



Office of the President

PRESIDENTIAL DIRECTIVE

**Guidelines Regarding Personal Travel by University Employees and Students to
and from Ebola-Affected Nations**

Effective Dates: October 31, 2014

Amended: November 19, 2014

Expiration: Duration of Travel Warnings and Travel Alerts related to Ebola issued by the Centers for Disease Control & Prevention

F. King Alexander, President

A handwritten signature in black ink, reading "F. King Alexander", is positioned below the printed name.

I. PURPOSE

While the University's Permanent Memorandum 13 (PM-13) provides general regulations for travel at University expense, and the Supplement to PM-13, effective October 20, 2014, outlines additional regulations for travel at University expense to Ebola-affected nations, there is a need for additional guidance regarding personal travel of employees and students to such nations, in order to protect the safety of University students, staff, faculty, and Louisiana citizenry while continuing to fulfill the University's mission.

Because the World Health Organization has declared the current Ebola virus outbreak an international public health emergency, and in compliance with Executive Order No. BJ 2014-13, issued October 20, 2014, this Presidential Directive ("Directive") is issued to provide detailed guidelines and regulations applicable to University employees or students who, for personal business, have traveled to, plan to travel to, or may come into contact with those who have traveled to or from nations currently affected by the Ebola virus outbreak.

II. AUTHORITY

Pursuant to Article VII, Section 2, Section 4 and Section 8.B of the Bylaws of the LSU Board of Supervisors, the President and Campus Head are authorized to establish and implement administrative and educational policies reasonably necessary for the safety and protection of public health and deemed to be in the best interest of the University, including taking actions necessary to prevent and control the spread of the Ebola virus.

III. DEFINITIONS

A. Personal Travel: travel which is for personal purposes only and not for University-authorized purposes or paid for at University expense.

B. Known Contact: direct personal contact with a person who either is known to have been in a nation on the Identified Nations Watch List within the past thirty (30) days or who is known to have a potential exposure to the Ebola virus

C. Commercial Transportation: a mode of transportation for public conveyance, including but not limited to airplane, bus, train, taxi, ship, or other public transport

D. Place of General Public Congregation: places where people gather or interact in public, including but not limited to restaurants, grocery stores, gymnasiums, theaters, places of worship, and other similar public gathering places.

E. Identified Nations Watch List: All nations for which an Ebola-related travel warning is listed by the U.S. State Department or the U.S. Centers for Disease Control and Prevention.

IV. GUIDELINES & REGULATIONS FOR STUDENTS

1. The U.S. Centers for Disease Control and Prevention (CDC) reports that the maximum incubation period for the Ebola virus is twenty-one (21) days.

2. Students who plan Personal Travel to or from nations on the Identified Nations Watch List during the effective dates of this directive are required to report details of such planned Personal Travel to their departmental sponsor, advisor, campus student health center, or person designated by the Campus Head, no less than seven (7) days prior to the beginning of the trip.

3. Students who experience a Known Contact are required to report it immediately, by telephone, to their departmental sponsor, advisor, campus student health center, or person designated by the Campus Head.
4. Students who complete such Personal Travel or who experience a Known Contact are prohibited from returning to all University campuses, facilities, and activities during a twenty-one (21) day period from the date of departure from the nation on the Identified Nations Watch List or from the date of the Known Contact.
5. Any student failing to report either completed Personal Travel to a nation on the Identified Nations Watch List or any Known Contact may be subject to suspension or dismissal from the University.
6. Any campus employee who is notified by a student of either planned or completed Personal Travel to or from nations on the Identified Nations Watch List or of a Known Contact shall immediately notify the Campus Head with the details of the Personal Travel or the information regarding the Known Contact.
7. Within 48 hours of notification, the Campus Head or his designee shall, communicate directly with the student regarding the development of an academic plan permitting continued study at a remote location during a twenty-one (21) day period, if necessary, as well as an approval process required for the student's return to the campus to continue his/her academic pursuits.
8. The Campus Head or his designee shall, within forty-eight (48) hours of receiving such notification if prior to student's Personal Travel, and within twenty-four (24) hours of receiving such notification if subsequent to student's Personal Travel or if pertaining to a Known Contact, report this information both to the President and to the Louisiana Department of Health & Hospitals, Infectious Disease Epidemiology Section (DHH-EPI) by phone at 800-256-2748.
9. The University strongly advises, during this twenty-one (21) day period, that the student (i) remain at home, (ii) avoid using Commercial Transportation and (iii) avoid Places of General Public Congregation.
10. The University strongly advises the student, during this twenty-one (21) day period, to monitor and record his/her body temperature at least twice per day. If determined necessary and requested by DHH-EPI, the student shall consent to medical monitoring by public health officials.
11. The University strongly advises the student to contact his/her physician or other health care provider by telephone for further medical care instructions if, during this twenty-one (21) day period, he/she develops symptoms such as fever exceeding 100 degrees Fahrenheit, severe headache, muscle pain, vomiting, diarrhea, abdominal pain, or unexplained hemorrhage.
12. If the student develops such symptoms during this twenty-one (21) day period, he/she shall report such symptoms to his/her departmental sponsor, advisor, campus student health center, or person designated by the Campus Head, who immediately shall notify the Campus Head. The Campus Head immediately shall initiate any additional actions necessary to protect public health on that campus, shall notify DHH-EPI by telephone, and shall notify the President.

13. The University strongly encourages international students, especially those from a nation on the Identified Nations Watch List, to remain in the United States during this current Ebola virus outbreak. Campus Heads should assist those students as appropriate and necessary if they choose to remain at the University between academic terms.

