

Draft Ebola Information Request to **Behavioral Health Employers**

[DATE]

To: [CEO Name
Title
Behavioral Health System/Facility Name
Behavioral Health System/Facility Address]

CC: [HR Director]

Re: Ebola Policies and Procedures Information Request

Dear [Mr./Ms. CEO Last Name]:

Your facility's preparedness plan for Ebola is of concern to us. While we understand that your facility is not likely to be involved in treating a patient for Ebola infection, there is a possibility for your facility to encounter a patient infected with Ebola. To ensure timely identification and treatment for cases, as well as protection of healthcare workers, we are requesting the following information:

1. The facility-specific screening, referral and occupational health plan for Ebola, which should incorporate components of the current Centers for Disease Control and Prevention (CDC) guidance for Ebola found at <http://www.cdc.gov/vhf/ebola/hcp/infection-prevention-and-control-recommendations.html>. Please include information regarding the following:
 - a. Training and/or simulation procedures
 - b. Screening procedures
 - c. Referral procedures
 - d. Any protective and safety equipment provided to healthcare workers.
2. A copy of the facility's policy on pay and benefit protection for all workers placed on precautionary removal from their normal work because of possible Ebola exposure.
3. A copy of the facility's policy on voluntary assignment to care for potential/confirmed Ebola patients.

Given the emergent nature of Ebola transmission in the United States, we recognize that this list is probably not complete. If you are aware of any other documents or information that would help us address our members' Ebola preparedness concerns, please forward that information to us as well. We look forward to collaboration with you on this issue – our members' experience and involvement can help ensure that plans are as effective as possible in both providing care for patients and protecting the health and safety of healthcare workers.

As you know, we are entitled to the above information under the Occupational Safety and Health Act and the National Labor Relations Act. We request a response as soon as possible and within 5 days. If you are not willing to make any portion of the requested information available, please advise as soon as possible and provide a specific reason for your decision.

Please forward all documents to me at 15 S. Grady Way, Suite 200, Renton, WA 98057; 425-917-9707 (fax); or chrisb@seiul199nw.org.