

# Examples of Ebola Policies & Procedures that Some Companies Have Developed

Several AAOHN members agreed to share the Ebola policies, procedures and communications that they have put in place over the past few months. Some of these may be helpful as you review, revise or develop your employer's protocols to control and reduce the risk of contamination within your organization.

Note: *The examples presented here are samples of what other occupational and environmental health nurses and their employers have done. They are not intended to provide specific medical, healthcare or legal advice. Information and recommendations about how to deal with this virus and how to protect workers and the public rapidly changes and this information may as rapidly become inconsistent with immediate and current recommended practice. Readers should consult with the [Centers for Disease Control & Prevention](#) *The Premier Resource for Ebola prevention and control recommendations* and develop policies and procedures for your employer and its employees that are appropriate for the circumstance.*

## Example #5

### Employee Communication, including Travel Restrictions

#### Helping to Ensure Your Safety

Interoffice Memorandum-For Internal Use Only

To: All XYZ Company Employees      Date: XXXXX

From: XXX, VP, Human Resources and XXX, VP, Environment, Health and Safety

Since March 2014, West Africa has experienced the largest and most complex Ebola outbreak in history. The situation is changing rapidly and global health organizations are preparing for the potential spread of this severe disease to other countries, as evidenced by the recent cases in the U.S. and Spain. The health and safety of our employees is a top priority and a core value for XYZ Company. To help ensure your safety, we are taking the following precautions:

#### Restrictions on Business Travel

Business travel to Guinea, Liberia, Sierra Leone and Nigeria is prohibited. If you have travel questions, contact XYZ Company, VP, Corporate Services and Administration.

#### Personal Travel Guidance

If you plan to visit one of these areas for personal reasons, please contact your healthcare provider and your regional XXX Occupational Health (OH) professional (names listed in the Q&A) regarding the risks of this travel as well as precautions you may be able to take.

Once you return from your personal trip, notify your manager as well as your regional OH professional, who will conduct a confidential phone screening to determine the probability of contact with Ebola-infected individuals. If you are considered "at risk," you will be required to remain away from work for a period of time determined by your last potential exposure.

*[An example is that one employee has been restricted. He was married in Guinea and had a reception with 400 attendees. He stayed at home on administrative leave for 21 days. Another example is that an employee that will be going on a medical mission and will be screened and restricted when he returns].*

#### General Guidance for Employees

During this global health event and considering that we are entering flu season, all employees are encouraged to exercise self-protective infection control practices. Protect yourself by avoiding individuals with infectious disease symptoms. Routine seasonal flu vaccination is recommended, and frequent hand washing remains an important personal defense.

Additional information about Ebola is available from the [U.S. Centers for Disease Control and Prevention](#) and the [World Health Organization](#). We will provide additional updates on the outbreak as the situation evolves and/or our travel guidance to employees change.

We have prepared answers to some questions you may have about the steps we are taking to ensure the health and safety of all XYZ Company employees. Click for some Frequently Asked Questions (see below).

### **Employee Communication cont. Frequently Asked Questions & Answers XYZ Company Actions on the Ebola Epidemic**

#### **1. Who are the XYZ regional Occupational Health (OH) contacts?**

The following XYZ regional Occupational Health professionals have been identified to perform telephonic screening for Ebola (see Sample Ebola Telephone Screening Guideline). Please reach out to the following regional representatives:

4. **If I need to visit a hospital or clinic as part of my job, what should I do differently?**

*[Applicable for salesforce who call on hospitals.]*

Employees should always follow infection control protocols in place at their customer hospitals and healthcare institutions and observe standard infection control practices. Field personnel are

Employee Number:

Interviewed by:

Date of interview:

Dates of travel:

Countries visited:

Purpose of trip:

- 
1. Did you have contact with a sick person or anyone with symptoms (fever, chills, nausea, bleeding, vomiting, headache, etc.) during your trip to the [Ebola-affected country](#) or during your return?
  2. Did you go into any health care facility or clinic during your trip?
  3. Do you have an elevated temperature (subjective or  $\geq 101.5^{\circ}\text{F}$  or  $38.6^{\circ}\text{C}$ )?  
Temperature reported by employee:
  4. Do you have any of the following symptoms?  
(**headache, weakness, muscle pain, vomiting, diarrhea, abdominal pain or hemorrhage**)

advise the employee to stay at home for 21 days from the day they left the Ebola-infected country. Advise the employee to take their temperature twice daily and notify health authorities immediately if it is elevated.

advise the employee to see their healthcare provider as soon as possible.

Healthcare personnel in facilities with confirmed or probable EVD patients who have been in the care area for a prolonged period of time while not wearing recommended PPE

\*= Ebola Virus Disease