V. GUIDELINES & REGULATIONS FOR UNIVERSITY EMPLOYEES

1. The U.S. Centers for Disease Control and Prevention (CDC) reports that the maximum incubation period for the Ebola virus is twenty-one (21) days.

2. University employees who plan Personal Travel to or from nations on the Identified Nations Watch List during the effective dates of this directive are required to report details of such planned Personal Travel to their supervisor no less than seven (7) days prior to the beginning of the trip.

3. University employees who complete such Personal Travel are prohibited from returning to all University campuses, facilities, and activities, and from all physical contact with other University employees or students, during a twenty-one (21) day period from the date of departure from the nation on the Identified Nations Watch List. The University employee may be required to use sick leave, annual leave or leave without pay during this twenty-one (21) day period following completed Personal Travel, depending upon particular circumstances and a return-to-work plan, as determined by the Campus Head.

4. University employees who experience a Known Contact are required to report it immediately to their supervisor.

5. University employees who experience a Known Contact may be prohibited from returning to all University campuses, facilities, and activities, and from all physical contact with other University employees or students, for a certain period of time from the date of the Known Contact, and may be required to use sick leave, annual leave or leave without pay, based upon an individual risk assessment as determined by the President and the respective Campus Head.

6. A supervisor who is notified by a University employee of either planned Personal Travel to or from nations on the Identified Nations Watch List or of any Known Contact shall immediately notify the Campus Head with all appropriate details and contact information.

7. Within 48 hours of notification, the Campus Head or his designee shall communicate directly with the University employee to advise him/her regarding ability to return to work or development of a plan to conduct University business from a remote location during the twenty-one (21) day period, if appropriate to that employee's job duties.

8. The Campus Head or his designee shall, within forty-eight (48) hours of receiving such notification if prior to University employee's Personal Travel, and within twenty-four (24) hours of receiving such

notification if subsequent to such Personal Travel or if pertaining to a Known Contact, report this information both to the President and to the Louisiana Department of Health & Hospitals, Infectious Disease Epidemiology Section (DHH-EPI) by phone at 800-256-2748.

9. The University strongly advises, during this twenty-one (21) day period, that the University employee (i) remain at home, (ii) avoid using Commercial Transportation and (iii) avoid Places of General Public Congregation.

10. The University strongly advises the University employee, during this twenty-one (21) day period, to monitor and record his/her body temperature at least twice per day. If determined necessary and requested by DHH-EPI, the University employee shall consent to medical monitoring by public health officials.

11. The University strongly advises the University employee to contact his/her physician or other health care provider by telephone for further medical care instructions if, during this twenty-one (21) day period, he/she develops symptoms such as fever exceeding 100 degrees Fahrenheit, severe headache, muscle pain, vomiting, diarrhea, abdominal pain, or unexplained hemorrhage.

12. If the University employee develops such symptoms during this twenty-one (21) day period, he/she shall report such symptoms to his/her supervisor, who immediately shall notify the Campus Head. The Campus Head immediately shall initiate any additional actions necessary to protect public health on that campus, shall notify DHH-EPI by telephone, and shall notify the President.

13. Any University employees failing to report to his/her supervisor either Personal Travel to a nation on the Identified Nations Watch List or any Known Contact may be subject to disciplinary personnel action, as determined by the Campus Head.

14. In the interest of public health and public safety, Campus Heads also may set conditions of contact between the University employee and other University employees. Those other University employees may also be subject to disciplinary personnel action if such conditions of contact are violated, as determined by the Campus Head.

VI. IMPLEMENTATION OF DIRECTIVE

1. Campus Heads shall immediately designate a single person or office to maintain all pertinent records, travel information, contact information and other necessary information related to any Personal Travel or Known Contact reported by either students or employees on that campus.

2. Campus Heads shall prepare an appropriate campus decontamination procedure within thirty (30) days of the issuance of this Directive.

3. Campus Heads shall develop a plan to address any potential adverse financial impacts on students which may arise as a result of this Directive. Appropriate consideration may be given to tuition refunds, credits or other actions if a student's academic pursuits are significantly curtailed or suspended as a result of compliance with this Directive.

4. Campus Heads shall immediately distribute this Directive electronically to students from the nations on the Identified Nations Watch List, to University employees, and to any others they deem appropriate to protect public health. Campus Heads shall also notify all students of the directive through means they deem appropriate.

5. Campus Heads shall ensure that a copy of this Directive is transmitted to any University employee or student who reports planned Personal Travel to a nation on the Identified Nations Watch or reports a Known Contact List. .

VII. REFERENCE DOCUMENTS AND INFORMATION

- U.S. State Department Travel Alert: <http://travel.state.gov/content/passports/english/alertswarnings/ebola-west-africa.html>
- Centers for Disease Control Travel Notices: <http://wwwnc.cdc.gov/travel/notices>
- Permanent Memorandum 13: http://www.lsusystem.edu/wp-content/uploads/2011/09/Revised_PM13_TravelRegulations20140701.pdf
- Permanent Memorandum 13 Supplement on Travel at University Expense to Ebola-Affected Nations: <http://www.lsusystem.edu/wp-content/uploads/2011/09/PM-13-Supplement-on-Ebola.pdf>
- Governor Jindal's Executive Order 2014-13, <http://www.gov.state.la.us/assets/docs/BJ%202014%20-%2013%20Travel%20to%20Areas%20Impacted%20by%20Ebola%20Virus%20Disease.pdf>