



From: LDH Records Center <ldh@govqa.us>
Date: Tuesday, July 21, 2020 at 1:22 PM
To: AO Records <records@americanoversight.org>
Subject: [Records Center] Public Records Request :: P000941-050820

EXTERNAL SENDER

--- Please respond above this line ---



John Bel Edwards
GOVERNOR

Statu
Louisiana
Bur

July 21, 2020

Austin Evers
1030 15th Street NW Suite B255
Washington DC 20005



RE: Public Records Request of May 08, 2020, Reference # P000941-050820.

7/22/2020

Dear Austin Evers,

The Louisiana Department of Health received a records request from you on May 08, 2020. Your request mentioned:

“Please see attached (LA-DOH-20-1206). The attached also contains the justification for our fee waiver request.”

The Department has reviewed its files and has located responsive records to your request.

Please log in to the LDH Records Center at the following link to retrieve the appropriate responsive documents.

[Public Records Request - P000941-050820](#)

If you have any questions, or wish to discuss this further, please contact me.

Sincerely,

Michael Coleman

Louisiana Department of Health

To monitor the progress or update this request please log into the [Records Center](#)



From: Tonya Joiner
Sent: Mon, 9 Mar 2020 00:22:53 +0000
To: Adam Eitmann
Subject: Accepted: Committee meeting prep COVID-19 preparedness and response

From: Lauren Gleason (LDH)
Sent: Tue, 10 Mar 2020 15:09:59 +0000
To: Adam Eitmann
Subject: call re: coronavirus financing

Can you chat with us at some point today? I saw you cancelled our meeting...

Need to chat about the money piece to prep for those questions tomorrow.

Lauren Gilder Gleason, MPA

Director of Legislative & Governmental Relations

628 N. Fourth Street

Baton Rouge, LA 70802

225.342.5274 (office)

225.964.1789 (cell)



From: Adam Eitmann
Sent: Mon, 9 Mar 2020 20:02:05 -0500
To: Casey Tingle;Shauna Sanford;Alexander Billioux;Tina Vanichchagorn;Aly Neel;Lauren Gleason (LDH);Mark Cooper;Tonya Joiner;Gov-conference Rm 4;Stephen Russo;Chancely Courson;Christina Stephens;Matthew Block;James Waskom;Jimmy Guidry (LDH);Michelle Miley
Subject: Canceled: Committee meeting prep COVID-19 preparedness and response

Walk through/discussion of committee meetings taking place Wed March 11th regarding Coronavirus preparedness and response.

From: Adam Eitmann
Sent: Sun, 8 Mar 2020 18:51:36 +0000
To: Adam Eitmann;Casey Tingle;Shauna Sanford;Alexander Billioux;Tina Vanichchagorn;Aly Neel;Lauren Gleason (LDH);Mark Cooper;Tonya Joiner;Gov-conference Rm 4;Stephen Russo;Chancely Courson;Christina Stephens;Matthew Block;James Waskom;Jimmy Guidry (LDH);Michelle Miley
Subject: Canceled: Committee meeting prep COVID-19 preparedness and response

Walk through/discussion of committee meetings taking place Wed March 11th regarding Coronavirus preparedness and response.

From: Adam Eitmann
Sent: Sun, 8 Mar 2020 18:51:36 +0000
To: Adam Eitmann;Casey Tingle;Shauna Sanford;Alexander Billioux;Tina Vanichchagorn;Aly Neel;Lauren Gleason (LDH);Mark Cooper;Tonya Joiner;Gov-conference Rm 4;Stephen Russo;Chancely Courson;Christina Stephens;Matthew Block;James Waskom;Jimmy Guidry (LDH);Michelle Miley
Subject: Canceled: Committee meeting prep COVID-19 preparedness and response

Walk through/discussion of committee meetings taking place Wed March 11th regarding Coronavirus preparedness and response.

From: Adam Eitmann
Sent: Sun, 8 Mar 2020 18:51:36 +0000
To: Adam Eitmann;Casey Tingle;Shauna Sanford;Alexander Billioux;Tina Vanichchagorn;Aly Neel;Lauren Gleason (LDH);Mark Cooper;Tonya Joiner;Gov-conference Rm 4;Stephen Russo;Chancely Courson;Christina Stephens;Matthew Block;James Waskom;Jimmy Guidry (LDH);Michelle Miley
Subject: Canceled: Committee meeting prep COVID-19 preparedness and response

Walk through/discussion of committee meetings taking place Wed March 11th regarding Coronavirus preparedness and response.

From: Lisa Smith Vosper
Sent: Tue, 10 Mar 2020 04:45:07 +0000
To: Lisa Smith Vosper; Dr. Lisa S. Vosper; Dr. Rene Cintron; LCTCS - Sullivan, Monty (montysullivan@lctcs.edu); Susana Schowen; Anna Osland; Terri Ricks; Lorrie Briggs; Alison Ocmand; Kim Reed (laregents.edu); Adren Wilson; Ken Bradford; Ava Dejoie; 'ULL - Joe Savoie'; Jackson Wright; Emily Skaikay (laregents.edu); Stephen R Barnes; Tina Stefanski; Natalie Harder; Sarah Berthelot; Janel Young; Kelly Greene; Jermaine Ford; Vincent June (Vincent.June@solacc.edu); Sonya Williams; Andrea Buttross; Andrea Buttross; Rhett Covington; Josh Fertitta; Monica Brown; jaimie hebert; Melissa T Francis; Harlen Henegar; Katheryne Pavey; katie.barras@ulsystem.edu; Jeanie Donovan; Myron Berzas; Carlee Alm-LaBar; David Timoll; Latonya Johnson; Virginia LeCompte; Chris Roy; Shelly V Constantin; admin@casaofsola.org; Melissa Thompson; Chaunda Mitchell
Subject: Canceled: NGA State and Regional Team Working Lunch Meeting
Importance: High

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Partners,

In light of the COVID-19 pandemic that is sweeping our nation and state, we are canceling the IN-PERSON lunch meeting planned for next Monday and moving to a Virtual Meeting format. We will focus the Monday afternoon 2:00 pm eMeeting on Goal 5 (211 expansion). You will receive the Zoom information in the calendar invite update.

Partners and Friends,

THANK YOU for a VERY PRODUCTIVE meeting today. Please protect March 23rd for our next working lunch meeting. In the coming days, I will send out the updates from our discussion today. Partners who "received grace", please send your updates and information, hopefully before noon Friday, and I will get the updated information the team.

From: Hughes, Rep. Jason (Chamber Laptop)
Sent: Thu, 27 Feb 2020 22:44:49 +0000
To: Lauren Gleason (LDH);Adam Eitmann
Cc: Bagley, Rep. Larry (Chamber Laptop);Bagley, Rep. Larry (District Office)
Subject: Caronavirus

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Lauren and Adam,

I am starting to get a lot of communications from residents of my District regarding Caronavirus. Specifically, they are asking if Louisiana is prepared to handle. The last thing I want to see is widespread panic from the public, but naturally, they are right to be concerned. Can you please share any preparedness plans? Also, is there any proactive public relations campaign taking place advising residents how to potentially prevent spread of the virus? Any information you can share would be helpful.

Thanks,
Jason

Jason Hughes
State Representative, District 100
Louisiana House of Representatives

Committee Assignments: Ways and Means~Health and Welfare~Judiciary
~Joint Legislative Committee on Capital Outlay~Select Committee on Homeland Security

From: Casey Tingle
Sent: Wed, 4 Mar 2020 12:54:31 -0600
To: Tonya Joiner;Christina Stephens;Alexander Billioux;Rosanne Prats;Jimmy Guidry (LDH);Christopher Guilbeaux
Cc: Tina Vanichchagorn;Aly Neel;Stephen Russo
Subject: CODEL Call Prep

Here is the call-in info for our internal call.

Telephone:
Dial:
USA 215 861 0674
USA 8883982342 (US Toll Free)
Conference code: 198611

From: Tonya Joiner
Sent: Wednesday, March 4, 2020 11:49 AM
To: Christina Stephens <Christina.Stephens@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I agree with Christina and maybe a quick prep call in advance. We will circle internally and have coordinate documents for dissemination.

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886



From: Christina Stephens
Sent: Wednesday, March 4, 2020 10:57 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>

Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I would recommend maybe doing tomorrow morning at 8 a.m. CST, just to give us time to get an agenda and any materials ready and also to give notice to CODEL members, but I would defer to LDH and GOHSEP on how long they think that would take. I know you have a lot of stuff put together already.

I think we also need to be prepared to talk about the supplemental bill as well.

Thanks, Christina

From: Alexander Billioux
Sent: Wednesday, March 4, 2020 10:38 AM
To: Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

+Steve and Tonya

I can make myself available at 3 today or 8 tomorrow.

Alex

From: Rosanne Prats <Rosanne.Prats@la.gov>
Sent: Wednesday, March 4, 2020 10:28 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I'm looping in Dr. Billioux and Aly as well..

From: Casey Tingle <Casey.Tingle@LA.GOV>
Sent: Wednesday, March 4, 2020 10:21 AM
To: Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Rosanne Prats <Rosanne.Prats@la.gov>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Looking for a timeframe to hold an informational call with Congressional delegation. Would 3:00 today or 8:00 tomorrow work? I think we could pass along the latest FAQ document, provide them the

appropriate contact information in case they receive any calls, update on the task force and then open it up for questions.

Thoughts?

Thanks,
Casey

From: Tina Vanichchagorn
Sent: Wednesday, March 4, 2020 9:13 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Cc: Christina Stephens <Christina.Stephens@LA.GOV>; James Waskom <James.Waskom@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: Re: COVID-19 Taskforce and GOSHEP contact

I think a call would be good

Tina M. Vanichchagorn
Special Counsel
Office of the Governor

On Mar 4, 2020, at 8:25 AM, Casey Tingle <Casey.Tingle@la.gov> wrote:

Should we send out the FAQ's to the Congressional offices or set up a quick call with them to brief out on what we are doing?

From: John Taylor
Sent: Wednesday, March 4, 2020 8:20 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Casey,

Leslie Quinn asked about a POC in GOHSEP and a POC for the COVID-19 Task Force.

Sincerely,
John L. Taylor Jr., MEM
Region 7 Coordinator
Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)
1525 Fairfield Ave, Ste. 228, Shreveport, LA 71101
Cell 318-572-9431
<image001.jpg>

This communication, along with any attachments, is covered by Federal and State law governing electronic communications and may contain restricted and legally privileged information. If the reader of this message is not the intended

recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this email in error, please reply immediately to the sender and delete this message.

From: Quinn, Leslie [<mailto:Leslie.Quinn@mail.house.gov>]

Sent: Tuesday, March 3, 2020 3:08 PM

To: John Taylor <John.Taylor@la.gov>

Subject: COVID-19 Taskforce and GOSHEP contact

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good Afternoon John:

Could you tell me who is the point of contact within GOSHEP and/or the Governor's Task Force for public officials? I am trying to find a contact the Congressman and/or our office can go to directly to find out information about preparedness and action items for the virus for Louisiana. We anticipate we will have constituents asking us for help and Congressman Johnson needs to have the latest information.

Thanks so much!

Leslie

Leslie Quinn

Director of Constituent Services and Special Projects

U. S. Congressman Mike Johnson

2250 Hospital Drive, Suite 248

Bossier City, LA 71111

Tel: 318-840-0309

Fax: 318-584-7294

www.mikejohnson.house.gov

From: Casey Tingle
Sent: Wed, 4 Mar 2020 18:54:32 +0000
To: Casey Tingle;Tonya Joiner;Christina Stephens;Alexander Billioux;Rosanne Prats;Jimmy Guidry (LDH);Christopher Guilbeaux
Cc: Tina Vanichchagorn;Aly Neel;Stephen Russo
Subject: CODEL Call Prep

Here is the call-in info for our internal call.

Telephone:

Dial:
USA 215 861 0674
USA 8883982342 (US Toll Free)
Conference code: 198611

From: Tonya Joiner
Sent: Wednesday, March 4, 2020 11:49 AM
To: Christina Stephens <Christina.Stephens@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I agree with Christina and maybe a quick prep call in advance. We will circle internally and have coordinate documents for dissemination.

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886



From: Christina Stephens
Sent: Wednesday, March 4, 2020 10:57 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>

Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I would recommend maybe doing tomorrow morning at 8 a.m. CST, just to give us time to get an agenda and any materials ready and also to give notice to CODEL members, but I would defer to LDH and GOHSEP on how long they think that would take. I know you have a lot of stuff put together already.

I think we also need to be prepared to talk about the supplemental bill as well.

Thanks, Christina

From: Alexander Billioux
Sent: Wednesday, March 4, 2020 10:38 AM
To: Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

+Steve and Tonya

I can make myself available at 3 today or 8 tomorrow.

Alex

From: Rosanne Prats <Rosanne.Prats@la.gov>
Sent: Wednesday, March 4, 2020 10:28 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I'm looping in Dr. Billioux and Aly as well..

From: Casey Tingle <Casey.Tingle@LA.GOV>
Sent: Wednesday, March 4, 2020 10:21 AM
To: Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Rosanne Prats <Rosanne.Prats@la.gov>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Looking for a timeframe to hold an informational call with Congressional delegation. Would 3:00 today or 8:00 tomorrow work? I think we could pass along the latest FAQ document, provide them the

appropriate contact information in case they receive any calls, update on the task force and then open it up for questions.

Thoughts?

Thanks,
Casey

From: Tina Vanichchagorn
Sent: Wednesday, March 4, 2020 9:13 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Cc: Christina Stephens <Christina.Stephens@LA.GOV>; James Waskom <James.Waskom@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: Re: COVID-19 Taskforce and GOSHEP contact

I think a call would be good

Tina M. Vanichchagorn
Special Counsel
Office of the Governor

On Mar 4, 2020, at 8:25 AM, Casey Tingle <Casey.Tingle@la.gov> wrote:

Should we send out the FAQ's to the Congressional offices or set up a quick call with them to brief out on what we are doing?

From: John Taylor
Sent: Wednesday, March 4, 2020 8:20 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Casey,

Leslie Quinn asked about a POC in GOHSEP and a POC for the COVID-19 Task Force.

Sincerely,
John L. Taylor Jr., MEM
Region 7 Coordinator
Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)
1525 Fairfield Ave, Ste. 228, Shreveport, LA 71101
Cell 318-572-9431
<image001.jpg>

This communication, along with any attachments, is covered by Federal and State law governing electronic communications and may contain restricted and legally privileged information. If the reader of this message is not the intended

recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this email in error, please reply immediately to the sender and delete this message.

From: Quinn, Leslie [<mailto:Leslie.Quinn@mail.house.gov>]

Sent: Tuesday, March 3, 2020 3:08 PM

To: John Taylor <John.Taylor@la.gov>

Subject: COVID-19 Taskforce and GOSHEP contact

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good Afternoon John:

Could you tell me who is the point of contact within GOSHEP and/or the Governor's Task Force for public officials? I am trying to find a contact the Congressman and/or our office can go to directly to find out information about preparedness and action items for the virus for Louisiana. We anticipate we will have constituents asking us for help and Congressman Johnson needs to have the latest information.

Thanks so much!

Leslie

Leslie Quinn

Director of Constituent Services and Special Projects

U. S. Congressman Mike Johnson

2250 Hospital Drive, Suite 248

Bossier City, LA 71111

Tel: 318-840-0309

Fax: 318-584-7294

www.mikejohnson.house.gov

From: Casey Tingle
Sent: Wed, 4 Mar 2020 18:54:32 +0000
To: Casey Tingle;Tonya Joiner;Christina Stephens;Alexander Billioux;Rosanne Prats;Jimmy Guidry (LDH);Christopher Guilbeaux
Cc: Tina Vanichchagorn;Aly Neel;Stephen Russo
Subject: CODEL Call Prep

Here is the call-in info for our internal call.

Telephone:

Dial:
USA 215 861 0674
USA 8883982342 (US Toll Free)
Conference code: 198611

From: Tonya Joiner
Sent: Wednesday, March 4, 2020 11:49 AM
To: Christina Stephens <Christina.Stephens@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I agree with Christina and maybe a quick prep call in advance. We will circle internally and have coordinate documents for dissemination.

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886



From: Christina Stephens
Sent: Wednesday, March 4, 2020 10:57 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>

Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I would recommend maybe doing tomorrow morning at 8 a.m. CST, just to give us time to get an agenda and any materials ready and also to give notice to CODEL members, but I would defer to LDH and GOHSEP on how long they think that would take. I know you have a lot of stuff put together already.

I think we also need to be prepared to talk about the supplemental bill as well.

Thanks, Christina

From: Alexander Billioux
Sent: Wednesday, March 4, 2020 10:38 AM
To: Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

+Steve and Tonya

I can make myself available at 3 today or 8 tomorrow.

Alex

From: Rosanne Prats <Rosanne.Prats@la.gov>
Sent: Wednesday, March 4, 2020 10:28 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I'm looping in Dr. Billioux and Aly as well..

From: Casey Tingle <Casey.Tingle@LA.GOV>
Sent: Wednesday, March 4, 2020 10:21 AM
To: Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Rosanne Prats <Rosanne.Prats@la.gov>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Looking for a timeframe to hold an informational call with Congressional delegation. Would 3:00 today or 8:00 tomorrow work? I think we could pass along the latest FAQ document, provide them the

appropriate contact information in case they receive any calls, update on the task force and then open it up for questions.

Thoughts?

Thanks,
Casey

From: Tina Vanichchagorn
Sent: Wednesday, March 4, 2020 9:13 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Cc: Christina Stephens <Christina.Stephens@LA.GOV>; James Waskom <James.Waskom@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: Re: COVID-19 Taskforce and GOSHEP contact

I think a call would be good

Tina M. Vanichchagorn
Special Counsel
Office of the Governor

On Mar 4, 2020, at 8:25 AM, Casey Tingle <Casey.Tingle@la.gov> wrote:

Should we send out the FAQ's to the Congressional offices or set up a quick call with them to brief out on what we are doing?

From: John Taylor
Sent: Wednesday, March 4, 2020 8:20 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Casey,

Leslie Quinn asked about a POC in GOHSEP and a POC for the COVID-19 Task Force.

Sincerely,
John L. Taylor Jr., MEM
Region 7 Coordinator
Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)
1525 Fairfield Ave, Ste. 228, Shreveport, LA 71101
Cell 318-572-9431
<image001.jpg>

This communication, along with any attachments, is covered by Federal and State law governing electronic communications and may contain restricted and legally privileged information. If the reader of this message is not the intended

recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this email in error, please reply immediately to the sender and delete this message.

From: Quinn, Leslie [<mailto:Leslie.Quinn@mail.house.gov>]

Sent: Tuesday, March 3, 2020 3:08 PM

To: John Taylor <John.Taylor@la.gov>

Subject: COVID-19 Taskforce and GOSHEP contact

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good Afternoon John:

Could you tell me who is the point of contact within GOSHEP and/or the Governor's Task Force for public officials? I am trying to find a contact the Congressman and/or our office can go to directly to find out information about preparedness and action items for the virus for Louisiana. We anticipate we will have constituents asking us for help and Congressman Johnson needs to have the latest information.

Thanks so much!

Leslie

Leslie Quinn

Director of Constituent Services and Special Projects

U. S. Congressman Mike Johnson

2250 Hospital Drive, Suite 248

Bossier City, LA 71111

Tel: 318-840-0309

Fax: 318-584-7294

www.mikejohnson.house.gov

From: Casey Tingle
Sent: Wed, 4 Mar 2020 18:54:32 +0000
To: Casey Tingle;Tonya Joiner;Christina Stephens;Alexander Billioux;Rosanne Prats;Jimmy Guidry (LDH);Christopher Guilbeaux
Cc: Tina Vanichchagorn;Aly Neel;Stephen Russo
Subject: CODEL Call Prep

Here is the call-in info for our internal call.

Telephone:

Dial:
USA 215 861 0674
USA 8883982342 (US Toll Free)
Conference code: 198611

From: Tonya Joiner
Sent: Wednesday, March 4, 2020 11:49 AM
To: Christina Stephens <Christina.Stephens@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I agree with Christina and maybe a quick prep call in advance. We will circle internally and have coordinate documents for dissemination.

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886



From: Christina Stephens
Sent: Wednesday, March 4, 2020 10:57 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>

Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I would recommend maybe doing tomorrow morning at 8 a.m. CST, just to give us time to get an agenda and any materials ready and also to give notice to CODEL members, but I would defer to LDH and GOHSEP on how long they think that would take. I know you have a lot of stuff put together already.

