



DIOCESE OF ST. PETERSBURG

## MEMORANDUM

Date: October 16, 2014

To: All Pastors, Business Managers, School Principals, and Payroll Administrators

From: Rev. Msgr. Robert F. Morris, Vicar General  
Dr. Alberto Vázquez Matos, Superintendent of Schools  
Joseph D. Loeber, Executive Director, Human Resources

Re: Protocol for Individuals Traveling to West Africa

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*WV*  
*JJ*

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Due to the fact that some individuals in the Diocese may travel to areas affected by the Ebola virus we have contacted the Florida Department of Health and, with their assistance, we are implementing the following protocol which is to be followed until further notice:

- Prior to travel, notify your manager, principal, or Pastor of the effective dates of travel and when you will return
- The Diocese can determine, in consultation with the Department of Health, the appropriate time to return to your role. Therefore, in some cases individuals will be required to stay home for a period of time.
- Upon return to the United States you will be required to contact the Florida Department of Health at 813-307-8010 for a quick prescreening. This must be completed before you can return to your role. Based on the results of the screening, the following may occur:
  - If the Department of Health determines that there is no need to take any precautions, they can provide you with a letter to verify that which will be required for your return. They recommend that you monitor yourself for fever or other symptoms using their monitoring schedule (attached).
  - If the Department of Health determines that there is a chance that you may have been exposed, but you are exhibiting no symptoms, you will not be allowed to return until you have completed their monitoring schedule (attached).
  - If Department of Health determines that you are exhibiting symptoms that may be related to the Ebola virus they will give you instructions on how to proceed.

This protocol should apply to anyone in the Diocese including employees, volunteers, contractors, vendors, students or their family members.

Thank you for your attention to this important matter.