LSU

CAMPUS CORRESPONDENCE

To: Vice Chancellors, Deans, Directors and Department Heads **Date:** October 22, 2014

From: Donna K. Torres, CPA
Associate Vice Chancellor for
Accounting and Financial Services

Subject: Memo # AS-15-04: Supplement to FASOP: AS-02 "University Travel Regulations" – LSU Protocol on Personnel Travel to and from Ebola Affected Nations

Governor Jindal issued Executive Order BJ 14-13, Travel to Areas Impacted by Ebola Virus Disease on October 20, 2014. In response, the University has developed ***Supplement to FASOP: AS-02 "University Travel Regulations" – LSU Protocol on Personnel Travel to and from Ebola Affected Nations*** which is effective immediately through February 27, 2015. The supplement provides guidance to employees and students who have traveled to Ebola-affected countries or who suspect they may have come into contact with the disease. A copy of the Supplement is attached and can also be found on the Accounts Payable & Travel website at www.fas.lsu.edu/acctservices/forms/travel/LSUProtocol.pdf.

The University is committed to the safety and well-being of its students, faculty and staff. Therefore, please be reminded that the University also has FASOP: AS-18 "High Risk Travel to Restricted Regions" in place to provide guidance on travel to countries/regions that have U.S. Department of State Travel Warnings.

If there are any questions or concerns regarding travel to High Risk Areas, especially the Ebola Restricted Nations, please contact Patrice Gremillion at pgremill@lsu.edu or 578-3366 or Lindsay Berthelot at lberthe@lsu.edu or 578-1538.

Attachment

xc: F. King Alexander, President and Chancellor
Stuart Bell, Executive Vice Chancellor and Provost
Dan Layzell, Vice President for Finance & Administration/CFO

Supplement to FASOP: AS-02
LSU Protocol on Personnel Travel to and from Ebola Affected Nations

Issuance Date of this Supplement: October 17, 2014

Restriction Duration: Expires February 27, 2015

Purpose:

To provide guidance on employees and students who have traveled to Ebola-affected countries or who suspect they may have come into contact with the disease.

Regulations:

LSU is joining the worldwide public health and humanitarian effort to stem the expansion of Ebola Hemorrhagic Fever.

LSU campus heads are to restrict employee travel to the all nations listed on the LSU Restricted Nations List (below) for the duration of the epidemic. The University's Permanent Memorandum 13 requires international travel to be approved by the campus head or their designee.

Exceptions to this travel restriction may be granted if the LSU employee's responsibilities include disease transmission mitigation, disease control, national security, public health security, vaccine development, any other activity for which the employee has expertise that can be useful to the nation or world as it relates to Ebola or its variants, or there is an irrevocable contractual requirement. Travel exceptions to this directive should be reported to the President's Office as they are granted.

If travel is authorized, the LSU employee is to take all reasonable and accepted precautions to guard against contracting Ebola or related diseases during their travels.

Prior to return, the employee or supervisor should contact the Louisiana Department of Health and Hospitals (DHH) Office of Epidemiology at 1-800-256-2748. The employee or supervisor is to also contact their campus health officer, if there is one.

The CDC reports that the maximum incubation period for Ebola is 21 days. Upon return, the employee is to remain off campus and away from LSU personnel and facilities for 21 days starting with the day of departure from the affected country. It is highly recommended that the employee remain home and away from others to mitigate exposure to others. The employee's supervisor is required to provide a plan for the employee to work remotely during this period.

The employee should take their temperature at least twice per day during this 21 day period. The employee should contact their physician or other health care provider and ask for instructions if they begin to suffer from the following ailments: fever exceeding 100 degrees Fahrenheit, severe headache, muscle pain, vomiting, diarrhea, abdominal pain, or unexplained hemorrhage. Employees should try to avoid appearing in an emergency room or health facility without providing prior notice to their physician or other healthcare professional.

If an employee reports symptoms, the campus head is to immediately initiate action to mitigate spread of the disease.

Employees and students who are traveling on their personal time should consider the health and welfare of others. We ask that all those personally traveling to the affected countries report their recent trip to their supervisor, departmental sponsor, advisor, or student health director. This travel information should be maintained by the chancellor or equivalent along with traveler's contact information.

LSU Restricted Nations List (and date placed on LSU restriction):

- All nations listed U.S. State Department under an Ebola-related virus warning at any time, AND
- Benin
- Cote d'Ivoire
- Democratic Republic of the Congo
- Ghana
- Guinea
- Guinea-Bissau
- Liberia
- Nigeria
- Senegal
- Sierra Leone
- Togo

Travel Alert: http://travel.state.gov/content/passports/english/alertswarnings/ebola-west-africa.html

CDC Travel Notice: http://wwwnc.cdc.gov/travel/notices

FASOP: AS-02: http://www.fas.lsu.edu/AcctServices/acctpay/