. 20, notification must be sent to DHH EPI not later than 10 a.m. Dec. 12.

### **After travel**

- With 24 hours after an individual returns from travel in an Ebola-affected country, DHH EPI must be notified.
  - For example, if a student returns from travel in Sierra Leon on Dec. 10 at 10 a.m., DHH EPI must be notified no later than 10 a.m. Dec. 11.

### **Restrictions on travel in Louisiana following a trip to an Ebola-affected area**

- For 21 days following travel, individuals may not use any form of commercial transportation, including the following:
  - Airplane
  - Ship
  - Bus
  - Train
  - Taxi
  - Other public conveyance

### **Restrictions on use of public places following travel to an Ebola-affected area**

- For 21 days following travel, individuals may not go to places where the public congregate, including but not limited to the following:
  - Restaurants
  - Grocery stores
  - Gymnasiums
  - Theaters
  - Schools

- Places of worship

**Public health monitoring**

- For 21 days following travel, individuals are required to allow public health medical monitoring in order to quickly identify any potential symptoms of Ebola.
  - Medical monitoring shall include, but is not limited to, the following:
    - Daily monitoring of body temperature and other vital signs, and
    - Daily monitoring of symptoms that could be related to contracting Ebola.
- Individuals must also maintain communication with DHH EPI staff.

For questions about this guidance, please call the DHH Emergency Operations Center (DHH EOC) at the following contact information:

- [eocwatch@la.gov](mailto:eocwatch@la.gov)
- 1-855-523-2652 (855-LA-EBOLA)

## Ebola Travel Notification Form

**Date:**

**Time:**

### Reporting Agency

Agency Name:  
Street:  
State:

Office:  
City:  
Zip:

### Reporting Official

Last Name:  
Occupation:  
Phone:

First Name:  
Email:  
Fax:

### Traveler

Last Name:  
Occupation:  
Phone:

First Name:  
Email:  
Office:

### Dates of Travel and Countries Visited

Departure:

Return:

Countries or Regions Visited

Dates Present

- Guinea
- Liberia
- Sierra Leone
- Other(s)

**Submit reports via email to:**  
IDePi@la.gov

**Submit reports via fax to:**  
504-568-8290

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Signature of Traveler or Reporting Official (if Traveler is not available)

# List of Applicable Entities, Organizations and Departments

## EXECUTIVE BRANCH DEPARTMENTS (20, per La. Constitution)

1. Department of Children and Family Services
2. Department of Culture, Recreation and Tourism
3. Department of Economic Development
4. Department of Environmental Quality
5. Department of Natural Resources
6. Department of Public Safety and Corrections
7. Department of Revenue
8. Department of State Civil Service
9. Department of Transportation and Development
10. Department of Veterans Affairs
11. Department of Wildlife and Fisheries
12. Department of Agriculture and Forestry
13. Department of Education
14. Department of Insurance
15. Department of Justice
16. Public Service Commission
17. Department of State (Sec. of State)
18. Department of the Treasury
19. Workforce Commission
20. Department of Health & Hospitals

## DIVISION OF ADMINISTRATION, OFFICE OF THE GOVERNOR

Community Development  
Computing Services  
Contractual Review  
Facility Planning and Control  
Finance and Support Services  
Group Benefits  
Human Resources  
Information Services  
Information Technology  
La. Federal Property Assistance  
La. Property Assistance  
Louisiana Tax Commission  
Medical Review Panel  
Patient's Compensation Fund  
Planning and Budget  
Risk Management  
State Buildings  
State Lands  
State Mail  
State Printing  
State Procurement  
State Register  
Statewide Reporting and Accounting Policy  
State Uniform Payroll

Telecommunications Management

**INSTITUTIONS OF HIGHER LEARNING**

University of Louisiana System

Grambling State University  
Louisiana Tech University  
McNeese State University  
Nicholls State University  
Northwestern State University  
Southeastern Louisiana University  
University of Louisiana at Lafayette  
University of Louisiana at Monroe

Louisiana State University System

Louisiana State University  
LSU Paul M. Hebert Law  
LSU Agricultural Center  
LSU Pennington Biomedical Research Center  
LSU Shreveport  
LSU Alexandria  
LSU Eunice  
LSU Health Sciences Center New Orleans  
LSU Health Sciences Center Shreveport  
LSU Health Care Services Division

Southern University System

Southern University, Shreveport  
Southern University, Baton Rouge  
Southern University Agricultural Research and Extension Center  
Southern University Law Center  
Southern University, New Orleans

Louisiana Community and Technical College System

Baton Rouge Community College  
Bossier Parish Community College  
Capital Area Technical College  
Central LA Technical Community College  
Delgado Community College  
L.E. Fletcher Technical Community College  
Louisiana Delta Community College  
Northshore Technical Community College  
Northwest LA Technical College  
Nunez Community College  
River Parishes Community College  
South Central LA Technical College  
South Louisiana Community College  
Sowela Technical Community College