I think we also need to be prepared to talk about the supplemental bill as well.

Thanks, Christina

From: Alexander Billioux
Sent: Wednesday, March 4, 2020 10:38 AM
To: Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

+Steve and Tonya

I can make myself available at 3 today or 8 tomorrow.

Alex

From: Rosanne Prats <Rosanne.Prats@la.gov>
Sent: Wednesday, March 4, 2020 10:28 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I'm looping in Dr. Billioux and Aly as well..

From: Casey Tingle <Casey.Tingle@LA.GOV>
Sent: Wednesday, March 4, 2020 10:21 AM
To: Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Rosanne Prats <Rosanne.Prats@la.gov>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Looking for a timeframe to hold an informational call with Congressional delegation. Would 3:00 today or 8:00 tomorrow work? I think we could pass along the latest FAQ document, provide them the

appropriate contact information in case they receive any calls, update on the task force and then open it up for questions.

Thoughts?

Thanks,
Casey

From: Tina Vanichchagorn
Sent: Wednesday, March 4, 2020 9:13 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Cc: Christina Stephens <Christina.Stephens@LA.GOV>; James Waskom <James.Waskom@LA.GOV>;
Stephen Russo <Stephen.Russo@LA.GOV>
Subject: Re: COVID-19 Taskforce and GOSHEP contact

I think a call would be good

Tina M. Vanichchagorn
Special Counsel
Office of the Governor

On Mar 4, 2020, at 8:25 AM, Casey Tingle <Casey.Tingle@la.gov> wrote:

Should we send out the FAQ's to the Congressional offices or set up a quick call with them to brief out on what we are doing?

From: John Taylor
Sent: Wednesday, March 4, 2020 8:20 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Casey,

Leslie Quinn asked about a POC in GOHSEP and a POC for the COVID-19 Task Force.

Sincerely,
John L. Taylor Jr., MEM
Region 7 Coordinator
Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)
1525 Fairfield Ave, Ste. 228, Shreveport, LA 71101
Cell 318-572-9431
<image001.jpg>

This communication, along with any attachments, is covered by Federal and State law governing electronic communications and may contain restricted and legally privileged information. If the reader of this message is not the intended

recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this email in error, please reply immediately to the sender and delete this message.

From: Quinn, Leslie [<mailto:Leslie.Quinn@mail.house.gov>]

Sent: Tuesday, March 3, 2020 3:08 PM

To: John Taylor <John.Taylor@la.gov>

Subject: COVID-19 Taskforce and GOSHEP contact

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good Afternoon John:

Could you tell me who is the point of contact within GOSHEP and/or the Governor's Task Force for public officials? I am trying to find a contact the Congressman and/or our office can go to directly to find out information about preparedness and action items for the virus for Louisiana. We anticipate we will have constituents asking us for help and Congressman Johnson needs to have the latest information.

Thanks so much!

Leslie

Leslie Quinn

Director of Constituent Services and Special Projects

U. S. Congressman Mike Johnson

2250 Hospital Drive, Suite 248

Bossier City, LA 71111

Tel: 318-840-0309

Fax: 318-584-7294

www.mikejohnson.house.gov

From: Adam Eitmann
Sent: Sun, 8 Mar 2020 13:51:35 -0500
To: Gov-conference Rm 4;Tina Vanichchagorn;Matthew Block;Mark Cooper;Shauna Sanford;Christina Stephens;Lauren Gleason (LDH);Tonya Joiner;Alexander Billieux;Jimmy Guidry (LDH);Stephen Russo;Aly Neel;Casey Tingle;Chancely Courson
Subject: Committee meeting prep COVID-19 preparedness and response

Walk through/discussion of committee meetings taking place Wed March 11th regarding Coronavirus preparedness and response.

From: Adam Eitmann
Sent: Sun, 8 Mar 2020 18:51:36 +0000
To: Adam Eitmann;Gov-conference Rm 4;Tina Vanichchagorn;Matthew Block;Mark Cooper;Shauna Sanford;Christina Stephens;Lauren Gleason (LDH);Tonya Joiner;Alexander Billioux;Jimmy Guidry (LDH);Stephen Russo;Aly Neel;Casey Tingle;Chancely Courson
Subject: Committee meeting prep COVID-19 preparedness and response

Walk through/discussion of committee meetings taking place Wed March 11th regarding Coronavirus preparedness and response.

From: Lauren Gleason (LDH)
Sent: Wed, 11 Mar 2020 13:33:24 +0000
To: Adam Eitmann
Subject: coronavirus PPT
Attachments: COVID-19 PowerPoint_SHW 3'11'20.pptx

FYI – the attached is what we are presenting at SHW at 10:00 am and then later at HHW at 1:00 pm.

Thanks

Lauren Gilder Gleason, MPA

Director of Legislative & Governmental Relations

628 N. Fourth Street
Baton Rouge, LA 70802
225.342.5274 (office)
225.964.1789 (cell)



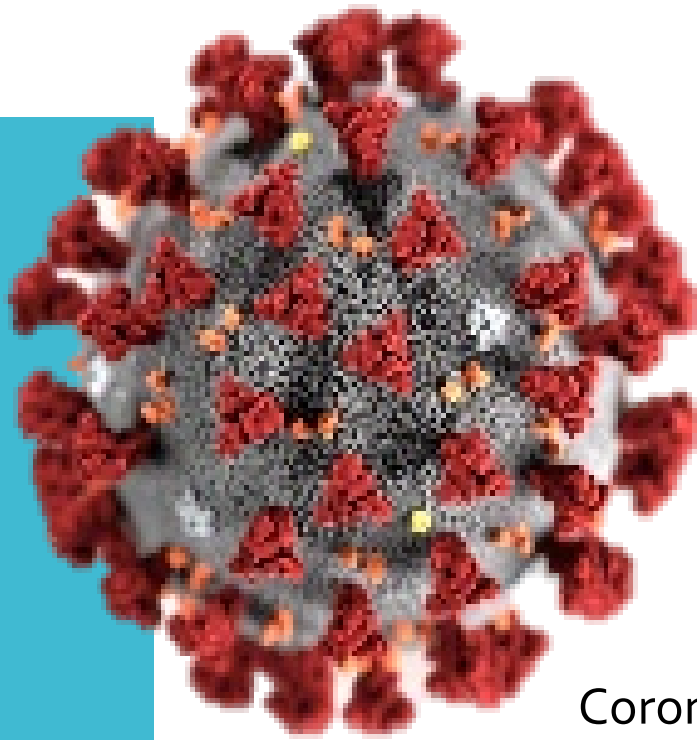


Update on COVID-19 (Coronavirus)

Senate Committee on Health & Welfare

March 11, 2020

Coronavirus Disease (COVID-19)



Coronaviruses are a large family of viruses, some causing illness in people and others that circulate among animals, including camels, cats and bats. Rarely, animal coronaviruses can evolve and infect people and then spread between people such as has been seen with recent outbreaks of MERS and SARS.

COVID-19

- While the CDC now expects community spread in some parts of the United States, **the immediate threat to the U.S. remains low**. We are not seeing the same level of spread other countries are seeing. That said, it is important to be prepared.
- Mirroring the federal approach, we are moving from a **containment** approach to a **mitigation** approach.
- LDH remains in constant contact with the CDC** to ensure that we all have the latest data, are on the same page, and can adapt our plans as conditions change.

Cases in Louisiana

- As of 3/10/20, we have conducted **43 tests** of Persons Under Investigation (PUI) and, only **6 have been identified as presumptive positive** in Louisiana.
- The recent testing by the state laboratory run by LDH's Office of Public Health includes samples from people who went to their doctor or to a hospital and had symptoms consistent with COVID-19.
- Because of patient privacy laws, LDH cannot provide any information that might identify these patients. This includes name, residence of patient, place of treatment, or any other potentially identifying patient information.

Disease Description

What are the symptoms?

For confirmed coronavirus infections, reported illnesses have ranged from infected people with little to no symptoms (similar to the common cold) to people being severely ill and dying. Symptoms can include:

- ☞ Fever
- ☞ Cough
- ☞ Shortness of breath/difficulty breathing

Is there a vaccine or cure?

No.

- ☞ There is no specific antiviral treatment recommended for this infection at this time.
- ☞ People infected with COVID-19 receive supportive care to help relieve symptoms.

Disease Description

How does novel coronavirus spread?

Health experts are still learning the details about how this new coronavirus spreads. Other coronaviruses spread from an infected person to others through:

- ❧ Respiratory droplets produced when coughing and sneezing
- ❧ Close personal contact
- ❧ Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes

What you can do?

Anyone who recently traveled to **China, Iran, Italy, or South Korea**, who experiences fever, cough, or other acute illness should contact a health care provider as soon as possible and mention your recent travel. Please call ahead and inform the health care provider about your travel history.

Take steps to avoid spreading germs from any respiratory diseases by:

- ❧ Covering your cough
- ❧ Staying home if you are sick
- ❧ Washing your hands

Key Terms

🌀 **Close contact** is defined as:

- a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case

– or –

- b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

🌀 **Self-monitoring** means people should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

Key Terms

- **Quarantine** in general means the separation of a person or group of people reasonably believed to have been *exposed to a communicable disease but not yet symptomatic*, from others who have not been so exposed, to prevent the possible spread of the communicable disease.
- **Isolation** means the separation of a person or group of people known or reasonably believed to be *infected with a communicable disease and potentially infectious* from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state or local public health order.

What The Public Should Do

What You Should Do:

- ✧ **Avoid close contact with people who are sick.**
- ✧ Avoid touching your eyes, nose, and mouth with unwashed hands.
- ✧ **Wash your hands** often with soap and water for at least 20 seconds. Use alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- ✧ Limit contact with others as much as possible.
- ✧ **Stay home when you are sick.**
- ✧ Cover your cough or sneeze with a tissue when you cough or sneeze. Avoid touching your eyes, nose, and mouth to prevent spreading germs.
- ✧ Clean and disinfect surfaces and objects that may be contaminated.

What You Should Not Do:

- ✧ Do not travel to China, Italy, South Korea, or Iran.
- ✧ Do not use facemasks.
 - ✧ CDC does not recommend the use of facemasks for the general public to prevent the spread of COVID-19
- ✧ Do not show prejudice to people of Asian descent, because of fear of this new virus. Do not assume that someone of Asian descent is more likely to have COVID-19.

State Response Activities

- ☞ Staying in contact with the CDC, as well as other local and national partners to share information.
- ☞ Sending information to health care providers around the state with current recommendations for screening and testing for COVID-19, as well as to EMS providers regarding proper protection procedures.
- ☞ Holding frequent calls with staff to remain apprised of the latest updates.
- ☞ Sharing messaging with partners and the public as it becomes available.
- ☞ **This is an evolving situation, so information and recommendations are likely to change. We will continue to learn and share new information as it is available.**

State Response Activities

☞ February 28th – Coronavirus Task Force formed

☞ March 2nd – Governor held UCG

☞ Guidance

- Long term care facilities
- Hospitals
- Businesses
- Schools
- Faith based & other community groups

Risk Level	Geographic (Travel-associated) Exposures*	Exposures Identified through Contact Investigation
High	Travel from Hubei Province, China	Living in the same household as, being an intimate partner of, or providing care in a non-healthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection <i>without using recommended precautions</i> for <u>home care</u> and <u>home isolation</u>
Medium (assumes no exposures in the high-risk category)	- Travel from mainland China outside Hubei Province or Iran - Travel from a country with widespread sustained transmission, other than China or Iran - Travel from a country with sustained community transmission	- Close contact with a person with symptomatic laboratory-confirmed COVID-19 - On an aircraft, being seated within 6 feet (two meters) of a traveler with symptomatic laboratory-confirmed COVID-19 infection; this distance correlates approximately with 2 seats in each direction - Living in the same household as, an intimate partner of, or caring for a person in a nonhealthcare setting (such as a home) to a person with symptomatic laboratory-confirmed COVID-19 infection <i>while consistently using recommended precautions</i> for <u>home care</u> and <u>home isolation</u>
Low (assumes no exposures in the high-risk category)	Travel from any other country	Being in the same indoor environment (e.g., a classroom, a hospital waiting room) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact
No identifiable risk	Not applicable	Interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high-, medium- or low-risk conditions above, such as walking by the person or being briefly in the same room.

Testing

Who should be tested?

- ❧ If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, within 14 days after travel from China, Italy, Iran, South Korea, and Japan.
- ❧ If you exhibit symptoms and care for someone with respiratory illness who tests negative for flu or other illnesses.
- ❧ Call ahead to your healthcare provider and mention your recent travel or close contact.
- ❧ As of March 10, 2020, we have completed 43 tests, 6 of which have turned out positive.
- ❧ We are awaiting testing from the CDC to confirm each result.
- ❧ CDC does not recommend testing, symptom monitoring, or special management for people exposed to *asymptomatic people with potential exposures* to SARS-CoV-2 (such as in a household), i.e., “contacts of contacts;” **these people are not considered exposed.**

Coronavirus Resources

OPH Coronavirus Hotline:

1-855-523-2652

The number is open 8:00 AM to 4:30 PM Monday - Friday

Louisiana Department of Health:

<http://ldh.la.gov/coronavirus>

CDC Coronavirus Website:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

From: Tonya Joiner
Sent: Thu, 12 Mar 2020 20:27:23 +0000
To: Matthew Block;Tina Vanichchagorn;Christina Stephens
Cc: Adam Eitmann;Stephen Russo;Aly Neel
Subject: COVID - HIGH PRIORITY - LDH Provider Notice - Restrictions on Visitation
Attachments: Scanned from a Xerox Multifunction Printer.pdf
Importance: High

Hi all:

Please see the attached Notice on Restrictions on Visitation for all Facilities that receive visitors.

1. Health Standards, will blast fax to all licensed providers, beginning in about 15 minutes unless you advise otherwise
2. BMAC will post on our website and send out news release (forthcoming for comms team approval)
3. We will notify LNHA, LHA, and other relevant associations

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886





State of Louisiana
Louisiana Department of Health

HEALTHCARE FACILITY NOTICE
FOR IMMEDIATE RELEASE

TO: All Licensed Health Care Facilities in Louisiana

FROM: LDH Office of Public Health
Jimmy Guidry, State Health Officer

LDH Health Standards
Cecile Castello, Deputy Assistant Secretary

RE: Visitor Restriction

DATE: March 12, 2020
.....

The State of Louisiana, Department of Health ("LDH"), is committed to taking critical steps to ensure public health and safety; to prevent the spread of COVID-19 in healthcare facilities, the State of Louisiana, Department of Health, is **DIRECTING AND REQUIRING** that all licensed healthcare facilities in Louisiana that receive visitors, adhere to the following provisions, restrictions, and limitations, **EFFECTIVE IMMEDIATELY**:

A. VISITOR RESTRICTION

A.1. Any licensed healthcare facility in Louisiana that receives visitors shall **IMMEDIATELY PROHIBIT** all non-essential visitors for thirty (30) days; this 30 day mandatory prohibition of visitors shall commence on March 12, 2020, and shall end on April 10, 2020, unless otherwise extended by written notice from the Department.

(a) Visitors deemed essential, vital, or necessary to the patient's/client's/resident's care and well-being, as determined by the individual healthcare facility after consultation with the family/responsible party, may be allowed into the facility pursuant to policies/procedures adopted by the healthcare facility, provided that such visitor does not meet the definition of Restricted Person [see definition in Paragraph A.3 below].

A.2. However, this prohibition on non-essential visitors is subject to the following exception:

(a) A Visitor who does not meet the definition of a Restricted Person [see definition in Paragraph A.3 below] may be allowed to enter the facility as a non-essential visitor, subject to the facility's approval, in situations involving a resident/client/patient who is on end-of-life care.

A.3. A Restricted Person is defined as a person who meets any one or more of the following criteria:

(a) Has signs or symptoms of a respiratory infection, such as fever, cough, shortness of breath, or sore throat (as assessed by the facility);

(b) In the last 14 days, has had contact with someone with a confirmed diagnosis of COVID-19, or is under investigation for COVID-19, or has been or is currently ill with respiratory illness;

(c) Has been on international travel within the last 14 days to countries with sustained community transmission. For updated information on affected countries, please see: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

(d) Is residing in a community where community-based spread of COVID-19 is occurring.

A.4. A facility shall immediately implement a policy and procedure to offer alternative means of communication for residents/clients/patients and their families and friends. Alternative means of communication may include virtual visitations and communications (telephone access, Skype, Face Time, other video-communications, etc.). Facility should consider assigning staff as primary contact for families for inbound calls, and should consider conducting regular outbound calls to keep families up to date.

A.5. A Facility shall immediately notify responsible parties and family members of prohibitions on visitation and the alternative means of communication for residents/clients.

B. ELECTIVE PROCEDURES

B.1 The Department recommends that all facilities consider limiting and restricting all elective or voluntary medical procedures in their facilities, for thirty (30) days from the date of this Notice.

End of Memo

From: Kelly Zimmerman
Sent: Thu, 12 Mar 2020 15:12:13 -0500
To: Tonya Joiner;Aly Neel;Christina Stephens;Shauna Sanford;Alexander Billioux;Jimmy Guidry (LDH);Stephen Russo
Cc: Sean Ellis
Subject: DRAFT - visitor restriction news release
Attachments: State health department orders healthcare facilities to restrict visitors.docx, LDH MEMO to All Providers with Visitors 3.12.20.doc
Importance: High

See attached DRAFT news release about visitors along with DRAFT memo to providers.

Thanks,

Kelly

State health department orders healthcare facilities to restrict visitors

Effective today, the Louisiana Department of Health is requiring all licensed healthcare facilities in the state to restrict visitors to those deemed essential, vital or necessary to the care and well-being of patients, clients and residents. This action is being taken to limit the spread of COVID-19, commonly referred to as coronavirus, among the populations most vulnerable to the virus.

This prohibition will last for the next 30 days, ending on April 10, 2020 unless otherwise extended by the Department.

Visitors who will be allowed into each facility will be determined by those facilities after consultation with families and responsible parties. This does not extend to non-essential visitors in situations involving end of life care, as approved by the facility.

However, any visitor that meets the definition of a restricted person cannot enter a facility.

A restricted person is defined as someone who:

- Has signs or symptoms of a respiratory infection, such as fever, cough, shortness of breath or sore throat as assessed by the facility;
- In the last 14 days, has had contact with someone with a confirmed diagnosis of COVID-19, or is under investigation for COVID-19 or has been or is currently ill with respiratory illness;
- Has been on international travel within the last 14 days to countries with sustained community transmission of COVID-19; or
- Is residing in a community where community-based spread of COVID-19 is occurring.

Facilities are required to provide alternative means of communication, including virtual visitations, and should consider assigning staff as primary contact for families and regular calls to keep families up to date.

The Department also recommends that all facilities considering limiting or restricting all elective or voluntary medical procedures for the next 30 days.



State of Louisiana

Louisiana Department of Health

HEALTHCARE FACILITY NOTICE

FOR IMMEDIATE RELEASE

TO: All Licensed Health Care Facilities in Louisiana

FROM: LDH Office of Public Health
Jimmy Guidry, State Health Officer

LDH Health Standards
Cecile Castello, Deputy Assistant Secretary

RE: Visitor Restriction

DATE: March 12, 2020

The State of Louisiana, Department of Health ("LDH"), is committed to taking critical steps to ensure public health and safety; to prevent the spread of COVID-19 in healthcare facilities, the State of Louisiana, Department of Health, is **DIRECTING AND REQUIRING** that all licensed healthcare facilities in Louisiana that receive visitors, adhere to the following provisions, restrictions, and limitations, **EFFECTIVE IMMEDIATELY**:

A. VISITOR RESTRICTION

A.1. Any licensed healthcare facility in Louisiana that receives visitors shall **IMMEDIATELY PROHIBIT** all non-essential visitors for thirty (30) days; this 30 day mandatory prohibition of visitors shall commence on March 12, 2020, and shall end on April 10, 2020, unless otherwise extended by written notice from the Department.

(a) Visitors deemed essential, vital, or necessary to the patient's/client's/resident's care and well-being, as determined by the individual healthcare facility after consultation with the family/responsible party, may be allowed into the facility pursuant to policies/procedures adopted by the healthcare facility, provided that such visitor does not meet the definition of Restricted Person [see definition in Paragraph A.3 below].

A.2. However, this prohibition on non-essential visitors is subject to the following exception:

(a) A Visitor who does not meet the definition of a Restricted Person [see definition in Paragraph A.3 below] may be allowed to enter the facility as a non-essential visitor, subject to the facility's approval, in situations involving a resident/client/patient who is on end-of-life care.

