November 24, 2014

To GW Students, Faculty and Staff:

As the holidays approach, we recognize that you may be making travel plans. To help keep our community safe and healthy, the university is issuing a new protocol for travel to and from Ebola-affected countries, which are those countries designated for enhanced screening and monitoring by the Centers for Disease Control and Prevention (CDC) and the Department of Homeland Security (DHS). The most up-to-date information on countries affected by Ebola is available through DHS.

Individuals who travel to Ebola-affected countries or who have contact with a person known to have Ebola may be at risk for exposure. Ebola is a serious, often fatal disease. It is spread through direct contact with individuals who are infected with Ebola and showing symptoms of the disease.

At this time, the university prohibits all business- and education-related travel for students, faculty and staff to Ebola-affected countries identified by the CDC and DHS, which are currently Guinea, Liberia, Mali and Sierra Leone.

In addition, there are two situations in which you are required to contact the university’s Office of Emergency Management at 202-994-GWEM (4936):

- If you travel to an Ebola-affected country; or
- If you are in contact with a person known to have Ebola.

Prior to traveling to an Ebola-affected country, you must inform Office of Emergency Management staff of your travel plans, including your verifiable scheduled dates of departure and return and the specific locations that you will visit. When you return to the United States and before you return to campus, you must contact the Office of Emergency Management again. If you have been in contact with a person known to have Ebola, you are also required to contact the Office of Emergency Management.

In either situation, you may be required to take certain additional actions, based on current CDC and other applicable guidelines. In such cases, the university will work with you to make appropriate arrangements for work responsibilities, classes and coursework, as applicable to your university role.

If you are a faculty or staff member, and you are required to take additional action that includes staying away from the university, you will be paid your regular compensation during the time you are required to stay out, as long as you meet the following conditions:
(1) You have complied and continue to comply with this protocol; and
(2) You are available to telecommute if requested to do so by the university.

Students, faculty and staff from the School of Medicine and Health Sciences and the Milken Institute School of Public Health should follow policies specific to their schools to the extent they are inconsistent with this university policy.

Additional information on this travel protocol is available online at http://www.gwu.edu/university-protocol-ebola.

We appreciate your cooperation as we work together to keep our community safe and healthy.

Steven Lerman
Provost and Executive Vice President for Academic Affairs

Louis H. Katz
Executive Vice President and Treasurer