

Travel to Areas with Travel Health Notices

Applicability:

This policy applies to all SSD employees.

Philosophy:

All SSD employees serve students, whether directly or indirectly, and all SSD employees work at sites where students not only attend school programs, but also live. SSD's highest priority is to educate students in a safe environment, and all employees are responsible for taking all reasonable steps to ensure a safe environment for all students, employees, and visitors.

Policy:

An SSD employee who travels to an area for which a travel health notice has been issued by the Centers for Disease Control (CDC) and becomes ill during the trip or within the incubation or monitoring period identified by the CDC agrees to stay away from work until cleared to return to work by a doctor.

- Employees may find the CDC's updated list of travel health notices at <http://wwwnc.cdc.gov/travel/notices>.

Travel to Countries Identified as Having a Threat of Contracting the Ebola Virus Disease:

All SSD employees are required to report travel to countries identified by the CDC as having a threat of contracting the Ebola Virus Disease, in accordance with Executive Order BJ 14-13.

- The employee must report:
 - To the Department of Health and Hospitals, Infectious Disease Epidemiology Section (EPI) at any time at (800) 256-2748, or during business hours at (504) 568-8313.
 - To the employee's School or Division Director or Regional Coordinator, who will report to the SSD Superintendent. School or Division Directors, Regional Coordinators, and SSP Central Office staff must report directly to the SSD Superintendent.
 - The SSD Superintendent or designee will also report the employee's travel to EPI.
- The report must be made within forty-eight hours of learning of the travel, if the information is known before the travel begins, or within twenty-four hours of learning of the travel, if the information was not known before the travel began.
- Employees may find the CDC's updated list of impacted areas at <http://wwwnc.cdc.gov/travel/notices>.

- Employees must check this list regularly for twenty-one days after international travel, or for a longer incubation or monitoring period determined by CDC or EPI, and must report the travel if the place the employee visited is added to the list.

All SSD employees who travel to a country identified by the CDC as having a threat of contracting the Ebola Virus Disease agree to the following:

- Not to return to work for twenty-one days after departing the affected country or for a longer incubation or monitoring period determined by CDC or EPI, and for any period of illness that begins during travel or the incubation or monitoring period. An employee who becomes sick during the incubation or monitoring period may not return to work until cleared by a doctor.
 - The employee shall use sick leave during this period. If the employee has no sick leave available, the employee will be allowed to use compensatory or annual leave. If the employee has no paid leave available, the employee will be placed on leave without pay.
- To be monitored by public health officials, as determined appropriate by those public health officials.
- To abide by the CDC's or EPI's most updated restrictions and advisories related to use of commercial transportation and visiting places where the general public congregates.