A.3. A Restricted Person is defined as a person who meets any one or more of the following criteria:

(a) Has signs or symptoms of a respiratory infection, such as fever, cough, shortness of breath, or sore throat (as assessed by the facility);

(b) In the last 14 days, has had contact with someone with a confirmed diagnosis of COVID-19, or is under investigation for COVID-19, or has been or is currently ill with respiratory illness;

(c) Has been on international travel within the last 14 days to countries with sustained community transmission. For updated information on affected countries, please see: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

(d) Is residing in a community where community-based spread of COVID-19 is occurring.

A.4. A facility shall immediately implement a policy and procedure to offer alternative means of communication for residents/clients/patients and their families and friends. Alternative means of communication may include virtual visitations and communications (telephone access, Skype, Face Time, other video-communications, etc.). Facility should consider assigning staff as primary contact for families for inbound calls, and should consider conducting regular outbound calls to keep families up to date.

A.5. A Facility shall immediately notify responsible parties and family members of prohibitions on visitation and the alternative means of communication for residents/clients.

B. ELECTIVE PROCEDURES

B.1 The Department recommends that all facilities consider limiting and restricting all elective or voluntary medical procedures in their facilities, for thirty (30) days from the date of this Notice.

End of Memo

From: Aly Neel
Sent: Tue, 10 Mar 2020 22:15:50 -0500
To: Christina Stephens;Matthew Block;Shauna Sanford;Alexander Billioux;Tonya Joiner;Stephen Russo
Cc: Kelly Zimmerman;Sean Ellis
Subject: FOR YOUR REVIEW: Updated case count
Attachments: NEWS RELEASE-COVID-19 testing UPDATE.docx

Team: Please see attached our press release from earlier today, updated with the developments. Please review and let me know if you have any flags.

We will circulate ASAP and share on social.

Thank you,

Aly

NEWS RELEASE
March 10, 2020

UPDATE: Health officials on Tuesday confirm six total presumptive positive COVID-19 cases in Louisiana as state increases testing for the virus

BATON ROUGE, La. – The Louisiana Department of Health reported on Tuesday evening three new presumptive positive cases of COVID-19, commonly referred to as coronavirus, all three residents of Orleans Parish. Two are hospitalized in Orleans Parish; the third is hospitalized in St. Tammany Parish.

Gov. John Bel Edwards said, “Currently, we have a total of six presumptive positive cases of coronavirus in Louisiana. While we investigate these cases, we cannot disclose any additional information about these patients at this time.”

The presumptive positive tests will be sent to the CDC for final confirmation of COVID-19. Louisiana will move forward as if the tests are actual positives and take actions to contain the illness and assess the risk of spread.

Additional tests will be administered to determine if more people have been infected after the Department’s epidemiology team performs an investigation of close contacts.

At this time, there are a total of six known cases of the illness in the state. Gov. Edwards announced the state’s first presumptive positive case, a Jefferson Parish resident, on Monday, March 9, and two additional presumptive positive cases on Tuesday afternoon, both in Orleans Parish.

“At this point in our investigation we believe the first presumptive positive announced yesterday [Monday] is not travel-related and was community acquired,” said Dr. Alex Billioux, Assistant Secretary of the Office of Public Health.

Louisiana ramps up testing

This comes as the state has increased testing for the virus.

In the five days since receiving more test kits from the Centers for Disease Control and Prevention, LDH has tested more than seven times as many people for the virus.

With 43 tests of Persons Under Investigation (PUI) now completed, only six have been confirmed presumptive positive in Louisiana. This compares to five completed tests as of Friday, March 6.

Health officials expected that increased testing for COVID-19 would lead to confirmation of additional cases in the state.

LDH is following the CDC’s guidance and testing three groups of people – those who have traveled to certain areas and have symptoms, those who have had close contact with someone confirmed to have COVID-19 and have symptoms, and people with an unexplained acute respiratory illness.

The recent testing by the state laboratory run by LDH’s Office of Public Health includes samples from people who went to their doctor or to a hospital and had symptoms consistent with COVID-19, cough,

headache, or lower respiratory illness. Some patients had recently traveled to a geographic area with known COVID-19 activity, while others did not have such a travel history.

In other instances, OPH is using the tests for surveillance purposes. This is done using existing disease surveillance infrastructure that includes several hospitals and clinics throughout Louisiana. For COVID-19 surveillance, when patients are treated for respiratory illnesses, but are not diagnosed with influenza, swabbed samples are sent to the State public health lab where the COVID-19 test is done. Following CDC guidance, a sampling of cases from each site are sent the lab. This is a proven and effective system for the early detection of diseases, allowing health officials to take the appropriate next steps.

For all people who have symptoms and who are being tested, they and their healthcare provider are being advised on precautions to take to prevent spreading the illness to others. Precautions include self-isolation at home or in an isolation room at the hospital.

Some commercial labs are now equipped to conduct COVID-19 testing. With these private labs ready to test, healthcare providers will start sending their samples to those labs. LDH will be notified of any positive results coming from a commercial lab.

Appropriate treatment and precautions will immediately be put in place for any positive commercial test before that test is confirmed by the State lab, and the public will be notified.

Advice for the public

State officials encourage Louisianans to take the following proactive steps to protect the health of themselves and those around them:

- Stay home if you are sick.
- Cover your cough.
- Wash your hands frequently and thoroughly with soap and water, or with a hand sanitizer containing at least 60% alcohol if soap and water are not available.
- Disinfect frequently touched surfaces.
- Avoid close contact (within six feet) with those who are sick.

Symptoms can include fever, cough and shortness of breath or difficulty breathing. CDC believes at this time that symptoms of COVID-19 may appear in as few as two days or as long as 14 days after exposure.

Additional information on COVID-19 can be found on LDH's website: www.ldh.la.gov/coronavirus.

From: Casey Tingle
Sent: Wed, 4 Mar 2020 20:02:29 +0000
To: Casey Tingle;Cindy Rives;Tonya Joiner;Christina Stephens;Alexander Billioux;Rosanne Prats;Jimmy Guidry (LDH);Christopher Guilbeaux
Cc: Tina Vanichchagorn;Aly Neel;Stephen Russo
Subject: FW: CODEL Call Prep

-----Original Appointment-----

From: Casey Tingle <Casey.Tingle@LA.GOV>
Sent: Wednesday, March 4, 2020 12:55 PM
To: Casey Tingle; Tonya Joiner; Christina Stephens; Alexander Billioux; Rosanne Prats; Jimmy Guidry (LDH); Christopher Guilbeaux
Cc: Tina Vanichchagorn; Aly Neel; Stephen Russo
Subject: CODEL Call Prep
When: Wednesday, March 4, 2020 3:00 PM-3:30 PM (UTC-06:00) Central Time (US & Canada).
Where: Conf Call

Here is the call-in info for our internal call.

Telephone:

Dial:
USA 215 861 0674
USA 8883982342 (US Toll Free)
Conference code: 198611

From: Tonya Joiner
Sent: Wednesday, March 4, 2020 11:49 AM
To: Christina Stephens <Christina.Stephens@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I agree with Christina and maybe a quick prep call in advance. We will circle internally and have coordinate documents for dissemination.

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886

From: Christina Stephens

Sent: Wednesday, March 4, 2020 10:57 AM

To: Alexander Billioux <Alexander.Billioux@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>

Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>

Subject: RE: COVID-19 Taskforce and GOSHEP contact

I would recommend maybe doing tomorrow morning at 8 a.m. CST, just to give us time to get an agenda and any materials ready and also to give notice to CODEL members, but I would defer to LDH and GOSHEP on how long they think that would take. I know you have a lot of stuff put together already.

I think we also need to be prepared to talk about the supplemental bill as well.

Thanks, Christina

From: Alexander Billioux

Sent: Wednesday, March 4, 2020 10:38 AM

To: Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>

Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>

Subject: RE: COVID-19 Taskforce and GOSHEP contact

+Steve and Tonya

I can make myself available at 3 today or 8 tomorrow.

Alex

From: Rosanne Prats <Rosanne.Prats@la.gov>

Sent: Wednesday, March 4, 2020 10:28 AM

To: Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>

Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>

Subject: RE: COVID-19 Taskforce and GOSHEP contact

I'm looping in Dr. Billioux and Aly as well..

From: Casey Tingle <Casey.Tingle@LA.GOV>
Sent: Wednesday, March 4, 2020 10:21 AM
To: Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Rosanne Prats <Rosanne.Prats@la.gov>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Looking for a timeframe to hold an informational call with Congressional delegation. Would 3:00 today or 8:00 tomorrow work? I think we could pass along the latest FAQ document, provide them the appropriate contact information in case they receive any calls, update on the task force and then open it up for questions.

Thoughts?

Thanks,
Casey

From: Tina Vanichchagorn
Sent: Wednesday, March 4, 2020 9:13 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Cc: Christina Stephens <Christina.Stephens@LA.GOV>; James Waskom <James.Waskom@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: Re: COVID-19 Taskforce and GOSHEP contact

I think a call would be good

Tina M. Vanichchagorn
Special Counsel
Office of the Governor

On Mar 4, 2020, at 8:25 AM, Casey Tingle <Casey.Tingle@la.gov> wrote:

Should we send out the FAQ's to the Congressional offices or set up a quick call with them to brief out on what we are doing?

From: John Taylor
Sent: Wednesday, March 4, 2020 8:20 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Casey,

Leslie Quinn asked about a POC in GOHSEP and a POC for the COVID-19 Task Force.

Sincerely,
John L. Taylor Jr., MEM
Region 7 Coordinator
Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)
1525 Fairfield Ave, Ste. 228, Shreveport, LA 71101
Cell 318-572-9431

<image001.jpg>

This communication, along with any attachments, is covered by Federal and State law governing electronic communications and may contain restricted and legally privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this email in error, please reply immediately to the sender and delete this message.

From: Quinn, Leslie [<mailto:Leslie.Quinn@mail.house.gov>]

Sent: Tuesday, March 3, 2020 3:08 PM

To: John Taylor <John.Taylor@la.gov>

Subject: COVID-19 Taskforce and GOSHEP contact

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good Afternoon John:

Could you tell me who is the point of contact within GOSHEP and/or the Governor's Task Force for public officials? I am trying to find a contact the Congressman and/or our office can go to directly to find out information about preparedness and action items for the virus for Louisiana. We anticipate we will have constituents asking us for help and Congressman Johnson needs to have the latest information.

Thanks so much!

Leslie
Leslie Quinn
Director of Constituent Services and Special Projects
U. S. Congressman Mike Johnson
2250 Hospital Drive, Suite 248
Bossier City, LA 71111
Tel: 318-840-0309
Fax: 318-584-7294
www.mikejohnson.house.gov

From: Christina Stephens
Sent: Sat, 14 Mar 2020 16:30:47 -0500
To: Alexander Billioux; Tina Vanichchagorn; Jimmy Guidry (LDH); Matthew Block; Mark Cooper; Stephen Russo; Tonya Joiner
Cc: Kelly Zimmerman; Shauna Sanford; Aly Neel
Subject: FW: Coronavirus Testing

Please see the below correspondence between the Governor and Brett Giroir, requesting additional testing capacity.

From: JBE
Sent: Saturday, March 14, 2020 4:29 PM
To: Christina Stephens <Christina.Stephens@LA.GOV>
Subject: Fwd: Coronavirus Testing

Sent from my iPhone

Begin forwarded message:

From: "Giroir, Brett (HHS/OASH)" <Brett.Giroir@hhs.gov>
Date: March 14, 2020 at 4:20:15 PM CDT
To: JBE <jbe@la.gov>
Subject: RE: Coronavirus Testing

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

We are on it Sir.
I am ready for some gumbo after this

Brett P. Giroir, MD
ADM, US Public Health Service
Assistant Secretary for Health (ASH)
200 Independence Avenue, SW
Washington, DC 20201
Office Phone: 202-690-7694

From: JBE <jbe@la.gov>
Sent: Saturday, March 14, 2020 5:11 PM
To: Giroir, Brett (HHS/OASH) <Brett.Giroir@hhs.gov>
Subject: Re: Coronavirus Testing

Dr. Giroir:

Thank you for your work on this pandemic emergency.

There are now 77 presumptive positive cases in Louisiana, with the vast majority being in Orleans and Jefferson Parish. An hour ago we announced the first death — a 58 year old gentleman from New Orleans with chronic health conditions.

On a per capita basis, I believe Louisiana has the third most cases in the country.

We have imposed significant mitigation measures to slow the spread of Coronavirus (COVID-19), but I am afraid the testing is nowhere near as robust as necessary to identify more positive cases that can then be isolated/quarantined so that we can in a significant way slow the spread, flatten the curve, and better ensure that our medical/hospital capacity is not overwhelmed.

Please make every effort to significantly increase our testing capacity and testing throughput as soon as possible.

Feel free to respond to me or to have someone on your team contact Dr. Alex Billioux, Assistant Secretary for the Office of Public Health.

Thank you.

John Bel

Sent from my iPhone

On Mar 14, 2020, at 8:50 AM, JBE <jbe@la.gov> wrote:

Thanks. We will take you up on your offer. My public health folks will contact your team shortly.

Sent from my iPhone

On Mar 13, 2020, at 7:34 PM, Giroir, Brett (HHS/OASH) <Brett.Giroir@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Sir,

We had your health team on the line this evening. White House is offering to assist with setting up drive through testing sites at hot spots. And NOLA and Jefferson Parrish are on our list. Totally your call but this could be helpful to you. We are waiting to hear back from your team.

V/r

BG

Brett P. Giroir, MD

ADM, US Public Health Service

Assistant Secretary for Health (ASH)

200 Independence Avenue, SW

Washington, DC 20201

Office Phone: 202-690-7694

From: Lauren Gleason (LDH)
Sent: Mon, 2 Mar 2020 19:38:55 +0000
To: Adam Eitmann
Cc: Tina Vanichchagorn
Subject: FW: COVID-19 (Coronavirus) Update
Attachments: COVID Leg. Brief 3'2'20.pdf, Covid-19 FAQs 3'2'20.pdf

FYA –

Adam, I copied most of the email you sent to Rep. Hughes so thanks 😊

Will let y'all know if we get any considerable feedback/questions.

From: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>
Sent: Monday, March 2, 2020 1:33 PM
To: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>
Cc: Bethany Blackson <Bethany.Blackson@la.gov>; Anita Dupuy <Anita.Dupuy@LA.GOV>; Latonya Johnson <Latonya.Johnson2@la.gov>
Subject: COVID-19 (Coronavirus) Update

Good afternoon members –

Please see the attached brief and FAQ document regarding the novel coronavirus, COVID-19.

This morning, the Governor held a meeting of the Unified Command Group (UCG) with state agency heads to make sure that every agency is preparing and coordinating with local, state, and federal partners. The Governor is being briefed regularly by LDH and GOHSEP regarding the virus and our preparations. It is important to note that currently, there are no confirmed cases of COVID-19 in Louisiana. The nearest case is in Texas, and this person remains in isolation. While the Centers for Disease Control (CDC) now expects there to be “community spread” in certain regions of the United States, the immediate threat to the United States and Louisiana remains low.

Additionally, LDH has put together online resources for the public at ldh.louisiana.gov/Coronavirus. Members of the public with questions about coronavirus, should contact the Coronavirus General Information Line at 1-855-523-2652 from 8:00 am – 4:30 pm, Monday through Friday. Please encourage your constituents and others to use official sources, like LDH or the CDC, for actual information about the illness. If you hear troubling rumors, please pass them along so we can work with our team to make sure we are communicating effectively and dispelling any mistruths.

The bigger threat to Louisiana remains the flu; we still are experiencing very high levels of that virus. It is not too late to get a flu shot. There are actions we all can take as individuals to be prepared for COVID-19. They are the same actions you take to prevent the spread of flu - cover your cough, wash your hands often and well, and stay home when you're sick.

Please let me know if you have any more questions or if there are any additional resources we can provide.

Best,
Lauren

Lauren Gilder Gleason, MPA

Director of Legislative & Governmental Relations

628 N. Fourth Street

Baton Rouge, LA 70802

225.342.5274 (office)

225.964.1789 (cell)



COVID-19 (Coronavirus)

No confirmed cases in Louisiana

Situation

- As of 03/02/20, there are no confirmed cases of Novel coronavirus (COVID-19) in Louisiana.
- The nearest case is in Texas, and this person remains in isolation.
- There are 15 confirmed cases in the United States; another 47 individuals with COVID-19 have been repatriated.
- While the Centers for Disease Control and Prevention (CDC) now expects there to be “community spread” in certain regions of the United States, the immediate threat to the United States and Louisiana remains low. We are not yet seeing the same spread other countries are seeing.
- The Louisiana Department of Health remains in close contact with the CDC and has been proactively preparing for the introduction of this virus since it was first identified in China earlier this year.
- COVID-19 in many ways behaves similarly to influenza. The CDC are recommending using Pandemic Influenza Preparedness as our model for response, with the key focus being on Non-Pharmaceutical Interventions (NPI).
 - NPIs are actions, apart from getting vaccinated and taking *medicine* that people and communities can take to help slow the spread of illnesses like pandemic influenza (flu). NPIs are also known as community mitigation strategies.
- Louisiana has been working on Pandemic Preparedness for the last 15 years. We have a comprehensive State Pandemic Plan. We have also encouraged Pandemic Planning throughout the State, both in the governmental sector as well as the private sector.
- **At this time, what poses a greater risk to Louisiana residents is the flu. It’s not too late to get your flu shot – which is available at no cost at your parish public health unit.**

Number of cases globally	83,000+
Number of countries reporting cases	50
Number of deaths	2,700+
Number of cases in the United States	62 (12 travelers, 3 person-to-person, 47 repatriated)
Number of cases in Louisiana	0
Persons Under Investigation/Suspected cases in Louisiana	0
Nearest case	Texas (San Antonio) via Diamond Princess Cruise

About Coronavirus

Coronaviruses are a large family of viruses, some causing illness in people and others that circulate among animals, including camels, cats and bats. Rarely, animal coronaviruses can evolve and infect people and then spread between people, like has been seen with recent outbreaks of MERS and SARS.

General Public Questions

If you have questions about the Coronavirus, please contact the Coronavirus general information line at 1-855-523-2652 from 8 am – 4:30 pm Monday through Friday.

Immediate Threat to the Public is Low

Currently, the immediate threat to the general public in the U.S. remains low. People with recent travel to China, South Korea, Iran, Italy, or Japan (or those who have come in contact with someone who has recently traveled to one of these countries and is ill with COVID-19) have a greater risk for becoming ill. Reported cases have ranged from mild illness (similar to a common cold) to severe pneumonia that requires hospitalization. So far, deaths have been reported mainly in older adults who had other health conditions. To minimize the risk of spread, Louisiana health officials are working with health care providers to promptly identify and evaluate any suspected cases.

Symptoms

For confirmed COVID-19 infections, reported illnesses have ranged from infected people with little to no symptoms (similar to the common cold) to people being severely ill and dying. Symptoms can include fever, cough, and shortness of breath/difficulty breathing.

The CDC believe at this time that symptoms of COVID-19 may appear in as few as 2 days or as long as 14 after exposure. There is no specific antiviral treatment recommended for COVID-19 infection. People infected with COVID-19 should receive supportive care to help relieve symptoms.

How is the virus spread

Health experts are still learning the details about how this new coronavirus spreads. Other coronaviruses spread from an infected person to others through:

- Respiratory droplets produced when coughing and sneezing
- Close personal contact
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes

What can you do

Anyone who recently traveled to China, South Korea, Iran, Italy, or Japan within the previous 14 days, who experiences fever, cough, or other acute illness should contact a health care provider as soon as possible and mention your recent travel. Please call ahead and inform the health care provider about your travel history.

It is currently flu and respiratory disease season, and flu activity is still high and expected to continue for a number of weeks. Take steps to avoid spreading germs from any respiratory diseases by:

- Getting a flu vaccine and taking flu antivirals if prescribed
- Covering your cough
- Staying home if you are sick
- Washing your hands

State Response

- Louisiana has been working on Pandemic Preparedness for the last 15 years. We have a comprehensive State Pandemic Plan; additionally, we have also encouraged Pandemic Planning throughout the State, both in the government and private sectors.
- Louisiana has also put together a COVID-19 Task Force to build upon our pandemic plan in order to respond to the COVID-19 threat more specifically. Members will include essential subject matter experts from public health, hospital preparedness, human resources, emergency preparedness, and other government agencies.
- The Louisiana Department of Health is now able to test for the virus in the state public health lab.

