

PERSONNEL POLICY MANUAL

LETA		Policy No. 20
Section		EFFECTIVE DATE: 03/25/2015
Subject:	EBOLA VIRUS DISEASE	REVIEW:
Source	Executive Director	REVISED
	<i>Both County</i>	

POLICY

Due to the World Health Organization declaring the Ebola Virus Disease outbreak as an international public health emergency, it is the policy of the Louisiana Educational Television Authority that all employees shall comply with the following procedures when traveling outside the United States of America to a country designed by the Center for Disease Control as having a threat of contracting the Ebola Virus Disease.

PURPOSE

The purpose of this policy is to set forth rules to notify Executive Director, and Legal Counsel when Employees are traveling out of the country to an Ebola Virus affected country. This policy also complies with the State Civil Service Executive Order BJ 14-13 Travel to Areas Impacted by Ebola Virus Disease.

APPLICABILITY

Applies to all buildings which house LPB operations.

DEFINITIONS

- A. Employee-Any employee of LETA, serving in a full-time, part-time, classified, unclassified, job appointments, or WAE appointment.
- B. Commercial Transportation- is a mode of transportation for public conveyance, including, but not limited to, airplane, ship, bus, train, or taxi, etc.
- C. Places of General Public Congregation – means public places where people gather including, but not limited to, restaurants, grocery stores, gymnasiums, theaters, or places of worship, etc.

RESPONSIBILITY

It shall be the responsibility of the Executive Director or her designee to hold accountable the department heads for adhering to all aspects of this policy.

The department heads shall be responsible for assuring that each employee, current and new is made aware of this policy and its contents as well as forthcoming revisions.

Each employee shall be responsible for adhering to the stipulations as outlined in this policy.

PROCEDURE

A. General

1. When an employee is aware he or she intends to travel out of the United States of America the employee shall review the Center 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 employee intends to visit is identified by the Center for Disease Control as having a threat of contracting the Ebola Virus Disease, the employee shall notify his Supervisor five (5) business days prior to travel.
3. If the travel is to occur within the five (5) business days, the employee shall notify their Supervisor as soon as possible.
4. The Supervisor shall notify Human Resources Director as soon as he is made aware of the international travel of the employee.
5. If the employee is traveling to a country identified by the Center for Disease Control as having a threat of contracting the Ebola Virus Disease, the HR Director shall notify the Director and /or the Deputy Director of SCS and 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.
6. If the employee is traveling outside the United States of America, the employee shall notify his Supervisor if the employee falls ill during the international travel or within twenty-one (21) days of return. The employee shall remain off from work until a doctor of medicine has determined the employee can return to work.
7. If the employee intends to travel to a country identified by the Center for Disease Control as having a threat of contracting the Ebola Virus, the employee shall provide his Supervisor with the following information:
 - 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 employee who is or has traveled outside of the United States a country identified by the Center 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. This report shall be submitted to the Department of Health and Hospitals, Infectious Disease Epidemiology Section by the HR Director within twenty-four (24) hours of receipt.
 - e. The HR Director shall file the report by email to EPI at IDEPI@la.gov.
8. If the employee travels to a country identified by the Center for Disease Control as having a threat of contracting the Ebola Virus, the employee shall agree to the following:
 - a. The employee shall agree not to use any commercial transportation for twenty-one (21) days after departing the affected country.
 - b. The employee shall agree not to visit any place where the general public congregates for twenty-one (21) days after departing the affected country.
 - c. The employee shall agree not to return to work for twenty-one (21) days after departing the affected country. If the employee has exhausted sick leave and annual leave, the employee shall be placed on leave without pay (LWOP).
 - d. The employee shall 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.

B. EXCEPTIONS: the Director of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with State Civil Service Rules and Regulations and/or any state or federal law.

VIOLATIONS OF THIS POLICY

It will be the responsibility of each employee to bring to attention of the Executive Director, Legal Counsel, and Human Resources Director, department heads or ombudsman any violation of this policy.

QUESTIONS

Questions regarding this policy should be directed to the Human Resources Director.