



Infectious Disease Preparedness Protocol Healthcare Worker Travel Screening

Overview

WellStar Health System is committed to the safety of our team members, patients and community. The Centers for Disease Control and Prevention (CDC) has issued a travel notice for Ebola Virus Disease (EVD) affected areas, which means travelers should avoid non-essential travel to affected regions. Details on the affected regions may be found on the WellStar Infection Control Plan link on eSource.

WellStar team members, volunteers, contractors, independent healthcare providers and students must be diligent to support infection prevention from all aspects of care delivery.

In support of the CDC and public health efforts to prevent the spread of Ebola Virus Disease (EVD) and for the protection of our patients, team members and community, WellStar Health System is:

- 1) Strongly discouraging team members, contractors, volunteers, independent healthcare providers and students from traveling to EVD affected regions;
- 2) Introducing the EVD screening program for team members, volunteers, students, and independent healthcare providers;
- 3) Requiring any team member, contractor, volunteer, independent healthcare provider, or student who chooses to travel, or resides with anyone who has traveled to an EVD affected region as defined by the CDC Outbreak Distribution Map to notify Employee Health for screening and to obtain a return to work clearance upon return.

Employee Notification

Any team member, contractor, volunteer, independent healthcare provider, or student who meets any of the criteria in a scenario listed below should contact the **Employee Travel Reporting Line at 470-644-7080** and is required to follow the procedures outlined for each scenario.

1. Planning to Travel Outside the United States
 - a. Advise your department manager
 - b. Call the Employee Travel Reporting Line (470-644-7080)
 - c. Obtain information on steps to take when returning to the United States from Employee Health
 - d. Do not return to work until cleared through Employee Health

2. Returning from Travel Outside the United States
 - a. Call the Employee Travel Reporting Line (470-644-7080) before reporting to work
 - b. Participate in the telephone screening process
 - c. Adhere to any precautions advised by Employee Health
 - d. Do not return to work until cleared through Employee Health

3. Living with a person who has traveled to an EVD affected Region or come in contact with the body fluids of a person who is suspected or known to have the Ebola Virus Disease
 - a. Call the Employee Travel Reporting Line immediately at 470-644-7080
 - b. Participate in the telephone screening process
 - c. Adhere to any precautions advised by Employee Health
 - d. Do not return to work until cleared through Employee Health

Screening

Any System team member, volunteer, contractor, independent healthcare provider or student who meets the criteria above will participate in a telephone screening. The telephone screening will include questions regarding exposure, potential exposure, symptoms and other risk factors.

The following guidelines will be used in determining the next step in the process

| Team Member Risk Factors | Employee Health Action | Team Member Action |
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| <ul style="list-style-type: none"> • Traveled outside US • Does not have symptoms • No exposure risk factors (Living with a person who has traveled to an EVD affected region or come in contact with the body fluids of a person who is suspected or known to have the EVD) | <ol style="list-style-type: none"> 1. Conduct Phone Screening 2. Schedule Return to Work Appointment 3. Determine Clearance Status 4. Provide EVD Symptom Tracking Log with instructions to report to care provider if symptoms develop 5. Clear to work/volunteer | <ol style="list-style-type: none"> 1. Call the Employee Travel Reporting Line at 470-644-7080 2. Provide thorough responses 3. Schedule return to work appointment 4. Complete twice daily symptom review 5. Report symptom changes immediately and do not return to work if changes exist |
| <ul style="list-style-type: none"> • Traveled outside the US • Does not have symptoms • Has exposure risk factors (Living with a person who has traveled to an EVD affected region or come in contact with the body fluids of a person who is suspected or known to have the EVD) | <ol style="list-style-type: none"> 1. Conduct Phone Screening 2. Confirm work restriction status 3. Provide EVD Symptom Tracking Log with instructions to report to care provider if symptoms develop 4. Notify Human Resources to supply leave request form 5. Reassess after 21 days | <ol style="list-style-type: none"> 1. Call the Employee Travel Reporting Line at 470-644-7080 2. Provide thorough responses 3. Complete twice daily symptom review 4. Report changes immediately 5. Do not return to work for 21 days 6. Employee will complete leave request and be placed on personal leave and must use PTO, if accrued. If PTO is not accrued, employee will take unpaid personal leave. 7. Contact Employee Health Travel Reporting Line at 470-644-7080 for reassessment after 21 days 8. Obtain release prior to returning to |

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| <ul style="list-style-type: none"> • Traveled outside the US • Has symptoms • With/Without Exposure risk factors • (Living with a person who has traveled to an EVD affected region or come in contact with the body fluids of a person who is suspected or known to have the EVD) | <ol style="list-style-type: none"> 1. Conduct Phone Screening 2. Confirm work restriction status 3. Advise team member that we will contact them with next steps and more specific information. 4. Notify Human Resources to supply leave request form | <p style="text-align: center;">work/volunteer</p> <ol style="list-style-type: none"> 1. Call the Employee Travel Reporting Line at 470-644-7080 2. Provide thorough responses 3. Follow care instructions and screening protocol 4. Employee may be eligible for FMLA or WellStar leave based on existing policy or criteria. If employee does not qualify, employee should request a personal leave. 5. Contact Employee Health Travel Reporting Line at 470-644-7080 after release from medical provider |
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References and Associated Policies

- 1) Centers for Disease Control and Prevention. (October 6, 2014). Ebola Virus Disease: Information for Healthcare Workers. Retrieved from <http://www.cdc.gov/vhf/ebola/hcp/index.html>.
- 2) Centers for Disease Control and Prevention. (Aug. 5, 2014). Infection Prevention and Control Recommendations for Hospitalized Patients with Known or Suspected Ebola Hemorrhagic Fever in U.S. Hospitals. Ebola Homepage: Information for healthcare workers. Retrieved from <Http://www.cdc.gov/vhf/ebola/hcp/infection-prevention-and-control-recommendations.html>
- 3) Centers for Disease Control. (October 6, 2014). 2014 Ebola Outbreak in West Africa – Outbreak Distribution Map. Retrieved from <http://www.cdc.gov/vhf/ebola/outbreaks/2014-west-africa/distribution-map.html>
- 4) WellStar Health System, Human Resources Policy 4016 Leave of Absence
- 5) WellStar Health System, Human Resources Policy 4014 Family Medical Leave of Absence
- 6) WellStar Health System, Human Resources Policy 4010 Paid Time Off (PTO)