COVID-19 Frequently Asked Questions

Q: Are there any confirmed cases in Louisiana?

A: As of 3/2/20, there are no confirmed cases in Louisiana.

Q: What is our message to the public?

A: While the CDC now expects community spread in some parts of the U.S., the immediate threat to the U.S. remains low. We are not seeing the same level of spread other countries are seeing. That said, it is important to be prepared, which is what we have been doing since the outbreak in mainland China.

There are actions we all can take as individuals to be prepared for COVID-19. The same actions you take to prevent the spread of flu put you in a good position for any respiratory illness - cover your cough, wash your hands often and well, and stay home when you're sick.

Q: What is the protocol in place for responding to a pandemic like Coronavirus/COVID-19?

A: COVID-19 in many ways behaves similarly to influenza. The CDC are recommending using the Pandemic Influenza Preparedness plan as our model for the response because COVID-19 in many ways behaves similarly to influenza. The Louisiana Department of Health has been working on our Pandemic Preparedness Plan for the last 15 years, and we have been preparing for COVID-19 since it was first reported in China in December 2019. The Governor directed the formation of a COVID-19 Task Force with representation from state agencies and federal partners key to preparing for a COVID-19 outbreak to guide updating pandemic flu and continuity of operations planning documents and advise the Unified Command Group.

Q: What have you been doing as far as monitoring people who may have been exposed?

A: Our first priority was to ensure we were monitoring any travelers who returned to Louisiana from visiting China, where many of the cases have occurred, and especially Wuhan, the city that experienced the largest outbreak. We touch base with those travelers each day and ask about their symptoms during a 14-day period of observation. We are also ensuring that travelers know the destinations where non-essential travel should be avoided.

Q: Do we have the capability to test?

A: We do have the capability to test for COVID-19 in-state. Providers should contact the Office of Public Health Division's Infectious Disease Epidemiology Program (IDEpi).

Q: What's the next major step in the Department's plan for responding to an outbreak?

A: Mirroring the federal government's response, we are moving from a 'containment' approach in which we focused on restricting travel from the outbreak area in Wuhan city and Hubei province in China and monitoring returning travelers from other parts of China, to a 'mitigation' approach in which we anticipate and plan for person-to-person transmission in the community somewhere in the United States and ensure state and local governments, health care providers, schools, businesses, and community members are adequately prepared to take action to reduce the spread of COVID-19. We don't want people to be alarmed, but we do want them to be prepared. We also want businesses and health care facilities to be prepared to make sure people are safe and protected so we can avoid an unnecessary spread, including planning now for actions that can be taken to avoid the spread of infections such as mandatory teleworking and canceling unnecessary large gatherings.

Q: Why are you using the state's pandemic plan that was developed for an influenza outbreak like H1N1?

A: COVID-19 behaves very much like the flu, and all of the drills we've done around responding to an influenza outbreak apply extremely well to dealing with a COVID-19 outbreak.

Q: Do plans for the future include quarantining?

A: Although we don't expect to do quarantines for this particular infection, we have extensive plans stemming from our H1N1 and Ebola planning which had us exercise the legal authority to quarantine.

Q: What are you doing to make sure hospitals are prepared?

A: LDH has been working with Louisiana Hospital Association (LHA) and the ESF8 Network to prepare hospitals for an outbreak and ensure they have the proper supplies needed as well as protocols are in place for anyone treated who tests positive. We haven't had any indication that hospitals don't have what they need on the supply side.

Q: Have you seen any indication that the consumer market is having problems keeping up with demand for supplies, such as face masks?

A: So far, everyone has been able to acquire what they need, but we understand that just as when a big storm is predicted and grocery stores run low on supplies because of high demand, that may happen in this case. We are anticipating that an outbreak could produce bottlenecks in the future. We're focused on ensuring patients who rely on personal protective equipment, such as face masks, even without an outbreak, will be first in line for any new stock.

Q: Is the Louisiana Department of Health concerned about shipping channels such as the Port of New Orleans being affected by COVID-19?

A: Department officials met with the Coast Guard to discuss potential issues with the COVID-19 virus once it became more clear that the virus was spreading globally last week. We don't think there will be potential for spreading the virus through shipping channels, as anyone on board a vessel is likely to have already gone through the virus' cycle while on board the ship. Chinese goods in particular have a two-week shipping time from China, which is the period of observation for individuals potentially exposed to SARS-CoV-2 to develop COVID-19. There's been no indication that Chinese-made goods on their own would play a role in spreading COVID-19.

Q: So is it safe to receive a package from any area where COVID-19 has been reported?

A: Yes. The likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperature is also low.

Q: What federal resources have been made available to Louisiana to aid in the response?

A: We receive a number of federal resources for emergency preparedness that we are awarded yearly, including for hurricane preparation. Our federal partners have given us flexibility to shift some of that existing funding into COVID-19 preparation. If the U.S. Congress approves the \$2.5 billion for COVID-19 that's now being discussed, we expect we would use some of that funding to expand our Infectious Disease Epidemiology Program.

Q: Are you in regular contact with the federal government?

A: Yes. We are in very regular contact with the CDC and HHS; we're currently averaging several calls per week just with the CDC. In addition, we have standing calls across state health departments and a standing call internally in Louisiana. This is all very important so that we all have the latest data, are on the same page, and can adapt our plans as conditions change.

Q: Should families have a plan if an outbreak occurs?

A: The best preparation families can do is practice good seasonal flu/cold hygiene: cover your cough, wash your hands (especially after being in public spaces, shaking hands), stay home if you are sick, and get your flu shot! Families should also monitor the CDC COVID-19 website for updated travel advisories before making plans to travel internationally.

Q: Are you screening travelers from any of the other countries where there have been outbreaks?

A: Currently no, but the situation is changing quickly, and we are in close communication with the CDC.

From: Casey Tingle
Sent: Wed, 4 Mar 2020 10:21:08 -0600
To: Jimmy Guidry (LDH);Rosanne Prats;Christopher Guilbeaux
Cc: Tina Vanichchagorn;Christina Stephens
Subject: FW: COVID-19 Taskforce and GOSHEP contact
Attachments: image001.jpg

Looking for a timeframe to hold an informational call with Congressional delegation. Would 3:00 today or 8:00 tomorrow work? I think we could pass along the latest FAQ document, provide them the appropriate contact information in case they receive any calls, update on the task force and then open it up for questions.

Thoughts?

Thanks,
Casey

From: Tina Vanichchagorn
Sent: Wednesday, March 4, 2020 9:13 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Cc: Christina Stephens <Christina.Stephens@LA.GOV>; James Waskom <James.Waskom@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: Re: COVID-19 Taskforce and GOSHEP contact

I think a call would be good

Tina M. Vanichchagorn
Special Counsel
Office of the Governor

On Mar 4, 2020, at 8:25 AM, Casey Tingle <Casey.Tingle@la.gov> wrote:

Should we send out the FAQ's to the Congressional offices or set up a quick call with them to brief out on what we are doing?

From: John Taylor
Sent: Wednesday, March 4, 2020 8:20 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Casey,

Leslie Quinn asked about a POC in GOHSEP and a POC for the COVID-19 Task Force.

Sincerely,
John L. Taylor Jr., MEM
Region 7 Coordinator
Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)
1525 Fairfield Ave, Ste. 228, Shreveport, LA 71101
Cell 318-572-9431
<image001.jpg>

This communication, along with any attachments, is covered by Federal and State law governing electronic communications and may contain restricted and legally privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this email in error, please reply immediately to the sender and delete this message.

From: Quinn, Leslie [<mailto:Leslie.Quinn@mail.house.gov>]
Sent: Tuesday, March 3, 2020 3:08 PM
To: John Taylor <John.Taylor@la.gov>
Subject: COVID-19 Taskforce and GOSHEP contact

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good Afternoon John:

Could you tell me who is the point of contact within GOSHEP and/or the Governor's Task Force for public officials? I am trying to find a contact the Congressman and/or our office can go to directly to find out information about preparedness and action items for the virus for Louisiana. We anticipate we will have constituents asking us for help and Congressman Johnson needs to have the latest information.

Thanks so much!

Leslie
Leslie Quinn
Director of Constituent Services and Special Projects
U. S. Congressman Mike Johnson
2250 Hospital Drive, Suite 248
Bossier City, LA 71111
Tel: 318-840-0309
Fax: 318-584-7294
www.mikejohnson.house.gov





From: Casey Tingle
Sent: Wed, 4 Mar 2020 20:12:13 +0000
To: Casey Tingle; Lauren Gleason (LDH); Tonya Joiner; Cindy Rives; Preston_Robinson@Kennedy.senate.gov; James_Quinn@cassidy.senate.gov; peter.hunter@mail.house.gov; Luke.Letlow@mail.house.gov; Sawyer, Paul; Kathee.Facchiano@mail.house.gov; Hayden.Haynes@mail.house.gov; Trokey, Claire; Trowbridge, Fred; Miller, Megan (Bel); Ted.Verrill@mail.house.gov; Eby, Michael (Cassidy); Vicknair, Jay (Kennedy); Cambon, Allen; Bernhard, James; Cavell, David; McNabb, Brian (Cassidy); Chautin, John; Leslie.Quinn@mail.house.gov; Walecki, Jack; Morris, Brad; Christina Stephens; Alexander Billioux; Rosanne Prats; Jimmy Guidry (LDH); Christopher Guilbeaux; Tina Vanichchagorn; Aly Neel; Stephen Russo; Mike Steele
Subject: FW: State Briefing on COVID-19
Attachments: Covid-19 FAQs 03022020 3.12PM.DOCX, COVID-19_Business_Guidance .docx, LawEnforcement_COVID-19.docx, Colleges_Universities_COVID-19.docx

-----Original Appointment-----

From: Casey Tingle
Sent: Wednesday, March 4, 2020 2:12 PM
To: Casey Tingle; Tonya Joiner; Cindy Rives; Preston_Robinson@Kennedy.senate.gov; James_Quinn@cassidy.senate.gov; peter.hunter@mail.house.gov; Luke.Letlow@mail.house.gov; Sawyer, Paul; Kathee.Facchiano@mail.house.gov; Hayden.Haynes@mail.house.gov; Trokey, Claire; Trowbridge, Fred; Miller, Megan (Bel); Ted.Verrill@mail.house.gov; Eby, Michael (Cassidy); Vicknair, Jay (Kennedy); Cambon, Allen; Bernhard, James; Cavell, David; McNabb, Brian (Cassidy); Chautin, John; Leslie.Quinn@mail.house.gov; Walecki, Jack; Morris, Brad; Christina Stephens; Alexander Billioux; Rosanne Prats; Jimmy Guidry (LDH); Christopher Guilbeaux; Tina Vanichchagorn; Aly Neel; Stephen Russo; Mike Steele
Subject: FW: State Briefing on COVID-19
When: Thursday, March 5, 2020 8:00 AM-9:00 AM (UTC-06:00) Central Time (US & Canada).
Where: Conference Call

-----Original Appointment-----

From: Casey Tingle
Sent: Wednesday, March 4, 2020 1:28 PM
To: Casey Tingle; Preston_Robinson@Kennedy.senate.gov; James_Quinn@cassidy.senate.gov; peter.hunter@mail.house.gov; Luke.Letlow@mail.house.gov; Sawyer, Paul; Kathee.Facchiano@mail.house.gov; Hayden.Haynes@mail.house.gov; Trokey, Claire; Trowbridge, Fred; Miller, Megan (Bel); Ted.Verrill@mail.house.gov; Eby, Michael (Cassidy); Vicknair, Jay (Kennedy); Cambon, Allen; Bernhard, James; Cavell, David; McNabb, Brian (Cassidy); Chautin, John; Leslie.Quinn@mail.house.gov; Walecki, Jack; Morris, Brad; Christina Stephens; Alexander Billioux; Rosanne Prats; Jimmy Guidry (LDH); Christopher Guilbeaux; Tina Vanichchagorn; Aly Neel; Stephen Russo; Mike Steele
Subject: State Briefing on COVID-19

When: Thursday, March 5, 2020 8:00 AM-9:00 AM (UTC-06:00) Central Time (US & Canada).

Where: Conference Call

Briefing for Louisiana Congressional Delegation on the latest state efforts on COVID-19.

Conference Call Info:

USA 215 861 0674

USA 8883982342 (US Toll Free)

Conference code: 198611

Attached are several informational pieces that may be helpful for your offices.

Let me know if there are any questions.

Thank you,

Casey Tingle

Deputy Director

Governor's Office of Homeland Security and Emergency Preparedness

225-485-7451

10 Frequently Asked Questions About Novel Coronavirus (COVID-19)

Because the situation continues to evolve, this document will be regularly updated. The information below reflects the situation as of 03/02/2020.

Q: Are there any confirmed cases in Louisiana?

A: As of 03/02/20, there are no confirmed cases in Louisiana.

Q: What is the current situation?

A: While the CDC now expect community spread in some parts of the U.S., the immediate threat to the U.S. remains low. We are not seeing the same level of spread other countries are seeing. That said, it is important to be prepared, which is what we have been doing since the outbreak in mainland China.

Q: What is the protocol in place for responding to a pandemic like COVID-19?

A: COVID-19 in many ways behaves similarly to influenza. The CDC recommends using the Pandemic Influenza Preparedness plan as our model for the response because COVID-19 in many ways behaves similarly to influenza. The Louisiana Department of Health has been working on our Pandemic Preparedness Plan for the last 15 years, and we have been preparing for COVID-19 since early January 2020. The Governor directed the formation of a COVID-19 Task Force with representation from state agencies and federal partners key to preparing for a COVID-19 outbreak to guide updating pandemic flu and continuity of operations planning documents and advise the Unified Command Group.

Q: What have you been doing as far as monitoring people who may have been exposed?

A: Our first priority was to ensure we were monitoring any travelers who returned to Louisiana from visiting China, where many of the cases have occurred, and especially Wuhan, the city that experienced the largest outbreak. We touch base with those travelers each day and ask about their symptoms during a 14-day period of observation. We are also ensuring that travelers know the destinations where non-essential travel should be avoided.

Q: Do we have the capability to test?

A: We do have the capability to test for COVID-19 in-state. Providers should contact the Office of Public Health Division's Infectious Disease Epidemiology Program (IDePi). Testing is prioritized for individuals that meet clinical and risk criteria.

Q: What's the next major step in the Department's plan for responding to an outbreak?

A: Mirroring the federal government's response, we are moving from a 'containment' approach in which we focused on restricting travel from the outbreak area in Wuhan city and Hubei province in China and monitoring returning travelers from other parts of China, to a 'mitigation' approach in which we anticipate and plan for person-to-person transmission in the community somewhere in the United States and ensure state and local governments, health care providers, schools, businesses, and community members are adequately prepared to take action to reduce the spread of COVID-19. We don't want people to be alarmed, but we do want them to be prepared. We also want businesses and health care facilities to be prepared to make sure people are safe and protected so we can avoid an unnecessary spread, including planning now for actions that can be taken to avoid the spread of infections such as mandatory teleworking and canceling unnecessary large gatherings.

Q: What are you doing to make sure hospitals are prepared?

A: LDH has been working with Louisiana Hospital Association (LHA) and the ESF8 Network to prepare hospitals for an outbreak and ensure they have the proper supplies needed as well as protocols are in place for anyone treated who tests positive. We haven't had any indication that hospitals don't have what they need on the supply side.

Q: Is it safe to receive a package from any area where COVID-19 has been reported?

A: Yes. The likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperature is also low.

Q: Are you in regular contact with the federal government?

A: Yes. We are in very regular contact with the CDC and HHS; we're currently averaging several calls per week just with the CDC. In addition we have standing calls across state health departments and a standing call internally in Louisiana. This is all very important so that we all have the latest data, are on the same page, and can adapt our plans as conditions change.

Q: Should individuals and families have a plan if an outbreak occurs?

There are actions we all can take as individuals to be prepared for COVID-19. The same actions you take to prevent the spread of flu put you in a good position for any respiratory illness - cover your cough, wash your hands (especially after being in public spaces, shaking hands), stay home if you are sick, and get your flu shot! Individuals and families should also monitor the CDC COVID-19 website for updated travel advisories before making plans to travel internationally.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

Louisiana Business,

This interim guidance is based on what is currently known [about the coronavirus disease 2019 \(COVID-19\)](#). The Centers for Disease Control and Prevention (CDC) will update this interim guidance as needed and as additional information becomes available.

CDC is working across the Department of Health and Human Services and across the U.S. government in the public health response to COVID-19. Much is unknown about how the virus that causes COVID-19 spreads. Current knowledge is largely based on what is known about similar coronaviruses.

CDC industry guidance

- [Resources for airlines](#)
- [Resources for the ship industry](#)

Coronavirus

Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats and bats. Rarely, animal coronaviruses can infect people and then spread between people, such as with MERS-CoV and SARS-CoV. The virus that causes COVID-19 is spreading from person to person in China and some limited person-to-person transmission has been reported in countries outside China, including the United States. However, respiratory illnesses like seasonal influenza, are currently widespread in many U.S. communities.

The following interim guidance may help prevent workplace exposures to acute respiratory illnesses, including COVID-19, in non-healthcare settings. The guidance also provides planning considerations if there are more widespread, community outbreaks of COVID-19.

To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of people with confirmed COVID-19. There is much more to learn about the transmissibility, severity and other features of COVID-19, and investigations are ongoing. Updates are available on CDC's webpage at www.cdc.gov/coronavirus/covid19.

Recommended strategies for employers to use now

- **Actively encourage sick employees to stay home:**
 - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever and any other symptoms for at least 24 hours, without the use of

Page 1 of 7

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
 - Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
 - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
 - Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
 - Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- **Separate sick employees:**
 - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
 - Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#) and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
 - Provide tissues and no-touch disposal receptacles for use by employees.
 - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60% to 95% alcohol, or wash their hands with soap and warm water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
 - Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
- **Perform routine environmental cleaning:**
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - No additional disinfection beyond routine cleaning is recommended at this time.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls and desks) can be wiped down by employees before each use.
- **Advise employees before traveling to take certain steps:**
 - Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
 - Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
 - Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
 - If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates and military facilities do not have the legal authority, capability and resources to evacuate or give medicines, vaccines or medical care to private U.S. citizens overseas.
- **Current Guidance for students/staff who recently returned from a place where COVID-19 is spreading (03/04/2020):**
 - Monitor current travel advisories at [COVID-19 Information for Travelers](#). This guidance changes almost daily, so our recommendations should always be cross-checked before implementing.
 - Current CDC guidance states that a traveler who returns from an area with a Level 3 travel advisory (currently China, Iran, Italy and South Korea) but is asymptomatic, should stay home and monitor their health for 14 days after returning to the United States. These individuals should not return to school or work for 14 days. They should monitor their health with twice daily temperature checks and monitor

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

for respiratory symptoms (cough, shortness of breath). If they develop fever (>101) or respiratory symptoms, they should immediately call their healthcare provider and report their recent travel.

- The CDC is recommending that anyone returning from an area with a level 2 travel advisory (currently Japan) where COVID-19 is spreading locally, should monitor their health for 14 days after their return and follow guidance listed on the CDC website at: [COVID-19 Information for Travelers](#). All returning travelers should also follow common sense practices:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Stay home if you do become sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- After 14 days, all well returning travelers can return to normal activity.

- **Additional measures in response to currently occurring sporadic importations of COVID-19:**

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

Planning for a possible COVID-19 outbreak in the U.S.

The severity of illness or how many people will fall ill from COVID-19 is unknown at this time. If there is evidence of a COVID-19 outbreak in the U.S., employers should plan to be able to respond in a flexible way to varying levels of severity and be prepared to refine their business response plans as needed. For the general American public, such as workers in non-healthcare settings and where it is unlikely that work tasks create an increased risk of exposures to COVID-19, the immediate health risk from COVID-19 is considered low. The CDC and its partners will continue to monitor national and international data on the severity of illness caused by COVID-19, will disseminate the results of these ongoing surveillance assessments and will make additional recommendations as needed.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

Planning considerations

All employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak in the US. They should identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains. Some of the key considerations when making decisions on appropriate responses are:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where the business is located;
- Impact of disease on employees that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness.
 - Employers should plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
 - Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
 - Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
- Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan based on the condition in each locality.
- Coordination with [state](#) and [local](#) health officials is strongly encouraged for all businesses so that timely and accurate information can guide appropriate responses in each location where their operations reside. Since the intensity of an outbreak may differ according to geographic location, local health officials will be issuing guidance specific to their communities.

Important considerations for creating an infectious disease outbreak response plan:

All employers should be ready to implement strategies to protect their workforce from COVID-19 while ensuring continuity of operations. During a COVID-19 outbreak, all sick employees should stay home and away from the workplace, respiratory etiquette and hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly.

- **Employers should:**

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- Ensure the plan is flexible and involve your employees in developing and reviewing your plan.
- Conduct a focused discussion or exercise using your plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.
- Share your plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.
- Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce and associations to improve community response efforts.

Recommendations for an infectious disease outbreak response plan:

- Identify possible work-related exposure and health risks to your employees. OSHA has more information on how to [protect workers from potential exposures](#) to COVID-19.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the [Department of Labor's](#) and the [Equal Employment Opportunity Commission's](#) websites).
- Explore whether you can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. For employees who are able to telework, supervisors should encourage employees to telework instead of coming into the workplace until symptoms are completely resolved. Ensure that you have the information technology and infrastructure needed to support multiple employees who may be able to work from home.
- Identify essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.
- Set up authorities, triggers and procedures for activating and terminating the company's infectious disease outbreak response plan, altering business operations (e.g., possibly changing or closing operations in affected areas) and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.
- Establish a process to communicate information to employees and business partners on your infectious disease outbreak response plans and latest COVID-19 information. Anticipate employee fear, anxiety, rumors and misinformation, and plan communications accordingly.
- In some communities, early childhood programs and K-12 schools may be dismissed, particularly if COVID-19 worsens. Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school. Businesses and other employers should prepare to institute flexible workplace and leave policies for these employees.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- Local conditions will influence the decisions that public health officials make regarding community-level strategies; employers should take the time now to learn about plans in place in each community where they have a business.
- If there is evidence of a COVID-19 outbreak in the U.S., consider canceling nonessential business travel to additional countries per [travel guidance](#) on the CDC website.
 - Travel restrictions may be enacted by other countries which may limit the ability of employees to return home if they become sick while on travel status.
 - Consider cancelling large work-related meetings or events.

Engage [state](#) and [local](#) health departments to confirm channels of communication and methods for dissemination of local outbreak information.

Resources

- For the most up-to-date information, visit www.cdc.gov/covid19.
- For more information about COVID-19 in Louisiana visit: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)
- For questions from the general public about COVID-19 call: (855)-523-2652

CDC guidance

- [COVID-19 Website](#)
- [What You Need to Know About COVID-19](#)
- [What to Do If You Are Sick With COVID-19](#)

What Law Enforcement Personnel Need to Know about Coronavirus Disease 2019 (COVID-19)

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The outbreak first started in China, but cases have been identified in a growing number of other areas, including the United States.

Patients with COVID-19 have had mild to severe respiratory illness.

- Data suggests that symptoms may appear in as few as 2 days or as long as 14 days after exposure to the virus that causes COVID-19.
- Symptoms can include fever, cough, difficulty breathing, and shortness of breath.
- The virus causing COVID-19 is called SARS-CoV-2. It is thought to spread mainly from person-to-person via respiratory droplets among close contacts. Respiratory droplets are produced when an infected person coughs or sneezes and can land in the mouths or noses, or possibly be inhaled into the lungs, of people who are nearby. Close contact may include:
 - Being within approximately 6 feet of an individual with COVID-19 for a prolonged period of time.
 - Having direct contact with body fluids (such as blood, phlegm, and respiratory droplets) from an individual with COVID-19.

To protect yourself from exposure

- If possible, maintain a distance of at least 6 feet.
- Practice proper hand hygiene. Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available and illicit drugs are NOT suspected to be present, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Do not touch your face with unwashed hands.
- Have a trained Emergency Medical Service/ Emergency Medical Technician (EMS/EMT) assess and transport anyone you think might have COVID-19 to a healthcare facility.
- Ensure only trained personnel wearing appropriate personal protective equipment (PPE) have contact with individuals who have or may have COVID-19.
- Learn your employer's plan for exposure control and participate in all-hands training on the use of PPE for respiratory protection, If available.

Recommended Personal Protective Equipment (PPE)

Law enforcement who must make contact with individuals confirmed or suspected to have COVID-19 should follow [CDC's Interim Guidance for EMS](#). Different styles of PPE may be necessary to perform operational duties. These alternative styles (i.e. coveralls) must provide protection that is at least as great as that provided by the minimum amount of PPE recommended.

The minimum PPE recommended is:

- A single pair of disposable examination gloves,
- Disposable isolation gown or single-use/disposable coveralls*,
- Any NIOSH-approved particulate respirator (i.e., N-95 or higher-level respirator), and
- Eye protection (i.e., goggles or disposable face shield that fully covers the front and sides of the face)

*If unable to wear a disposable gown or coveralls because it limits access to duty belt and gear, ensure duty belt and gear are disinfected after contact with individual.

If close contact occurred during apprehension

- Clean and disinfect duty belt and gear prior to reuse using a household cleaning spray or wipe, according to the product label.
- Follow standard operating procedures for the containment and disposal of used PPE.
- Follow standard operating procedures for containing and laundering clothes. Avoid shaking the clothes.

For law enforcement personnel performing daily routine activities, the immediate health risk is considered low. Law enforcement leadership and personnel should follow [CDC's Interim General Business Guidance](#).

Resources

- For the most up-to-date information, visit www.cdc.gov/covid19.
- For more information about COVID-19 in Louisiana visit: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)
- For questions from the general public about COVID-19 call: (855)-523-2652

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

Louisiana Higher Education Administrator,

This interim guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19).

The U.S. Centers for Disease Control and Prevention (CDC) will update this guidance as needed and as additional information becomes available. Please check the following CDC website periodically for updated interim guidance: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Health officials are taking steps to prevent community spread of COVID-19 into U.S. communities. Institutions of higher education (IHE) can play an important role in this effort. Through collaboration and coordination with local health departments, IHE should disseminate information about the disease and its potential transmission to their students, staff and faculty. IHE should prepare to prevent the spread of COVID-19 among their students, staff and faculty should local health officials identify such a need.

IHE should continue to collaborate, share information and review plans with local health officials to help protect their entire IHE community, including those who may be at risk for severe disease with COVID-19. IHE plans should be designed to minimize disruption to teaching and learning and protect students and staff from social stigma and discrimination.

Who is this guidance for?

This interim guidance is intended to help administrators of public and private institutions of higher education prevent the spread of COVID-19 among students, staff and faculty. IHE include a diverse set of American colleges and universities: two- or four-year; public, private nonprofit or private for-profit; and comprehensive, research-focused or special mission. IHE administrators are individuals who make policies and procedures, set educational aims and standards, and direct programming of institutions of higher education. Administrators include a range of higher education leaders and managers, such as department chairs/heads, deans, presidents and provosts.

Why is this guidance being issued?

Information provided should help IHE and their partners understand how to help prevent the transmission of COVID-19 among students, faculty and staff. It also aims to help IHE react quickly should a case be identified. The guidance includes considerations to help administrators plan for the continuity of teaching, learning and research if there is community spread of COVID-19 and address concerns related to COVID-19 associated stigma.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

What is the role of IHE in responding to COVID-19?

COVID-19 is a respiratory illness caused by a novel (new) virus, and we are learning more about it every day. There is currently no vaccine to protect against COVID-19. At this point, the best way to prevent infection is to avoid being exposed to the virus that causes it. Stopping transmission (spread) of the virus through everyday practices is the best way to keep people healthy. Learn more about [COVID-19](#).

IHE, working together with local health departments, have an important role in slowing the spread of disease. IHE's efforts will help ensure students, staff and faculty have safe and healthy environments in which to learn and work. IHE welcome students, staff, faculty and visitors from throughout the community. All of these people may have close contact in IHE settings, often sharing spaces, equipment and supplies.

Some individuals are experiencing stigma and discrimination in the United States related to COVID-19. This includes people of Chinese and Asian descent, as well as some returning travelers and emergency responders who may have been exposed to the virus. It is important for IHE to provide accurate and timely information about COVID-19 to students, staff and faculty to minimize the potential for stigma on college and university campuses. It is also important to provide mental health support to promote resilience among those groups affected by stigma regarding COVID-19. CDC has [information](#) IHE can share to reduce COVID-19 associated fear and stigma.

Guidance for IHE that do not have COVID-19 identified in their community

To prepare for possible community transmission of COVID-19, the most important thing for IHE to do now is **plan and prepare**. As the global outbreak evolves, IHE should prepare for the possibility of community-level outbreaks. IHE want to **be ready** if COVID-19 does appear in their communities.

IHE administrators nationwide can take steps now to help stop or slow the spread of respiratory infectious diseases, including COVID-19:

- **Review, update and implement emergency operations plans (EOPs).** This should be done in collaboration with local health departments, the IHE's university system and other relevant partners. Focus on components, or annexes, of the plans that address infectious disease outbreaks.
 - Ensure the plan is updated to include strategies to reduce the spread of a wide variety of infectious diseases. Effective strategies build on everyday policies and practices.
 - Ensure the plan emphasizes preventive actions for students and staff. Emphasize actions individuals can take including, staying home when sick, appropriately covering coughs and sneezes, cleaning frequently touched surfaces and washing hands often.
 - CDC has workplace resources including guidance posters with messages for staff about [staying home when sick](#) and how to [avoid spreading germs at work](#).
 - Ensure handwashing strategies include washing with soap and water for at least 20 seconds or using a hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- CDC offers several free handwashing resources that include [health promotion materials](#) and information on [proper handwashing technique](#).
 - Reference key resources while reviewing, updating, and implementing the EOP.
 - Multiple federal agencies have developed resources on school planning principles and a 6-step process for creating plans to build and continually foster safe and healthy school communities *before, during* and *after* possible emergencies. IHE may find this [guidance for developing high-quality emergency operations](#) plans helpful.
 - Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center's [website](#) contains free resources, trainings and TA for schools, including IHE, and their community partners, including many tools and resources on emergency planning and response to infectious disease outbreaks.
 - **Develop information-sharing systems with partners.**
 - Institutional information systems should be used for day-to-day reporting on information such as absenteeism or changes in student health center traffic to detect and respond to an outbreak.
 - Local health officials should be a key partner in information sharing.
- **Current Guidance for students/staff who recently returned from a place where COVID-19 is spreading (03/04/2020):**
 - Monitor current travel advisories at [COVID-19 Information for Travelers](#). This guidance changes almost daily, so our recommendations should always be cross-checked before implementing.
 - Current CDC guidance states that a traveler who returns from an area with a Level 3 travel advisory (currently China, Iran, Italy and South Korea) but is asymptomatic, should stay home and monitor their health for 14 days after returning to the United States. These individuals should not return to school or work for 14 days. They should monitor their health with twice daily temperature checks and monitor for respiratory symptoms (cough, shortness of breath). If they develop fever (>101) or respiratory symptoms, they should immediately call their healthcare provider and report their recent travel.
 - The CDC is recommending that anyone returning from an area with a level 2 travel advisory (currently Japan) where COVID-19 is spreading locally, should monitor their health for 14 days after their return and follow guidance listed on the CDC website at: [COVID-19 Information for Travelers](#). All returning travelers should also follow common sense practices:
 - Avoid close contact with people who are sick.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- Stay home if you do become sick.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
 - Clean and disinfect frequently touched objects and surfaces.
 - After 14 days, all well returning travelers can return to normal activity.
- **Monitor and plan for absenteeism.**
 - Review attendance and sick leave policies. Students, staff and faculty should not attend class or work when sick. Allow them to stay home to care for sick household members. Make accommodations (e.g., extended due dates, electronic submission of assignments), as possible, for individuals who may be temporarily unable to attend class due to restrictions placed on them related to possible exposure to the virus that causes COVID-19.
 - Identify critical job functions and positions, and plan for alternative coverage by cross-training staff and faculty.
 - Review the usual absenteeism patterns at your institution and on your campus among students, staff and faculty. Consider identifying and implementing processes for faculty and IHE leadership to report noticeable changes in absenteeism, even if subjective, to a designated administrator.
 - Alert local health officials about large increases in student, staff and faculty absenteeism or substantial increases in student health center traffic due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to symptoms of COVID-19).
 - Determine what level of absenteeism will disrupt continuity of teaching, learning, and research.
 - **Establish procedures for students, staff, and faculty who are sick (with any illness) on campus.**
 - Establish procedures to ensure students, staff and faculty who become sick (with any illness) on campus or arrive on campus sick are sent to their place of residence as soon as possible.
 - Keep sick individuals separate from well individuals until they can leave.
 - Sick residents of on-campus housing in communities with no identified COVID-19 and who are not believed to have been exposed to COVID-19 should avoid contact with well individuals while sick.
 - **Ensure IHE health clinics prepare for COVID-19.**
 - Review CDC guidance to help healthcare facilities prepare for COVID-19. Guidance includes [steps to take now](#) and strategies for [preparing for community transmission](#) of COVID-19.
 - **Perform routine environmental cleaning.**
 - Routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label.
 - Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students, staff and faculty before each use.
 - **Create plans to communicate accurate and timely information to the IHE community.**

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- Include strategies for sharing information with staff, students and faculty without increasing fear and [stigma](#). Keeping the community informed with accurate information can counter the spread of misinformation and reduce the potential for fear and stigma.
- Include strategies to communicate steps being taken by the IHE to prepare and how additional information will be shared.
- Include strategies to communicate changes to usual campus schedules or functions.
- Include strategies to communicate information IHE community members can use to [protect themselves](#) from infectious disease, including COVID-19.
- **Review CDC's guidance for businesses and employers.**
 - Review this CDC [guidance](#) to identify any additional strategies the IHE can use, given its role as an employer.

IHE administrators can also support their IHE community by sharing COVID-19 informational resources with students, staff and faculty. Coordinate with local health officials to determine what type of information is best to share with the IHE community. Consider sharing the following fact sheets and [information sources](#):

- Information about COVID-19 available through [state](#) and [local](#) health departments
- General fact sheets to help students, staff, faculty, and their families understand COVID-19 and the steps they can take to protect themselves:
 - [What you need to know about coronavirus disease 2019 \(COVID-19\)pdf](#)
 - [What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#)
 - [Stop the spread of germs – help prevent the spread of respiratory viruses like COVID-19](#)
 - [Share facts about COVID-19 to help prevent stigma](#)
- CDC information for students, staff, and faculty who have recently traveled back to the United States from areas where CDC has identified community spread of coronavirus:
 - A list of countries where community spread of COVID-19 is occurring can be found on the CDC webpage: [Coronavirus Disease 2019 Information for Travel](#)

For guidance for **students, staff or faculty who plan to travel, or have recently traveled, to areas with community spread of COVID-19**, refer to CDC's [FAQ for travelers](#) and COVID-19 travel [website](#). For specific guidance on **foreign exchange and study abroad programs**, see CDC's [guidance on student foreign travel for IHE](#).

Guidance for IHE with identified cases of COVID-19 in their community

If local health officials report that there are cases of COVID-19 in the community, IHE need to take additional steps in **response** to prevent further spread of the disease. The first step for IHE in this situation is to talk with local health officials.

Determine if, when and for how long the IHE may need to suspend classes and postpone or cancel events and activities.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

Temporarily suspending classes is a strategy to stop or slow the further spread of COVID-19 in communities. When classes are suspended, IHE may stay open for staff or faculty (unless ill) while students temporarily stop attending in-person classes. Keeping the IHE facilities open a) allows faculty to develop and deliver lessons and materials electronically, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts.

IHE administrators should work in close collaboration with local health officials and the IHE's university system to make class suspension and event and activity cancellation decisions. IHE are not expected to make decisions about suspending classes or canceling events on their own. IHE can seek specific guidance from local health officials to determine if, when and for how long to take these steps. Class suspension and event and activity (e.g., on-campus sporting, theater and music events) cancellation may be recommended for at least 14 days, or possibly longer if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.

If a student, staff or faculty member attended class or was active on campus prior to being confirmed as a COVID-19 case:

- **Local health officials may recommend temporary class suspension and event or activity cancellation.** Individuals may be considered active on campus if they had attended class, work, work-study or some other type of gathering or event (e.g., student meetings, recreational activities) on campus. Local health officials' recommendations for the scope (e.g., all campuses in a university system or only select campuses) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the impacted community.
- **IHE should work with the local health department and other relevant leadership to communicate the possible COVID-19 exposure.** This communication to the IHE community should align with the communication plan in the IHE's emergency operations plan. In such a circumstance, it is critical to maintain confidentiality of the student, staff member or faculty member as required by the [Americans with Disabilities Act](#) and the [Family Education Rights and Privacy Act](#).
- **IHE administrators should seek guidance from local health officials to determine when students, staff and faculty should return to campus and what additional steps are needed for the IHE community.** In addition, students, staff and faculty who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to campus.

If classes are suspended, IHE can consider the following steps:

- **Temporarily cancel extracurricular group activities and large events.**
 - Cancel or postpone events such as club meetings, performances, social events, athletic team practices and sporting events.
- **Discourage students, staff and faculty from gathering or socializing anywhere.**
 - Discourage gatherings at places like at a friend's house, a favorite restaurant or a local coffee shop.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- **Ensure continuity of education and research.**
 - Review continuity plans, including plans for the continuity of teaching, learning and research. Implement e-learning plans and distance learning options as feasible and appropriate.
 - Ensure continuity plans address how to temporarily postpone, limit or adapt research-related activities (e.g., study recruitment or participation, access to labs) in a manner that protects the safety of researchers, participants, facilities, and equipment.
 - Consider the following approaches:
 - Use of existing infrastructure and services (e.g., Blackboard, Skype, Zoom) to support efficient transition of classes from in-person to distance-based formats. This may include using strategies such as faculty check-ins, recorded class meetings or lectures, and live class meetings.
 - Other student support services such as online library services, print materials available online, phone- or internet-based counseling support, or study groups enabled through digital media.
 - IHE will need to determine, in consultation with their university system:
 - How to convert face-to-face lessons into online lessons and how to train faculty to do so.
 - How to triage technical issues if faced with limited IT support and staff
 - How to deal with the potential lack of students' access to computers and the Internet at home or in temporary housing.
 - **Ensure continuity of safe housing.**
 - **Work in close collaboration with local health officials to make all decisions related to on-campus housing.**
 - **If cases of COVID-19 have not been identified among residents of on-campus community housing,** students may be allowed to remain in on-campus housing. In this situation, educate housing residents on the precautions they should take to help protect themselves when there is community spread of COVID-19. Residents should follow any more specific recommendations provided by local health officials.
 - **If cases of COVID-19 have been identified among residents of on-campus community housing, work with local health officials to take additional precautions.** Individuals with COVID-19 may need to be moved to temporary housing locations. These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials. [Close contacts](#) of the individuals with COVID-19 may also need temporary housing so that they can self-quarantine and monitor for symptoms. Consult with local health officials to determine when, how, and where to move ill residents. Information on providing home care to individuals with COVID-19 who do not require hospitalization is available on CDC's [website](#).
 - Residents identified with COVID-19 or identified as contacts of individuals with COVID-19 should not necessarily be sent to their permanent homes off-campus. Sending sick residents to their permanent homes could be unfeasible, pose logistical challenges or pose risk of transmission to others either on the way to the home or once there. IHEs should work with local health officials to determine appropriate housing for the period in which they need to self-isolate and monitor for symptoms or worsening symptoms.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- Remember to consider all types of IHE-affiliated housing when making response plans. Distinct housing types (e.g., residence halls, apartments, fraternity and sorority houses) and situations (e.g., housing owned and run by the IHE, housing on the IHE campus but not run by the IHE) may require tailored approaches.
- Ensure any staff remaining to support students in on-campus housing receive necessary training to protect themselves and residents from spread of COVID-19. Staff should also be trained on how to respond if a resident becomes ill.
- **Ensure continuity of meal programs.**
 - Consult with local health officials to determine strategies for modifying food service offerings to the IHE community.
 - Consider ways to distribute food to students, particularly those who may remain on campus, while classes or other events and activities are dismissed.
 - If there is community spread of COVID-19, design strategies to avoid food distribution in settings where people might gather in a group or crowd. Consider options such as “grab-and-go” bagged lunches or meal delivery.
 - Consider if and how existing dining services should be scaled back or adapted. For example, an IHE may close some of or all its cafeterias/cafes to discourage students, staff and faculty from gathering in group settings.
 - If on-campus housing residents have been relocated to temporary alternative housing, consider how meals can be provided to these students. Work with local health officials to determine strategies for providing meals to residents with COVID-19 or who are being monitored because of contact with persons with COVID-19.
 - Ensure any staff remaining on campus to support food services receive necessary training to protect themselves and those they serve from spread of COVID-19.
- **Consider if and when to stop, scale back or modify other support services on campus.**
 - Consider alternatives for providing students with essential medical and social services. Identify ways to ensure these services are provided while classes are dismissed or students are in temporary housing.
 - Identify other types of services provided to students, staff and faculty (e.g., library services, cleaning services). Consider ways to adapt these to minimize risk of COVID-19 transmission while maintaining services deemed necessary.
 - **Help counter [stigma](#) and promote resilience on campus.**
 - Share facts about COVID-19 through trusted dissemination channels to counter the spread of misinformation and mitigate fear.
- Speak out against negative behaviors, including negative statements on social media about groups of people.
- Develop plans to support students, staff and faculty who may feel overwhelmed by COVID-19 and associated events on campus.
 - Ensure continuity of mental health services, such as offering remote counseling. Encourage students to call 911 or the National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255) if they are feeling overwhelmed with emotions such as sadness, depression, anxiety or feeling like wanting to harm themselves or others.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

Guidance for student foreign travel for IHE

This guidance is for Institutes of Higher Education with students participating in foreign exchange or study abroad programs.

