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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2014-020

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, SPHR, IPMA-CP *RND*
Human Resources Director

SUBJECT: PPM #45 – Ebola Virus Disease

DATE: October 24, 2014

Effective October 24, 2014, PPM #45 – Ebola Virus Disease Policy, has been issued, in accordance with Executive Order BJ 14-13. In summary, the new policy requires the following:

1. The Human Resources Director shall be notified if any OLG/DCRT employee, or anyone with whom he/she resides, intends to travel (whether business or personal) to a country affected by the Ebola Virus Disease;
2. The Human Resources Director shall be notified if any OLG/DCRT employee, or anyone with whom he/she resides, develops symptoms associated with the Ebola Virus Disease while traveling internationally or within twenty-one (21) days of such international travel;
3. An OLG/DCRT employee shall not return to work for twenty-one (21) days after he/she, or anyone with whom he/she resides, departs from an affected country.

Please refer to the policy for further information. In order to minimize exposure to and the spread of this disease, full cooperation and compliance by all OLG/DCRT employees are expected and required.

The policy may be accessed on OLG/DCRT's intranet (Channel Z), which is located at <http://www.crt.state.la.us/HR/Policies.aspx>. The policy is also attached for your convenience.

Supervisors, please make this information available to your employees who may not have email access.

Should you have any questions regarding the above policies, please contact the Human Resources Division at (225) 342-0880.

RND:bc
Attachment

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