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SUPPLEMENT TO FASOP: AS-02 “UNIVERSITY TRAVEL REGULATIONS”

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**Travel at University Expense to and from Ebola-Affected Nations**

**Issuance Date:** October 20, 2014  
**Amended:** November 19, 2014  
**Expiration:** Duration of Travel Warnings and Travel Alerts related to Ebola issued by the Centers for Disease Control & Prevention

**I. PURPOSE:**

Finance and Administrative Services Operating Procedure (FASOP: AS-02) provides general regulations for travel at University expense. 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 Supplement to FASOP: AS-02 (“Supplement”) is issued to provide detailed regulations for travel at University expense by any employees or student employees who plan to travel to areas affected by the Ebola virus outbreak.

**II. DEFINITIONS**

- A. Traveler: any University Officer, University Employee, student employee or other University-authorized person, when performing University-authorized travel at University expense
- B. Commercial Transportation: a mode of transportation for public conveyance, including but not limited to airplane, bus, train, taxi, ship, or other public transport
- C. 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 places.
- D. 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.

**III. Regulations & Procedures Prior to Travel at University Expense**

1. FASOP: AS-02, Section VIII, requires International Travel at University expense to be approved in writing by the Campus Head or a single designee prior to departure. In addition to these regulations, and in light of the current Ebola-related public health emergency, this Supplement **further** requires that Campus Heads shall prohibit Travelers from visiting nations on the Identified Nations Watch List, for the duration of this Supplement, unless otherwise approved in advance as provided herein.

2. Written approval of exceptions to the travel prohibition in Section 1 above may be granted by a Campus Head, upon written request, if the Traveler's professional expertise or responsibilities include disease transmission mitigation, disease control, national security, public health security, vaccine development, or any other activity for which the Traveler has critical expertise related to Ebola or its variants, or if there exists an irrevocable contractual requirement binding the University to certain obligations.
3. The Campus Head shall provide a copy of this Supplement to any Traveler who is approved, pursuant to this Supplement, for travel at University expense to a nation on the Identified Nations Watch List, and the Traveler shall be required to acknowledge receipt thereof in writing, prior to departure.
4. The Campus Head shall instruct the Traveler, at the time of approval of the travel at University expense to a nation on the Identified Nations Watch List, to take all reasonable and accepted precautions to guard against contracting Ebola during the approved travel.
5. The Campus Head shall report to the President all appropriate details of any such travel exceptions granted pursuant to this Supplement, including the name of the Traveler and the complete itinerary for approved travel at University expense to a nation on the Identified Nations Watch List, within twenty-four (24) hours of granting written approval of the travel.
6. The Campus Head shall report to the Louisiana Department of Health & Hospitals, Infectious Disease Epidemiology Section (DHH-EPI), by email at [idepi@la.gov](mailto:idepi@la.gov), the name of the Traveler and the complete itinerary for approved travel at University expense to a nation on the Identified Nations Watch List, within forty-eight (48) hours of granting written approval of the travel.

#### **IV. Regulations & Procedures Upon Traveler's Return from Travel at University Expense**

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. When the Traveler returns from the approved travel to a nation on the Identified Nations Watch List, the Traveler shall remain away from all University campuses, facilities, activities, and personnel for a twenty-one (21) day period, starting with the day of departure from the nation.
3. The supervisor of the Traveler shall provide a plan for the Traveler to work remotely from home during this twenty-one (21) day period. This plan shall be provided in writing to the Traveler prior to departure, and a copy shall be sent by the supervisor to the Campus Head and the Campus Human Resources Officer.
4. The Traveler shall, during this twenty-one (21) day period, maintain regular email or telephone communication with his/her supervisor.
5. The University strongly advises, during this twenty-one (21) day period, that the Traveler (i) remain at home, (ii) avoid using Commercial Transportation and (iii) avoid Places of General Public Congregation.
6. The University strongly advises the Traveler, 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 Traveler shall consent to medical monitoring by public health officials.
7. The University strongly advises the Traveler 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.
8. If the Traveler 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 at 800-256-2748, and shall notify the President.

#### **V. 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](http://www.lsusystem.edu/wp-content/uploads/2011/09/Revised_PM13_TravelRegulations20140701.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>