Consider postponing or canceling student foreign exchange programs.

Given the global outbreak of COVID-19, IHE should **consider** postponing or canceling upcoming student foreign exchange programs. IHE should **consider** asking current program participants to return to their home country. Those overseeing student foreign exchange programs should be aware that students may face unpredictable circumstances, travel restrictions, challenges in returning home or accessing health care while abroad.

IHEs should **consider** asking students participating in study abroad programs to return to the United States. IHEs should work with state and local public health officials to determine the best approach for when and how (e.g., chartered transportation for countries or areas assessed as high-risk for exposure) their study abroad students might return. All plans for returning study abroad students should be designed to protect participants from stigma and discrimination.

The COVID-19 situation is dynamic. Given the speed of spread and the number of countries experiencing human-to-human transmission, IHEs should evaluate the risks associated with choosing to maintain programs abroad and take the appropriate proactive measures. IHEs that continue to maintain programs abroad should monitor [cdc.gov/COVID-19](https://www.cdc.gov/COVID-19) for additional information.

Resources

- For the most up-to-date information, visit www.cdc.gov/covid19.
- For more information about COVID-19 in Louisiana visit: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)
- For questions from the general public about COVID-19 call: (855)-523-2652

From: Casey Tingle
Sent: Wed, 4 Mar 2020 20:11:50 +0000
To: Casey Tingle; Tonya Joiner; Cindy Rives; Preston_Robinson@Kennedy.senate.gov; James_Quinn@cassidy.senate.gov; peter.hunter@mail.house.gov; Luke.Letlow@mail.house.gov; Sawyer, Paul; Kathee.Facchiano@mail.house.gov; Hayden.Haynes@mail.house.gov; Trokey, Claire; Trowbridge, Fred; Miller, Megan (Bel); Ted.Verrill@mail.house.gov; Eby, Michael (Cassidy); Vicknair, Jay (Kennedy); Cambon, Allen; Bernhard, James; Cavell, David; McNabb, Brian (Cassidy); Chautin, John; Leslie.Quinn@mail.house.gov; Walecki, Jack; Morris, Brad; Christina Stephens; Alexander Billioux; Rosanne Prats; Jimmy Guidry (LDH); Christopher Guilbeaux; Tina Vanichchagorn; Aly Neel; Stephen Russo; Mike Steele
Subject: FW: State Briefing on COVID-19
Attachments: Covid-19 FAQs 03022020 3.12PM.DOCX, COVID-19_Business_Guidance .docx, LawEnforcement_COVID-19.docx, Colleges_Universities_COVID-19.docx

-----Original Appointment-----

From: Casey Tingle
Sent: Wednesday, March 4, 2020 1:28 PM
To: Casey Tingle; Preston_Robinson@Kennedy.senate.gov; James_Quinn@cassidy.senate.gov; peter.hunter@mail.house.gov; Luke.Letlow@mail.house.gov; Sawyer, Paul; Kathee.Facchiano@mail.house.gov; Hayden.Haynes@mail.house.gov; Trokey, Claire; Trowbridge, Fred; Miller, Megan (Bel); Ted.Verrill@mail.house.gov; Eby, Michael (Cassidy); Vicknair, Jay (Kennedy); Cambon, Allen; Bernhard, James; Cavell, David; McNabb, Brian (Cassidy); Chautin, John; Leslie.Quinn@mail.house.gov; Walecki, Jack; Morris, Brad; Christina Stephens; Alexander Billioux; Rosanne Prats; Jimmy Guidry (LDH); Christopher Guilbeaux; Tina Vanichchagorn; Aly Neel; Stephen Russo; Mike Steele
Subject: State Briefing on COVID-19
When: Thursday, March 5, 2020 8:00 AM-9:00 AM (UTC-06:00) Central Time (US & Canada).
Where: Conference Call

Briefing for Louisiana Congressional Delegation on the latest state efforts on COVID-19.

Conference Call Info:
USA 215 861 0674
USA 8883982342 (US Toll Free)
Conference code: 198611

Attached are several informational pieces that may be helpful for your offices.

Let me know if there are any questions.

Thank you,

Casey Tingle

Deputy Director
Governor's Office of Homeland Security and Emergency Preparedness
225-485-7451

10 Frequently Asked Questions About Novel Coronavirus (COVID-19)

Because the situation continues to evolve, this document will be regularly updated. The information below reflects the situation as of 03/02/2020.

Q: Are there any confirmed cases in Louisiana?

A: As of 03/02/20, there are no confirmed cases in Louisiana.

Q: What is the current situation?

A: While the CDC now expect community spread in some parts of the U.S., the immediate threat to the U.S. remains low. We are not seeing the same level of spread other countries are seeing. That said, it is important to be prepared, which is what we have been doing since the outbreak in mainland China.

Q: What is the protocol in place for responding to a pandemic like COVID-19?

A: COVID-19 in many ways behaves similarly to influenza. The CDC recommends using the Pandemic Influenza Preparedness plan as our model for the response because COVID-19 in many ways behaves similarly to influenza. The Louisiana Department of Health has been working on our Pandemic Preparedness Plan for the last 15 years, and we have been preparing for COVID-19 since early January 2020. The Governor directed the formation of a COVID-19 Task Force with representation from state agencies and federal partners key to preparing for a COVID-19 outbreak to guide updating pandemic flu and continuity of operations planning documents and advise the Unified Command Group.

Q: What have you been doing as far as monitoring people who may have been exposed?

A: Our first priority was to ensure we were monitoring any travelers who returned to Louisiana from visiting China, where many of the cases have occurred, and especially Wuhan, the city that experienced the largest outbreak. We touch base with those travelers each day and ask about their symptoms during a 14-day period of observation. We are also ensuring that travelers know the destinations where non-essential travel should be avoided.

Q: Do we have the capability to test?

A: We do have the capability to test for COVID-19 in-state. Providers should contact the Office of Public Health Division's Infectious Disease Epidemiology Program (IDEpi). Testing is prioritized for individuals that meet clinical and risk criteria.

Q: What's the next major step in the Department's plan for responding to an outbreak?

A: Mirroring the federal government's response, we are moving from a 'containment' approach in which we focused on restricting travel from the outbreak area in Wuhan city and Hubei province in China and monitoring returning travelers from other parts of China, to a 'mitigation' approach in which we anticipate and plan for person-to-person transmission in the community somewhere in the United States and ensure state and local governments, health care providers, schools, businesses, and community members are adequately prepared to take action to reduce the spread of COVID-19. We don't want people to be alarmed, but we do want them to be prepared. We also want businesses and health care facilities to be prepared to make sure people are safe and protected so we can avoid an unnecessary spread, including planning now for actions that can be taken to avoid the spread of infections such as mandatory teleworking and canceling unnecessary large gatherings.

Q: What are you doing to make sure hospitals are prepared?

A: LDH has been working with Louisiana Hospital Association (LHA) and the ESF8 Network to prepare hospitals for an outbreak and ensure they have the proper supplies needed as well as protocols are in place for anyone treated who tests positive. We haven't had any indication that hospitals don't have what they need on the supply side.

Q: Is it safe to receive a package from any area where COVID-19 has been reported?

A: Yes. The likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperature is also low.

Q: Are you in regular contact with the federal government?

A: Yes. We are in very regular contact with the CDC and HHS; we're currently averaging several calls per week just with the CDC. In addition we have standing calls across state health departments and a standing call internally in Louisiana. This is all very important so that we all have the latest data, are on the same page, and can adapt our plans as conditions change.

Q: Should individuals and families have a plan if an outbreak occurs?

There are actions we all can take as individuals to be prepared for COVID-19. The same actions you take to prevent the spread of flu put you in a good position for any respiratory illness - cover your cough, wash your hands (especially after being in public spaces, shaking hands), stay home if you are sick, and get your flu shot! Individuals and families should also monitor the CDC COVID-19 website for updated travel advisories before making plans to travel internationally.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

Louisiana Business,

This interim guidance is based on what is currently known [about the coronavirus disease 2019 \(COVID-19\)](#). The Centers for Disease Control and Prevention (CDC) will update this interim guidance as needed and as additional information becomes available.

CDC is working across the Department of Health and Human Services and across the U.S. government in the public health response to COVID-19. Much is unknown about how the virus that causes COVID-19 spreads. Current knowledge is largely based on what is known about similar coronaviruses.

CDC industry guidance

- [Resources for airlines](#)
- [Resources for the ship industry](#)

Coronavirus

Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats and bats. Rarely, animal coronaviruses can infect people and then spread between people, such as with MERS-CoV and SARS-CoV. The virus that causes COVID-19 is spreading from person to person in China and some limited person-to-person transmission has been reported in countries outside China, including the United States. However, respiratory illnesses like seasonal influenza, are currently widespread in many U.S. communities.

The following interim guidance may help prevent workplace exposures to acute respiratory illnesses, including COVID-19, in non-healthcare settings. The guidance also provides planning considerations if there are more widespread, community outbreaks of COVID-19.

To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of people with confirmed COVID-19. There is much more to learn about the transmissibility, severity and other features of COVID-19, and investigations are ongoing. Updates are available on CDC's webpage at www.cdc.gov/coronavirus/covid19.

Recommended strategies for employers to use now

- **Actively encourage sick employees to stay home:**
 - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever and any other symptoms for at least 24 hours, without the use of

Page 1 of 7

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
 - Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
 - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
 - Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
 - Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- **Separate sick employees:**
 - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
 - Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#) and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
 - Provide tissues and no-touch disposal receptacles for use by employees.
 - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60% to 95% alcohol, or wash their hands with soap and warm water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
 - Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
- **Perform routine environmental cleaning:**
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - No additional disinfection beyond routine cleaning is recommended at this time.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls and desks) can be wiped down by employees before each use.
- **Advise employees before traveling to take certain steps:**
 - Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
 - Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
 - Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
 - If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates and military facilities do not have the legal authority, capability and resources to evacuate or give medicines, vaccines or medical care to private U.S. citizens overseas.
- **Current Guidance for students/staff who recently returned from a place where COVID-19 is spreading (03/04/2020):**
 - Monitor current travel advisories at [COVID-19 Information for Travelers](#). This guidance changes almost daily, so our recommendations should always be cross-checked before implementing.
 - Current CDC guidance states that a traveler who returns from an area with a Level 3 travel advisory (currently China, Iran, Italy and South Korea) but is asymptomatic, should stay home and monitor their health for 14 days after returning to the United States. These individuals should not return to school or work for 14 days. They should monitor their health with twice daily temperature checks and monitor

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

for respiratory symptoms (cough, shortness of breath). If they develop fever (>101) or respiratory symptoms, they should immediately call their healthcare provider and report their recent travel.

- The CDC is recommending that anyone returning from an area with a level 2 travel advisory (currently Japan) where COVID-19 is spreading locally, should monitor their health for 14 days after their return and follow guidance listed on the CDC website at: [COVID-19 Information for Travelers](#). All returning travelers should also follow common sense practices:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Stay home if you do become sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- After 14 days, all well returning travelers can return to normal activity.

- **Additional measures in response to currently occurring sporadic importations of COVID-19:**

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

Planning for a possible COVID-19 outbreak in the U.S.

The severity of illness or how many people will fall ill from COVID-19 is unknown at this time. If there is evidence of a COVID-19 outbreak in the U.S., employers should plan to be able to respond in a flexible way to varying levels of severity and be prepared to refine their business response plans as needed. For the general American public, such as workers in non-healthcare settings and where it is unlikely that work tasks create an increased risk of exposures to COVID-19, the immediate health risk from COVID-19 is considered low. The CDC and its partners will continue to monitor national and international data on the severity of illness caused by COVID-19, will disseminate the results of these ongoing surveillance assessments and will make additional recommendations as needed.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

Planning considerations

All employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak in the US. They should identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains. Some of the key considerations when making decisions on appropriate responses are:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where the business is located;
- Impact of disease on employees that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness.
 - Employers should plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
 - Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
 - Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
- Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan based on the condition in each locality.
- Coordination with [state](#) and [local](#) health officials is strongly encouraged for all businesses so that timely and accurate information can guide appropriate responses in each location where their operations reside. Since the intensity of an outbreak may differ according to geographic location, local health officials will be issuing guidance specific to their communities.

Important considerations for creating an infectious disease outbreak response plan:

All employers should be ready to implement strategies to protect their workforce from COVID-19 while ensuring continuity of operations. During a COVID-19 outbreak, all sick employees should stay home and away from the workplace, respiratory etiquette and hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly.

- **Employers should:**

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- Ensure the plan is flexible and involve your employees in developing and reviewing your plan.
- Conduct a focused discussion or exercise using your plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.
- Share your plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.
- Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce and associations to improve community response efforts.

Recommendations for an infectious disease outbreak response plan:

- Identify possible work-related exposure and health risks to your employees. OSHA has more information on how to [protect workers from potential exposures](#) to COVID-19.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the [Department of Labor's](#) and the [Equal Employment Opportunity Commission's](#) websites).
- Explore whether you can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. For employees who are able to telework, supervisors should encourage employees to telework instead of coming into the workplace until symptoms are completely resolved. Ensure that you have the information technology and infrastructure needed to support multiple employees who may be able to work from home.
- Identify essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.
- Set up authorities, triggers and procedures for activating and terminating the company's infectious disease outbreak response plan, altering business operations (e.g., possibly changing or closing operations in affected areas) and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.
- Establish a process to communicate information to employees and business partners on your infectious disease outbreak response plans and latest COVID-19 information. Anticipate employee fear, anxiety, rumors and misinformation, and plan communications accordingly.
- In some communities, early childhood programs and K-12 schools may be dismissed, particularly if COVID-19 worsens. Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school. Businesses and other employers should prepare to institute flexible workplace and leave policies for these employees.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- Local conditions will influence the decisions that public health officials make regarding community-level strategies; employers should take the time now to learn about plans in place in each community where they have a business.
- If there is evidence of a COVID-19 outbreak in the U.S., consider canceling nonessential business travel to additional countries per [travel guidance](#) on the CDC website.
 - Travel restrictions may be enacted by other countries which may limit the ability of employees to return home if they become sick while on travel status.
 - Consider cancelling large work-related meetings or events.

Engage [state](#) and [local](#) health departments to confirm channels of communication and methods for dissemination of local outbreak information.

Resources

- For the most up-to-date information, visit www.cdc.gov/covid19.
- For more information about COVID-19 in Louisiana visit: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)
- For questions from the general public about COVID-19 call: (855)-523-2652

CDC guidance

- [COVID-19 Website](#)
- [What You Need to Know About COVID-19](#)
- [What to Do If You Are Sick With COVID-19](#)

What Law Enforcement Personnel Need to Know about Coronavirus Disease 2019 (COVID-19)

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The outbreak first started in China, but cases have been identified in a growing number of other areas, including the United States.

Patients with COVID-19 have had mild to severe respiratory illness.

- Data suggests that symptoms may appear in as few as 2 days or as long as 14 days after exposure to the virus that causes COVID-19.
- Symptoms can include fever, cough, difficulty breathing, and shortness of breath.
- The virus causing COVID-19 is called SARS-CoV-2. It is thought to spread mainly from person-to-person via respiratory droplets among close contacts. Respiratory droplets are produced when an infected person coughs or sneezes and can land in the mouths or noses, or possibly be inhaled into the lungs, of people who are nearby. Close contact may include:
 - Being within approximately 6 feet of an individual with COVID-19 for a prolonged period of time.
 - Having direct contact with body fluids (such as blood, phlegm, and respiratory droplets) from an individual with COVID-19.

To protect yourself from exposure

- If possible, maintain a distance of at least 6 feet.
- Practice proper hand hygiene. Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available and illicit drugs are NOT suspected to be present, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Do not touch your face with unwashed hands.
- Have a trained Emergency Medical Service/ Emergency Medical Technician (EMS/EMT) assess and transport anyone you think might have COVID-19 to a healthcare facility.
- Ensure only trained personnel wearing appropriate personal protective equipment (PPE) have contact with individuals who have or may have COVID-19.
- Learn your employer's plan for exposure control and participate in all-hands training on the use of PPE for respiratory protection, If available.

Recommended Personal Protective Equipment (PPE)

Law enforcement who must make contact with individuals confirmed or suspected to have COVID-19 should follow [CDC's Interim Guidance for EMS](#). Different styles of PPE may be necessary to perform operational duties. These alternative styles (i.e. coveralls) must provide protection that is at least as great as that provided by the minimum amount of PPE recommended.

The minimum PPE recommended is:

- A single pair of disposable examination gloves,
- Disposable isolation gown or single-use/disposable coveralls*,
- Any NIOSH-approved particulate respirator (i.e., N-95 or higher-level respirator), and
- Eye protection (i.e., goggles or disposable face shield that fully covers the front and sides of the face)

*If unable to wear a disposable gown or coveralls because it limits access to duty belt and gear, ensure duty belt and gear are disinfected after contact with individual.

If close contact occurred during apprehension

- Clean and disinfect duty belt and gear prior to reuse using a household cleaning spray or wipe, according to the product label.
- Follow standard operating procedures for the containment and disposal of used PPE.
- Follow standard operating procedures for containing and laundering clothes. Avoid shaking the clothes.

For law enforcement personnel performing daily routine activities, the immediate health risk is considered low. Law enforcement leadership and personnel should follow [CDC's Interim General Business Guidance](#).

Resources

- For the most up-to-date information, visit www.cdc.gov/covid19.
- For more information about COVID-19 in Louisiana visit: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)
- For questions from the general public about COVID-19 call: (855)-523-2652

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

Louisiana Higher Education Administrator,

This interim guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19).

The U.S. Centers for Disease Control and Prevention (CDC) will update this guidance as needed and as additional information becomes available. Please check the following CDC website periodically for updated interim guidance: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Health officials are taking steps to prevent community spread of COVID-19 into U.S. communities. Institutions of higher education (IHE) can play an important role in this effort. Through collaboration and coordination with local health departments, IHE should disseminate information about the disease and its potential transmission to their students, staff and faculty. IHE should prepare to prevent the spread of COVID-19 among their students, staff and faculty should local health officials identify such a need.

IHE should continue to collaborate, share information and review plans with local health officials to help protect their entire IHE community, including those who may be at risk for severe disease with COVID-19. IHE plans should be designed to minimize disruption to teaching and learning and protect students and staff from social stigma and discrimination.

Who is this guidance for?

This interim guidance is intended to help administrators of public and private institutions of higher education prevent the spread of COVID-19 among students, staff and faculty. IHE include a diverse set of American colleges and universities: two- or four-year; public, private nonprofit or private for-profit; and comprehensive, research-focused or special mission. IHE administrators are individuals who make policies and procedures, set educational aims and standards, and direct programming of institutions of higher education. Administrators include a range of higher education leaders and managers, such as department chairs/heads, deans, presidents and provosts.

Why is this guidance being issued?

Information provided should help IHE and their partners understand how to help prevent the transmission of COVID-19 among students, faculty and staff. It also aims to help IHE react quickly should a case be identified. The guidance includes considerations to help administrators plan for the continuity of teaching, learning and research if there is community spread of COVID-19 and address concerns related to COVID-19 associated stigma.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

What is the role of IHE in responding to COVID-19?

