

YOUTH SERVICES POLICY

Title: Ebola Virus Disease Next Annual Review Date: 11/19/2017	Type: A. Administrative Sub Type: 1. General Number: A.1.19
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References: La. R.S. 29:760, et seq.; Executive Order BJ 2014-13; Centers for Disease Control and Prevention (CDC); Fair Labor Standards Act (FLSA); the Family and Medical Leave Act (FMLA) the Health Insurance Portability and Accountability Act (HIPPA) and the Department of Health and Hospitals, Infectious Disease Epidemiology Section (EPI)	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 11/19/2014

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405 and Executive Order BJ 2014-13 "Travel to Areas Impacted by Ebola Virus Disease". Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish a formal policy relative to employees who travel to nations in which the Centers for Disease Control and Prevention (CDC) has issued a travel alert or warning due to the Ebola Virus Disease (EVD).

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, General Counsel, Health Services Director, Regional Directors, Facility Directors, Regional Managers, the Contracted Health Care Provider (CHP), and all YS employees.

Each Unit Head is responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy and with the attached "Office of Juvenile Justice Protocols for Suspected Case of the Ebola Virus Disease".

IV. DEFINITIONS:

Commercial Transportation – A mode of transportation used for public conveyance including, but not limited to, airplane, ship, bus, train, or taxi, etc.

Ebola Virus Disease (EVD) – A rare but deadly virus that causes bleeding inside and outside the body, damaging the immune system and organs, and ultimately causing levels of blood-clotting cells to drop which leads to severe, uncontrollable bleeding.

Places of General Public Congregation – Public places where people gather including, but not limited to, restaurants, grocery stores, gymnasiums, theaters, or places of worship etc.

Unit Head – Deputy Secretary, Facility Directors and Regional Managers.

YS Employees – For the purpose of this policy, includes all YS employees (full time, part-time, classified, unclassified, job appointments or WAEs, contract personnel and interns.

V. POLICY:

Due to the World Health Organization declaring the EVD outbreak as an international public health emergency, it is the Deputy Secretary's policy that YS employees who may have a reason to travel to countries that the CDC has issued a travel alert or warning for the EVD shall be required to adhere to the procedural requirements in accordance with the provisions of this policy.

VII. PROCEDURES:

- A. All YS employees shall report to their supervisor their travel plans to any country in which the CDC has issued a travel alert or warning for the threat of contracting the EVD. (*The list is updated periodically by the CDC. Please check it before and 21 days after international travel at www.cdc.gov/travel/notices.*)

The attached "Travel Notification Form" [see Attachment A.1.19 (a)] shall be completed by the employee and submitted to their immediate supervisor within five (5) business days prior to travel to Ebola-affected countries. The supervisor shall immediately notify the Unit Head and the Health Services Director.

- B. The attached "Travel Notification Form" form shall include the following information:
1. Date and Time of Report;
 2. Reporting Agency Information (OJJ/YS);
 3. Reporting Official Information (Deputy Secretary);
 4. Traveler (OJJ Employee) Information;
 5. Dates of Travel and Countries Visited; and
 6. Signature of Traveler or Reporting Official (if Traveler is not available).

The Health Services Director is responsible for contacting the Department of Health and Hospitals (DHH), Infectious Disease Epidemiology (EPI) Section immediately upon notification via email @ IDEpi@la.gov or via fax

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to (504) 568-8290, and for notifying the Deputy Secretary, Assistant Secretary and Chief of Operations and the appropriate Regional Director.

- C. If travel to an affected destination has already occurred prior to the issuance of this policy (within the past 60 days), the YS employees shall report such travel along with all information noted in B above on the "Travel Notification Form" to his supervisor immediately.

The supervisor shall immediately notify the Unit Head and forward the "Travel Notification Form" to the Health Services Director, who is responsible for forwarding the information to the DHH/EPI Section within 24 hours via email @ IDEPI@la.gov.

The Health Services Director shall also immediately notify the Deputy Secretary, Assistant Secretary, Chief of Operations and the appropriate Regional Director upon receipt of the "Travel Notification Form".

- D. If a YS employee falls ill during international travel or within 21 days of return, the YS employee shall notify his supervisor immediately. The supervisor shall contact the Unit Head and the Health Services Director immediately.
- E. Within 24 hours of return from an Ebola-affected country, the employee shall notify his Supervisor, who shall then notify the Unit Head and the Health Services Director. The Health Services Director is responsible for notifying the DHH/EPI Section.
- E. The Health Services Director is responsible for verification of receipt by the DHH/EPI Section for any of the instances noted above.
- G. Upon return from any such travel, YS employees shall be placed in enforced sick leave for no less than 21 days. If the employee has no sick leave, annual leave shall be utilized for the days absent from work during the 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).

Such leave shall not be used in any decision to approve or deny vacations, k-days or other future requested leave. FMLA may run concurrent with such enforced sick leave.

- G. Further, upon return from any such travel, YS employees shall agree to the following restrictions, advisories and procedures for 21 days after departing an impacted area:
1. No use of any and all commercial or public transportation (including airplane, ship, bus, train, taxi, etc.);

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2. No visit to any places where the public congregates, including but not limited to restaurants, grocery stores, gymnasiums, theaters, schools, places of worship, etc.;
 3. 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 your return trip; and
 4. Daily communication and medical monitoring by public health officials which shall include, but is not limited to, the following:
 - a) Daily monitoring of body temperature and other vital signs, and
 - b) Daily monitoring of symptoms that could be related to contracting Ebola.
- H. After the 21 day period, YS employees may be allowed to return to work only if documentation from a medical doctor has been provided to the Health Services Director showing that the affected staff member is approved to return to work in accordance with policies developed by DHH.

The medical documentation shall be forwarded to the Health Services Director, who shall give final approval via email to the employee's Supervisor and the Unit Head, for the YS employee to safely return to work. The Health Services Director and the Unit Head are responsible for maintaining return to work email approvals.

VII. DISCLAIMER:

Nothing in this policy 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 (HIPPA) or any other applicable federal or state law, rule or regulation.

Previous Regulation/Policy Number: A.1.19

Previous Effective Date: 10/24/2014

Attachments/References:

