

**OLIVE VIEW-UCLA MEDICAL CENTER
EMPLOYEE HEALTH SERVICES
POLICY & PROCEDURE**

**NUMBER: 7842
VERSION: 1**

SUBJECT/TITLE: **HEALTH CLEARANCE FOR WORKFORCE MEMBERS RETURNING FROM EBOLA-EPIDEMIC COUNTRIES**

POLICY: All Olive View-UCLA Medical Center workforce members who intend to travel to travel to an Ebola area (e.g., countries in West Africa with known Ebola cases) are to notify Employee Health Services (EHS) prior to their departure. The workforce member will be given a temperature log to use for 21 days after leaving an Ebola area.

Prior to returning to work, the workforce member is to report to EHS for surveillance and health clearance.

PURPOSE: To establish a process to screen and provide medical clearance for workforce members who may travel to areas with known Ebola cases and may have been exposed to Ebola.

DEPARTMENTS: All

DEFINITIONS: **Ebola area** – An area that has known Ebola cases, such as the West African countries of Guinea, Liberia, Sierra Leone.

Fever – For purposes of this policy, fever equals a temperature of greater than 38.0 Celsius (100.4 Farenheit).

PROCEDURE: Workforce members who notify Employee Health Services (EHS) of their intent to travel to an Ebola area will be given a temperature log to use for 21 days after leaving the Ebola area.

Prior to returning to work, they will report to EHS for clearance. They will have a mask placed on before they complete the attached Ebola Screening Self-Monitoring questionnaire.

The questionnaire and resulting actions will be:

1. Workforce members with a fever plus any of the symptoms listed below will be sent to the Emergency Department (ED) for immediate screening

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and treatment.

- a. Diarrhea
- b. Headache
- c. Myalgias
- d. Nausea
- e. Rash
- f. Unexplained bleeding
- g. Vomiting

EHS staff will notify the ED prior to sending over the employee, to allow the ED time to prepare an isolation room. The workforce member may not return to work until cleared by EHS.

2. Workforce members with fever but without additional symptoms should remain away from work until fever resolves. If the workforce member develops any of the symptoms listed above while away from work, s/he should report immediately to their health care provider. If the workforce member develops these symptoms at work, s/he should report to EHS, or to the ED when EHS is closed.

The individual will not be permitted to return to work until medically cleared by EHS.

3. Workforce members without fever or additional symptoms may remove their mask removed and will be cleared for work. EHS will notify the individual's supervisor of the clearance. The workforce member should keep a temperature log and return it to EHS after 21 days of no fever. At the end of the 21-day surveillance period, EHS will document the medical clearance in the workforce member's health record and will notify the individual's supervisor.

If the workforce member develops a fever away from work, s/he should report to their health care provider and notify EHS before returning to work.

If the individual develops a fever at work, it should be reported immediately to EHS. EHS will notify the ED and will send the individual to the ED for screening and treatment.

The individual will not be permitted to return to work until medically cleared by EHS.

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References:	
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