

Draft Ebola Information Request to Medical Employers

[DATE]

To: [CEO Name
Title
Hospital System/Facility Name
Hospital System/Facility Address]

CC: [HR Director]

Re: Ebola Policies and Procedures Information Request

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

Your preparedness plan for Ebola is a major concern of our members at [Hospital/Facility Name]. In order to represent our members on matters of health and safety, we request the following information:

1. The **facility-specific** infection control and occupational health plan for Ebola, which should incorporate, at a minimum, 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 simulation procedures
 - b. Screening procedures
 - c. Isolation procedures
 - d. Current Respiratory Protection Plan and aerosol-generating procedures list, as well as their incorporation into the facility's Ebola preparedness plan – the CDC's current Ebola guidance recommends the use of respiratory protection during all aerosol-generating procedures performed on a suspected or known patient
 - e. Protective and safety equipment provided to healthcare workers, including the use of safe needles and sharps, in compliance with the Occupational Health and Safety Administration Bloodborne Pathogen standard
 - f. Plan for adequate staffing for nurses and all staff required to be involved in patient care and cleaning and disinfecting the environment.
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.