COVID-19 is a respiratory illness caused by a novel (new) virus, and we are learning more about it every day. There is currently no vaccine to protect against COVID-19. At this point, the best way to prevent infection is to avoid being exposed to the virus that causes it. Stopping transmission (spread) of the virus through everyday practices is the best way to keep people healthy. Learn more about [COVID-19](#).

IHE, working together with local health departments, have an important role in slowing the spread of disease. IHE's efforts will help ensure students, staff and faculty have safe and healthy environments in which to learn and work. IHE welcome students, staff, faculty and visitors from throughout the community. All of these people may have close contact in IHE settings, often sharing spaces, equipment and supplies.

Some individuals are experiencing stigma and discrimination in the United States related to COVID-19. This includes people of Chinese and Asian descent, as well as some returning travelers and emergency responders who may have been exposed to the virus. It is important for IHE to provide accurate and timely information about COVID-19 to students, staff and faculty to minimize the potential for stigma on college and university campuses. It is also important to provide mental health support to promote resilience among those groups affected by stigma regarding COVID-19. CDC has [information](#) IHE can share to reduce COVID-19 associated fear and stigma.

Guidance for IHE that do not have COVID-19 identified in their community

To prepare for possible community transmission of COVID-19, the most important thing for IHE to do now is **plan and prepare**. As the global outbreak evolves, IHE should prepare for the possibility of community-level outbreaks. IHE want to **be ready** if COVID-19 does appear in their communities.

IHE administrators nationwide can take steps now to help stop or slow the spread of respiratory infectious diseases, including COVID-19:

- **Review, update and implement emergency operations plans (EOPs).** This should be done in collaboration with local health departments, the IHE's university system and other relevant partners. Focus on components, or annexes, of the plans that address infectious disease outbreaks.
 - Ensure the plan is updated to include strategies to reduce the spread of a wide variety of infectious diseases. Effective strategies build on everyday policies and practices.
 - Ensure the plan emphasizes preventive actions for students and staff. Emphasize actions individuals can take including, staying home when sick, appropriately covering coughs and sneezes, cleaning frequently touched surfaces and washing hands often.
 - CDC has workplace resources including guidance posters with messages for staff about [staying home when sick](#) and how to [avoid spreading germs at work](#).
 - Ensure handwashing strategies include washing with soap and water for at least 20 seconds or using a hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- CDC offers several free handwashing resources that include [health promotion materials](#) and information on [proper handwashing technique](#).
 - Reference key resources while reviewing, updating, and implementing the EOP.
 - Multiple federal agencies have developed resources on school planning principles and a 6-step process for creating plans to build and continually foster safe and healthy school communities *before, during* and *after* possible emergencies. IHE may find this [guidance for developing high-quality emergency operations](#) plans helpful.
 - Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center's [website](#) contains free resources, trainings and TA for schools, including IHE, and their community partners, including many tools and resources on emergency planning and response to infectious disease outbreaks.
 - **Develop information-sharing systems with partners.**
 - Institutional information systems should be used for day-to-day reporting on information such as absenteeism or changes in student health center traffic to detect and respond to an outbreak.
 - Local health officials should be a key partner in information sharing.
- **Current Guidance for students/staff who recently returned from a place where COVID-19 is spreading (03/04/2020):**
 - Monitor current travel advisories at [COVID-19 Information for Travelers](#). This guidance changes almost daily, so our recommendations should always be cross-checked before implementing.
 - Current CDC guidance states that a traveler who returns from an area with a Level 3 travel advisory (currently China, Iran, Italy and South Korea) but is asymptomatic, should stay home and monitor their health for 14 days after returning to the United States. These individuals should not return to school or work for 14 days. They should monitor their health with twice daily temperature checks and monitor for respiratory symptoms (cough, shortness of breath). If they develop fever (>101) or respiratory symptoms, they should immediately call their healthcare provider and report their recent travel.
 - The CDC is recommending that anyone returning from an area with a level 2 travel advisory (currently Japan) where COVID-19 is spreading locally, should monitor their health for 14 days after their return and follow guidance listed on the CDC website at: [COVID-19 Information for Travelers](#). All returning travelers should also follow common sense practices:
 - Avoid close contact with people who are sick.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- Stay home if you do become sick.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
 - Clean and disinfect frequently touched objects and surfaces.
 - After 14 days, all well returning travelers can return to normal activity.
- **Monitor and plan for absenteeism.**
 - Review attendance and sick leave policies. Students, staff and faculty should not attend class or work when sick. Allow them to stay home to care for sick household members. Make accommodations (e.g., extended due dates, electronic submission of assignments), as possible, for individuals who may be temporarily unable to attend class due to restrictions placed on them related to possible exposure to the virus that causes COVID-19.
 - Identify critical job functions and positions, and plan for alternative coverage by cross-training staff and faculty.
 - Review the usual absenteeism patterns at your institution and on your campus among students, staff and faculty. Consider identifying and implementing processes for faculty and IHE leadership to report noticeable changes in absenteeism, even if subjective, to a designated administrator.
 - Alert local health officials about large increases in student, staff and faculty absenteeism or substantial increases in student health center traffic due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to symptoms of COVID-19).
 - Determine what level of absenteeism will disrupt continuity of teaching, learning, and research.
 - **Establish procedures for students, staff, and faculty who are sick (with any illness) on campus.**
 - Establish procedures to ensure students, staff and faculty who become sick (with any illness) on campus or arrive on campus sick are sent to their place of residence as soon as possible.
 - Keep sick individuals separate from well individuals until they can leave.
 - Sick residents of on-campus housing in communities with no identified COVID-19 and who are not believed to have been exposed to COVID-19 should avoid contact with well individuals while sick.
 - **Ensure IHE health clinics prepare for COVID-19.**
 - Review CDC guidance to help healthcare facilities prepare for COVID-19. Guidance includes [steps to take now](#) and strategies for [preparing for community transmission](#) of COVID-19.
 - **Perform routine environmental cleaning.**
 - Routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label.
 - Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students, staff and faculty before each use.
 - **Create plans to communicate accurate and timely information to the IHE community.**

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- Include strategies for sharing information with staff, students and faculty without increasing fear and [stigma](#). Keeping the community informed with accurate information can counter the spread of misinformation and reduce the potential for fear and stigma.
- Include strategies to communicate steps being taken by the IHE to prepare and how additional information will be shared.
- Include strategies to communicate changes to usual campus schedules or functions.
- Include strategies to communicate information IHE community members can use to [protect themselves](#) from infectious disease, including COVID-19.
- **Review CDC's guidance for businesses and employers.**
 - Review this CDC [guidance](#) to identify any additional strategies the IHE can use, given its role as an employer.

IHE administrators can also support their IHE community by sharing COVID-19 informational resources with students, staff and faculty. Coordinate with local health officials to determine what type of information is best to share with the IHE community. Consider sharing the following fact sheets and [information sources](#):

- Information about COVID-19 available through [state](#) and [local](#) health departments
- General fact sheets to help students, staff, faculty, and their families understand COVID-19 and the steps they can take to protect themselves:
 - [What you need to know about coronavirus disease 2019 \(COVID-19\)pdf](#)
 - [What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#)
 - [Stop the spread of germs – help prevent the spread of respiratory viruses like COVID-19](#)
 - [Share facts about COVID-19 to help prevent stigma](#)
- CDC information for students, staff, and faculty who have recently traveled back to the United States from areas where CDC has identified community spread of coronavirus:
 - A list of countries where community spread of COVID-19 is occurring can be found on the CDC webpage: [Coronavirus Disease 2019 Information for Travel](#)

For guidance for **students, staff or faculty who plan to travel, or have recently traveled, to areas with community spread of COVID-19**, refer to CDC's [FAQ for travelers](#) and COVID-19 travel [website](#). For specific guidance on **foreign exchange and study abroad programs**, see CDC's [guidance on student foreign travel for IHE](#).

Guidance for IHE with identified cases of COVID-19 in their community

If local health officials report that there are cases of COVID-19 in the community, IHE need to take additional steps in **response** to prevent further spread of the disease. The first step for IHE in this situation is to talk with local health officials.

Determine if, when and for how long the IHE may need to suspend classes and postpone or cancel events and activities.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

Temporarily suspending classes is a strategy to stop or slow the further spread of COVID-19 in communities. When classes are suspended, IHE may stay open for staff or faculty (unless ill) while students temporarily stop attending in-person classes. Keeping the IHE facilities open a) allows faculty to develop and deliver lessons and materials electronically, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts.

IHE administrators should work in close collaboration with local health officials and the IHE's university system to make class suspension and event and activity cancellation decisions. IHE are not expected to make decisions about suspending classes or canceling events on their own. IHE can seek specific guidance from local health officials to determine if, when and for how long to take these steps. Class suspension and event and activity (e.g., on-campus sporting, theater and music events) cancellation may be recommended for at least 14 days, or possibly longer if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.

If a student, staff or faculty member attended class or was active on campus prior to being confirmed as a COVID-19 case:

- **Local health officials may recommend temporary class suspension and event or activity cancellation.** Individuals may be considered active on campus if they had attended class, work, work-study or some other type of gathering or event (e.g., student meetings, recreational activities) on campus. Local health officials' recommendations for the scope (e.g., all campuses in a university system or only select campuses) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the impacted community.
- **IHE should work with the local health department and other relevant leadership to communicate the possible COVID-19 exposure.** This communication to the IHE community should align with the communication plan in the IHE's emergency operations plan. In such a circumstance, it is critical to maintain confidentiality of the student, staff member or faculty member as required by the [Americans with Disabilities Act](#) and the [Family Education Rights and Privacy Act](#).
- **IHE administrators should seek guidance from local health officials to determine when students, staff and faculty should return to campus and what additional steps are needed for the IHE community.** In addition, students, staff and faculty who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to campus.

If classes are suspended, IHE can consider the following steps:

- **Temporarily cancel extracurricular group activities and large events.**
 - Cancel or postpone events such as club meetings, performances, social events, athletic team practices and sporting events.
- **Discourage students, staff and faculty from gathering or socializing anywhere.**
 - Discourage gatherings at places like at a friend's house, a favorite restaurant or a local coffee shop.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- **Ensure continuity of education and research.**
 - Review continuity plans, including plans for the continuity of teaching, learning and research. Implement e-learning plans and distance learning options as feasible and appropriate.
 - Ensure continuity plans address how to temporarily postpone, limit or adapt research-related activities (e.g., study recruitment or participation, access to labs) in a manner that protects the safety of researchers, participants, facilities, and equipment.
 - Consider the following approaches:
 - Use of existing infrastructure and services (e.g., Blackboard, Skype, Zoom) to support efficient transition of classes from in-person to distance-based formats. This may include using strategies such as faculty check-ins, recorded class meetings or lectures, and live class meetings.
 - Other student support services such as online library services, print materials available online, phone- or internet-based counseling support, or study groups enabled through digital media.
 - IHE will need to determine, in consultation with their university system:
 - How to convert face-to-face lessons into online lessons and how to train faculty to do so.
 - How to triage technical issues if faced with limited IT support and staff
 - How to deal with the potential lack of students' access to computers and the Internet at home or in temporary housing.
 - **Ensure continuity of safe housing.**
 - **Work in close collaboration with local health officials to make all decisions related to on-campus housing.**
 - **If cases of COVID-19 have not been identified among residents of on-campus community housing,** students may be allowed to remain in on-campus housing. In this situation, educate housing residents on the precautions they should take to help protect themselves when there is community spread of COVID-19. Residents should follow any more specific recommendations provided by local health officials.
 - **If cases of COVID-19 have been identified among residents of on-campus community housing, work with local health officials to take additional precautions.** Individuals with COVID-19 may need to be moved to temporary housing locations. These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials. [Close contacts](#) of the individuals with COVID-19 may also need temporary housing so that they can self-quarantine and monitor for symptoms. Consult with local health officials to determine when, how, and where to move ill residents. Information on providing home care to individuals with COVID-19 who do not require hospitalization is available on CDC's [website](#).
 - Residents identified with COVID-19 or identified as contacts of individuals with COVID-19 should not necessarily be sent to their permanent homes off-campus. Sending sick residents to their permanent homes could be unfeasible, pose logistical challenges or pose risk of transmission to others either on the way to the home or once there. IHEs should work with local health officials to determine appropriate housing for the period in which they need to self-isolate and monitor for symptoms or worsening symptoms.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- Remember to consider all types of IHE-affiliated housing when making response plans. Distinct housing types (e.g., residence halls, apartments, fraternity and sorority houses) and situations (e.g., housing owned and run by the IHE, housing on the IHE campus but not run by the IHE) may require tailored approaches.
- Ensure any staff remaining to support students in on-campus housing receive necessary training to protect themselves and residents from spread of COVID-19. Staff should also be trained on how to respond if a resident becomes ill.
- **Ensure continuity of meal programs.**
 - Consult with local health officials to determine strategies for modifying food service offerings to the IHE community.
 - Consider ways to distribute food to students, particularly those who may remain on campus, while classes or other events and activities are dismissed.
 - If there is community spread of COVID-19, design strategies to avoid food distribution in settings where people might gather in a group or crowd. Consider options such as “grab-and-go” bagged lunches or meal delivery.
 - Consider if and how existing dining services should be scaled back or adapted. For example, an IHE may close some of or all its cafeterias/cafes to discourage students, staff and faculty from gathering in group settings.
 - If on-campus housing residents have been relocated to temporary alternative housing, consider how meals can be provided to these students. Work with local health officials to determine strategies for providing meals to residents with COVID-19 or who are being monitored because of contact with persons with COVID-19.
 - Ensure any staff remaining on campus to support food services receive necessary training to protect themselves and those they serve from spread of COVID-19.
- **Consider if and when to stop, scale back or modify other support services on campus.**
 - Consider alternatives for providing students with essential medical and social services. Identify ways to ensure these services are provided while classes are dismissed or students are in temporary housing.
 - Identify other types of services provided to students, staff and faculty (e.g., library services, cleaning services). Consider ways to adapt these to minimize risk of COVID-19 transmission while maintaining services deemed necessary.
 - **Help counter [stigma](#) and promote resilience on campus.**
 - Share facts about COVID-19 through trusted dissemination channels to counter the spread of misinformation and mitigate fear.
- Speak out against negative behaviors, including negative statements on social media about groups of people.
- Develop plans to support students, staff and faculty who may feel overwhelmed by COVID-19 and associated events on campus.
 - Ensure continuity of mental health services, such as offering remote counseling. Encourage students to call 911 or the National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255) if they are feeling overwhelmed with emotions such as sadness, depression, anxiety or feeling like wanting to harm themselves or others.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

Guidance for student foreign travel for IHE

This guidance is for Institutes of Higher Education with students participating in foreign exchange or study abroad programs.

Consider postponing or canceling student foreign exchange programs.

Given the global outbreak of COVID-19, IHE should **consider** postponing or canceling upcoming student foreign exchange programs. IHE should **consider** asking current program participants to return to their home country. Those overseeing student foreign exchange programs should be aware that students may face unpredictable circumstances, travel restrictions, challenges in returning home or accessing health care while abroad.

IHEs should **consider** asking students participating in study abroad programs to return to the United States. IHEs should work with state and local public health officials to determine the best approach for when and how (e.g., chartered transportation for countries or areas assessed as high-risk for exposure) their study abroad students might return. All plans for returning study abroad students should be designed to protect participants from stigma and discrimination.

The COVID-19 situation is dynamic. Given the speed of spread and the number of countries experiencing human-to-human transmission, IHEs should evaluate the risks associated with choosing to maintain programs abroad and take the appropriate proactive measures. IHEs that continue to maintain programs abroad should monitor [cdc.gov/COVID-19](https://www.cdc.gov/COVID-19) for additional information.

Resources

- For the most up-to-date information, visit www.cdc.gov/covid19.
- For more information about COVID-19 in Louisiana visit: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)
- For questions from the general public about COVID-19 call: (855)-523-2652

From: Casey Tingle
Sent: Wed, 4 Mar 2020 20:02:50 +0000
To: Casey Tingle; Tonya Joiner; Cindy Rives; Preston_Robinson@Kennedy.senate.gov; James_Quinn@cassidy.senate.gov; peter.hunter@mail.house.gov; Luke.Letlow@mail.house.gov; Sawyer, Paul; Kathee.Facchiano@mail.house.gov; Hayden.Haynes@mail.house.gov; Trokey, Claire; Trowbridge, Fred; Miller, Megan (Bel); Ted.Verrill@mail.house.gov; Eby, Michael (Cassidy); Vicknair, Jay (Kennedy); Cambon, Allen; Bernhard, James; Cavell, David; McNabb, Brian (Cassidy); Chautin, John; Leslie.Quinn@mail.house.gov; Walecki, Jack; Morris, Brad; Christina Stephens; Alexander Billioux; Rosanne Prats; Jimmy Guidry (LDH); Christopher Guilbeaux; Tina Vanichchagorn; Aly Neel; Stephen Russo; Mike Steele
Subject: FW: State Briefing on COVID-19
Attachments: Covid-19 FAQs 03022020 3.12PM.DOCX, COVID-19_Business_Guidance .docx, LawEnforcement_COVID-19.docx, Colleges_Universities_COVID-19.docx

-----Original Appointment-----

From: Casey Tingle
Sent: Wednesday, March 4, 2020 1:28 PM
To: Casey Tingle; Preston_Robinson@Kennedy.senate.gov; James_Quinn@cassidy.senate.gov; peter.hunter@mail.house.gov; Luke.Letlow@mail.house.gov; Sawyer, Paul; Kathee.Facchiano@mail.house.gov; Hayden.Haynes@mail.house.gov; Trokey, Claire; Trowbridge, Fred; Miller, Megan (Bel); Ted.Verrill@mail.house.gov; Eby, Michael (Cassidy); Vicknair, Jay (Kennedy); Cambon, Allen; Bernhard, James; Cavell, David; McNabb, Brian (Cassidy); Chautin, John; Leslie.Quinn@mail.house.gov; Walecki, Jack; Morris, Brad; Christina Stephens; Alexander Billioux; Rosanne Prats; Jimmy Guidry (LDH); Christopher Guilbeaux; Tina Vanichchagorn; Aly Neel; Stephen Russo; Mike Steele
Subject: State Briefing on COVID-19
When: Thursday, March 5, 2020 8:00 AM-9:00 AM (UTC-06:00) Central Time (US & Canada).
Where: Conference Call

Briefing for Louisiana Congressional Delegation on the latest state efforts on COVID-19.

Conference Call Info:
USA 215 861 0674
USA 8883982342 (US Toll Free)
Conference code: 198611

Attached are several informational pieces that may be helpful for your offices.

Let me know if there are any questions.

Thank you,

Casey Tingle

Deputy Director
Governor's Office of Homeland Security and Emergency Preparedness
225-485-7451

10 Frequently Asked Questions About Novel Coronavirus (COVID-19)

Because the situation continues to evolve, this document will be regularly updated. The information below reflects the situation as of 03/02/2020.

Q: Are there any confirmed cases in Louisiana?

A: As of 03/02/20, there are no confirmed cases in Louisiana.

Q: What is the current situation?

A: While the CDC now expect community spread in some parts of the U.S., the immediate threat to the U.S. remains low. We are not seeing the same level of spread other countries are seeing. That said, it is important to be prepared, which is what we have been doing since the outbreak in mainland China.

Q: What is the protocol in place for responding to a pandemic like COVID-19?

A: COVID-19 in many ways behaves similarly to influenza. The CDC recommends using the Pandemic Influenza Preparedness plan as our model for the response because COVID-19 in many ways behaves similarly to influenza. The Louisiana Department of Health has been working on our Pandemic Preparedness Plan for the last 15 years, and we have been preparing for COVID-19 since early January 2020. The Governor directed the formation of a COVID-19 Task Force with representation from state agencies and federal partners key to preparing for a COVID-19 outbreak to guide updating pandemic flu and continuity of operations planning documents and advise the Unified Command Group.

Q: What have you been doing as far as monitoring people who may have been exposed?

A: Our first priority was to ensure we were monitoring any travelers who returned to Louisiana from visiting China, where many of the cases have occurred, and especially Wuhan, the city that experienced the largest outbreak. We touch base with those travelers each day and ask about their symptoms during a 14-day period of observation. We are also ensuring that travelers know the destinations where non-essential travel should be avoided.

Q: Do we have the capability to test?

A: We do have the capability to test for COVID-19 in-state. Providers should contact the Office of Public Health Division's Infectious Disease Epidemiology Program (IDePi). Testing is prioritized for individuals that meet clinical and risk criteria.

