

A green curved line representing a hill, with five blue silhouettes of people walking or standing on it, increasing in size from left to right.

# Indiana Department of Education

**Glenda Ritz, NBCT**

Indiana Superintendent of Public Instruction

## MEMORANDUM

**TO:** School Administrators and School Nurses

**FROM:** Jolene Bracale, Program Coordinator for School Health Services

**DATE:** October 20, 2014

**SUBJECT:** Information Regarding the Ebola Virus

The Indiana Department of Education is working with the Indiana State Department of Health to develop guidance documents for schools regarding the Ebola virus. These documents will be posted on the IDOE Health webpage as soon as possible. As this is an evolving situation, please refer to the CDC website at <http://www.cdc.gov/vhf/ebola/index.html> for the most current information.

In the meantime, below are a few suggestions that schools can do to prepare:

1. Monitor the illness and absence rate of your student and staff population
2. If a student or staff member presents with a fever and other symptoms such as fatigue, vomiting or diarrhea, contact the parent or ask the staff member to determine if the person has traveled or been in close contact with a traveler in the past three weeks
3. Ask the person the name of the country, the city, and the dates of the recent travel
4. If the person has traveled to or been in contact with a traveler from the African countries of Guinea, Sierra Leone, or Liberia, please immediately contact your local health department or the Indiana State Department of Health for guidance
5. This is a good time to remind school staff and students about good health practices such as covering your cough, frequent hand washing, staying home if you are ill, and getting a flu shot