Q: What's the next major step in the Department's plan for responding to an outbreak?

A: Mirroring the federal government's response, we are moving from a 'containment' approach in which we focused on restricting travel from the outbreak area in Wuhan city and Hubei province in China and monitoring returning travelers from other parts of China, to a 'mitigation' approach in which we anticipate and plan for person-to-person transmission in the community somewhere in the United States and ensure state and local governments, health care providers, schools, businesses, and community members are adequately prepared to take action to reduce the spread of COVID-19. We don't want people to be alarmed, but we do want them to be prepared. We also want businesses and health care facilities to be prepared to make sure people are safe and protected so we can avoid an unnecessary spread, including planning now for actions that can be taken to avoid the spread of infections such as mandatory teleworking and canceling unnecessary large gatherings.

Q: What are you doing to make sure hospitals are prepared?

A: LDH has been working with Louisiana Hospital Association (LHA) and the ESF8 Network to prepare hospitals for an outbreak and ensure they have the proper supplies needed as well as protocols are in place for anyone treated who tests positive. We haven't had any indication that hospitals don't have what they need on the supply side.

Q: Is it safe to receive a package from any area where COVID-19 has been reported?

A: Yes. The likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperature is also low.

Q: Are you in regular contact with the federal government?

A: Yes. We are in very regular contact with the CDC and HHS; we're currently averaging several calls per week just with the CDC. In addition we have standing calls across state health departments and a standing call internally in Louisiana. This is all very important so that we all have the latest data, are on the same page, and can adapt our plans as conditions change.

Q: Should individuals and families have a plan if an outbreak occurs?

There are actions we all can take as individuals to be prepared for COVID-19. The same actions you take to prevent the spread of flu put you in a good position for any respiratory illness - cover your cough, wash your hands (especially after being in public spaces, shaking hands), stay home if you are sick, and get your flu shot! Individuals and families should also monitor the CDC COVID-19 website for updated travel advisories before making plans to travel internationally.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

Louisiana Business,

This interim guidance is based on what is currently known [about the coronavirus disease 2019 \(COVID-19\)](#). The Centers for Disease Control and Prevention (CDC) will update this interim guidance as needed and as additional information becomes available.

CDC is working across the Department of Health and Human Services and across the U.S. government in the public health response to COVID-19. Much is unknown about how the virus that causes COVID-19 spreads. Current knowledge is largely based on what is known about similar coronaviruses.

CDC industry guidance

- [Resources for airlines](#)
- [Resources for the ship industry](#)

Coronavirus

Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats and bats. Rarely, animal coronaviruses can infect people and then spread between people, such as with MERS-CoV and SARS-CoV. The virus that causes COVID-19 is spreading from person to person in China and some limited person-to-person transmission has been reported in countries outside China, including the United States. However, respiratory illnesses like seasonal influenza, are currently widespread in many U.S. communities.

The following interim guidance may help prevent workplace exposures to acute respiratory illnesses, including COVID-19, in non-healthcare settings. The guidance also provides planning considerations if there are more widespread, community outbreaks of COVID-19.

To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of people with confirmed COVID-19. There is much more to learn about the transmissibility, severity and other features of COVID-19, and investigations are ongoing. Updates are available on CDC's webpage at www.cdc.gov/coronavirus/covid19.

Recommended strategies for employers to use now

- **Actively encourage sick employees to stay home:**
 - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever and any other symptoms for at least 24 hours, without the use of

Page 1 of 7

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
 - Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
 - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
 - Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
 - Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- **Separate sick employees:**
 - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
 - Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#) and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
 - Provide tissues and no-touch disposal receptacles for use by employees.
 - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60% to 95% alcohol, or wash their hands with soap and warm water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
 - Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
- **Perform routine environmental cleaning:**
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - No additional disinfection beyond routine cleaning is recommended at this time.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls and desks) can be wiped down by employees before each use.
- **Advise employees before traveling to take certain steps:**
 - Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
 - Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
 - Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
 - If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates and military facilities do not have the legal authority, capability and resources to evacuate or give medicines, vaccines or medical care to private U.S. citizens overseas.
- **Current Guidance for students/staff who recently returned from a place where COVID-19 is spreading (03/04/2020):**
 - Monitor current travel advisories at [COVID-19 Information for Travelers](#). This guidance changes almost daily, so our recommendations should always be cross-checked before implementing.
 - Current CDC guidance states that a traveler who returns from an area with a Level 3 travel advisory (currently China, Iran, Italy and South Korea) but is asymptomatic, should stay home and monitor their health for 14 days after returning to the United States. These individuals should not return to school or work for 14 days. They should monitor their health with twice daily temperature checks and monitor

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

for respiratory symptoms (cough, shortness of breath). If they develop fever (>101) or respiratory symptoms, they should immediately call their healthcare provider and report their recent travel.

- The CDC is recommending that anyone returning from an area with a level 2 travel advisory (currently Japan) where COVID-19 is spreading locally, should monitor their health for 14 days after their return and follow guidance listed on the CDC website at: [COVID-19 Information for Travelers](#). All returning travelers should also follow common sense practices:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Stay home if you do become sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- After 14 days, all well returning travelers can return to normal activity.

- **Additional measures in response to currently occurring sporadic importations of COVID-19:**

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

Planning for a possible COVID-19 outbreak in the U.S.

The severity of illness or how many people will fall ill from COVID-19 is unknown at this time. If there is evidence of a COVID-19 outbreak in the U.S., employers should plan to be able to respond in a flexible way to varying levels of severity and be prepared to refine their business response plans as needed. For the general American public, such as workers in non-healthcare settings and where it is unlikely that work tasks create an increased risk of exposures to COVID-19, the immediate health risk from COVID-19 is considered low. The CDC and its partners will continue to monitor national and international data on the severity of illness caused by COVID-19, will disseminate the results of these ongoing surveillance assessments and will make additional recommendations as needed.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

Planning considerations

All employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak in the US. They should identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains. Some of the key considerations when making decisions on appropriate responses are:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where the business is located;
- Impact of disease on employees that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness.
 - Employers should plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
 - Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
 - Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
- Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan based on the condition in each locality.
- Coordination with [state](#) and [local](#) health officials is strongly encouraged for all businesses so that timely and accurate information can guide appropriate responses in each location where their operations reside. Since the intensity of an outbreak may differ according to geographic location, local health officials will be issuing guidance specific to their communities.

Important considerations for creating an infectious disease outbreak response plan:

All employers should be ready to implement strategies to protect their workforce from COVID-19 while ensuring continuity of operations. During a COVID-19 outbreak, all sick employees should stay home and away from the workplace, respiratory etiquette and hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly.

- **Employers should:**

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- Ensure the plan is flexible and involve your employees in developing and reviewing your plan.
- Conduct a focused discussion or exercise using your plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.
- Share your plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.
- Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce and associations to improve community response efforts.

Recommendations for an infectious disease outbreak response plan:

- Identify possible work-related exposure and health risks to your employees. OSHA has more information on how to [protect workers from potential exposures](#) to COVID-19.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the [Department of Labor's](#) and the [Equal Employment Opportunity Commission's](#) websites).
- Explore whether you can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. For employees who are able to telework, supervisors should encourage employees to telework instead of coming into the workplace until symptoms are completely resolved. Ensure that you have the information technology and infrastructure needed to support multiple employees who may be able to work from home.
- Identify essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.
- Set up authorities, triggers and procedures for activating and terminating the company's infectious disease outbreak response plan, altering business operations (e.g., possibly changing or closing operations in affected areas) and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.
- Establish a process to communicate information to employees and business partners on your infectious disease outbreak response plans and latest COVID-19 information. Anticipate employee fear, anxiety, rumors and misinformation, and plan communications accordingly.
- In some communities, early childhood programs and K-12 schools may be dismissed, particularly if COVID-19 worsens. Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school. Businesses and other employers should prepare to institute flexible workplace and leave policies for these employees.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- Local conditions will influence the decisions that public health officials make regarding community-level strategies; employers should take the time now to learn about plans in place in each community where they have a business.
- If there is evidence of a COVID-19 outbreak in the U.S., consider canceling nonessential business travel to additional countries per [travel guidance](#) on the CDC website.
 - Travel restrictions may be enacted by other countries which may limit the ability of employees to return home if they become sick while on travel status.
 - Consider cancelling large work-related meetings or events.

Engage [state](#) and [local](#) health departments to confirm channels of communication and methods for dissemination of local outbreak information.

Resources

- For the most up-to-date information, visit www.cdc.gov/covid19.
- For more information about COVID-19 in Louisiana visit: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)
- For questions from the general public about COVID-19 call: (855)-523-2652

CDC guidance

- [COVID-19 Website](#)
- [What You Need to Know About COVID-19](#)
- [What to Do If You Are Sick With COVID-19](#)

What Law Enforcement Personnel Need to Know about Coronavirus Disease 2019 (COVID-19)

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The outbreak first started in China, but cases have been identified in a growing number of other areas, including the United States.

Patients with COVID-19 have had mild to severe respiratory illness.

- Data suggests that symptoms may appear in as few as 2 days or as long as 14 days after exposure to the virus that causes COVID-19.
- Symptoms can include fever, cough, difficulty breathing, and shortness of breath.
- The virus causing COVID-19 is called SARS-CoV-2. It is thought to spread mainly from person-to-person via respiratory droplets among close contacts. Respiratory droplets are produced when an infected person coughs or sneezes and can land in the mouths or noses, or possibly be inhaled into the lungs, of people who are nearby. Close contact may include:
 - Being within approximately 6 feet of an individual with COVID-19 for a prolonged period of time.
 - Having direct contact with body fluids (such as blood, phlegm, and respiratory droplets) from an individual with COVID-19.

To protect yourself from exposure

- If possible, maintain a distance of at least 6 feet.
- Practice proper hand hygiene. Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available and illicit drugs are NOT suspected to be present, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Do not touch your face with unwashed hands.
- Have a trained Emergency Medical Service/ Emergency Medical Technician (EMS/EMT) assess and transport anyone you think might have COVID-19 to a healthcare facility.
- Ensure only trained personnel wearing appropriate personal protective equipment (PPE) have contact with individuals who have or may have COVID-19.
- Learn your employer's plan for exposure control and participate in all-hands training on the use of PPE for respiratory protection, If available.

Recommended Personal Protective Equipment (PPE)

Law enforcement who must make contact with individuals confirmed or suspected to have COVID-19 should follow [CDC's Interim Guidance for EMS](#). Different styles of PPE may be necessary to perform operational duties. These alternative styles (i.e. coveralls) must provide protection that is at least as great as that provided by the minimum amount of PPE recommended.

The minimum PPE recommended is:

- A single pair of disposable examination gloves,
- Disposable isolation gown or single-use/disposable coveralls*,
- Any NIOSH-approved particulate respirator (i.e., N-95 or higher-level respirator), and
- Eye protection (i.e., goggles or disposable face shield that fully covers the front and sides of the face)

*If unable to wear a disposable gown or coveralls because it limits access to duty belt and gear, ensure duty belt and gear are disinfected after contact with individual.

If close contact occurred during apprehension

- Clean and disinfect duty belt and gear prior to reuse using a household cleaning spray or wipe, according to the product label.
- Follow standard operating procedures for the containment and disposal of used PPE.
- Follow standard operating procedures for containing and laundering clothes. Avoid shaking the clothes.

For law enforcement personnel performing daily routine activities, the immediate health risk is considered low. Law enforcement leadership and personnel should follow [CDC's Interim General Business Guidance](#).

Resources

- For the most up-to-date information, visit www.cdc.gov/covid19.
- For more information about COVID-19 in Louisiana visit: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)
- For questions from the general public about COVID-19 call: (855)-523-2652

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

Louisiana Higher Education Administrator,

This interim guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19).

The U.S. Centers for Disease Control and Prevention (CDC) will update this guidance as needed and as additional information becomes available. Please check the following CDC website periodically for updated interim guidance: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Health officials are taking steps to prevent community spread of COVID-19 into U.S. communities. Institutions of higher education (IHE) can play an important role in this effort. Through collaboration and coordination with local health departments, IHE should disseminate information about the disease and its potential transmission to their students, staff and faculty. IHE should prepare to prevent the spread of COVID-19 among their students, staff and faculty should local health officials identify such a need.

IHE should continue to collaborate, share information and review plans with local health officials to help protect their entire IHE community, including those who may be at risk for severe disease with COVID-19. IHE plans should be designed to minimize disruption to teaching and learning and protect students and staff from social stigma and discrimination.

Who is this guidance for?

This interim guidance is intended to help administrators of public and private institutions of higher education prevent the spread of COVID-19 among students, staff and faculty. IHE include a diverse set of American colleges and universities: two- or four-year; public, private nonprofit or private for-profit; and comprehensive, research-focused or special mission. IHE administrators are individuals who make policies and procedures, set educational aims and standards, and direct programming of institutions of higher education. Administrators include a range of higher education leaders and managers, such as department chairs/heads, deans, presidents and provosts.

Why is this guidance being issued?

Information provided should help IHE and their partners understand how to help prevent the transmission of COVID-19 among students, faculty and staff. It also aims to help IHE react quickly should a case be identified. The guidance includes considerations to help administrators plan for the continuity of teaching, learning and research if there is community spread of COVID-19 and address concerns related to COVID-19 associated stigma.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

What is the role of IHE in responding to COVID-19?

COVID-19 is a respiratory illness caused by a novel (new) virus, and we are learning more about it every day. There is currently no vaccine to protect against COVID-19. At this point, the best way to prevent infection is to avoid being exposed to the virus that causes it. Stopping transmission (spread) of the virus through everyday practices is the best way to keep people healthy. Learn more about [COVID-19](#).

IHE, working together with local health departments, have an important role in slowing the spread of disease. IHE's efforts will help ensure students, staff and faculty have safe and healthy environments in which to learn and work. IHE welcome students, staff, faculty and visitors from throughout the community. All of these people may have close contact in IHE settings, often sharing spaces, equipment and supplies.

Some individuals are experiencing stigma and discrimination in the United States related to COVID-19. This includes people of Chinese and Asian descent, as well as some returning travelers and emergency responders who may have been exposed to the virus. It is important for IHE to provide accurate and timely information about COVID-19 to students, staff and faculty to minimize the potential for stigma on college and university campuses. It is also important to provide mental health support to promote resilience among those groups affected by stigma regarding COVID-19. CDC has [information](#) IHE can share to reduce COVID-19 associated fear and stigma.

Guidance for IHE that do not have COVID-19 identified in their community

To prepare for possible community transmission of COVID-19, the most important thing for IHE to do now is **plan and prepare**. As the global outbreak evolves, IHE should prepare for the possibility of community-level outbreaks. IHE want to **be ready** if COVID-19 does appear in their communities.

IHE administrators nationwide can take steps now to help stop or slow the spread of respiratory infectious diseases, including COVID-19:

- **Review, update and implement emergency operations plans (EOPs).** This should be done in collaboration with local health departments, the IHE's university system and other relevant partners. Focus on components, or annexes, of the plans that address infectious disease outbreaks.
 - Ensure the plan is updated to include strategies to reduce the spread of a wide variety of infectious diseases. Effective strategies build on everyday policies and practices.
 - Ensure the plan emphasizes preventive actions for students and staff. Emphasize actions individuals can take including, staying home when sick, appropriately covering coughs and sneezes, cleaning frequently touched surfaces and washing hands often.
 - CDC has workplace resources including guidance posters with messages for staff about [staying home when sick](#) and how to [avoid spreading germs at work](#).
 - Ensure handwashing strategies include washing with soap and water for at least 20 seconds or using a hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- CDC offers several free handwashing resources that include [health promotion materials](#) and information on [proper handwashing technique](#).
 - Reference key resources while reviewing, updating, and implementing the EOP.
 - Multiple federal agencies have developed resources on school planning principles and a 6-step process for creating plans to build and continually foster safe and healthy school communities *before, during* and *after* possible emergencies. IHE may find this [guidance for developing high-quality emergency operations](#) plans helpful.
 - Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center's [website](#) contains free resources, trainings and TA for schools, including IHE, and their community partners, including many tools and resources on emergency planning and response to infectious disease outbreaks.
 - **Develop information-sharing systems with partners.**
 - Institutional information systems should be used for day-to-day reporting on information such as absenteeism or changes in student health center traffic to detect and respond to an outbreak.
 - Local health officials should be a key partner in information sharing.
- **Current Guidance for students/staff who recently returned from a place where COVID-19 is spreading (03/04/2020):**
 - Monitor current travel advisories at [COVID-19 Information for Travelers](#). This guidance changes almost daily, so our recommendations should always be cross-checked before implementing.
 - Current CDC guidance states that a traveler who returns from an area with a Level 3 travel advisory (currently China, Iran, Italy and South Korea) but is asymptomatic, should stay home and monitor their health for 14 days after returning to the United States. These individuals should not return to school or work for 14 days. They should monitor their health with twice daily temperature checks and monitor for respiratory symptoms (cough, shortness of breath). If they develop fever (>101) or respiratory symptoms, they should immediately call their healthcare provider and report their recent travel.
 - The CDC is recommending that anyone returning from an area with a level 2 travel advisory (currently Japan) where COVID-19 is spreading locally, should monitor their health for 14 days after their return and follow guidance listed on the CDC website at: [COVID-19 Information for Travelers](#). All returning travelers should also follow common sense practices:
 - Avoid close contact with people who are sick.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- Stay home if you do become sick.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
 - Clean and disinfect frequently touched objects and surfaces.
 - After 14 days, all well returning travelers can return to normal activity.
- **Monitor and plan for absenteeism.**
 - Review attendance and sick leave policies. Students, staff and faculty should not attend class or work when sick. Allow them to stay home to care for sick household members. Make accommodations (e.g., extended due dates, electronic submission of assignments), as possible, for individuals who may be temporarily unable to attend class due to restrictions placed on them related to possible exposure to the virus that causes COVID-19.
 - Identify critical job functions and positions, and plan for alternative coverage by cross-training staff and faculty.
 - Review the usual absenteeism patterns at your institution and on your campus among students, staff and faculty. Consider identifying and implementing processes for faculty and IHE leadership to report noticeable changes in absenteeism, even if subjective, to a designated administrator.
 - Alert local health officials about large increases in student, staff and faculty absenteeism or substantial increases in student health center traffic due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to symptoms of COVID-19).
 - Determine what level of absenteeism will disrupt continuity of teaching, learning, and research.
 - **Establish procedures for students, staff, and faculty who are sick (with any illness) on campus.**
 - Establish procedures to ensure students, staff and faculty who become sick (with any illness) on campus or arrive on campus sick are sent to their place of residence as soon as possible.
 - Keep sick individuals separate from well individuals until they can leave.
 - Sick residents of on-campus housing in communities with no identified COVID-19 and who are not believed to have been exposed to COVID-19 should avoid contact with well individuals while sick.
 - **Ensure IHE health clinics prepare for COVID-19.**
 - Review CDC guidance to help healthcare facilities prepare for COVID-19. Guidance includes [steps to take now](#) and strategies for [preparing for community transmission](#) of COVID-19.
 - **Perform routine environmental cleaning.**
 - Routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label.
 - Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students, staff and faculty before each use.
 - **Create plans to communicate accurate and timely information to the IHE community.**

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- Include strategies for sharing information with staff, students and faculty without increasing fear and [stigma](#). Keeping the community informed with accurate information can counter the spread of misinformation and reduce the potential for fear and stigma.
- Include strategies to communicate steps being taken by the IHE to prepare and how additional information will be shared.
- Include strategies to communicate changes to usual campus schedules or functions.
- Include strategies to communicate information IHE community members can use to [protect themselves](#) from infectious disease, including COVID-19.
- **Review CDC's guidance for businesses and employers.**
 - Review this CDC [guidance](#) to identify any additional strategies the IHE can use, given its role as an employer.

IHE administrators can also support their IHE community by sharing COVID-19 informational resources with students, staff and faculty. Coordinate with local health officials to determine what type of information is best to share with the IHE community. Consider sharing the following fact sheets and [information sources](#):

- Information about COVID-19 available through [state](#) and [local](#) health departments
- General fact sheets to help students, staff, faculty, and their families understand COVID-19 and the steps they can take to protect themselves:
 - [What you need to know about coronavirus disease 2019 \(COVID-19\)pdf](#)
 - [What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#)
 - [Stop the spread of germs – help prevent the spread of respiratory viruses like COVID-19](#)
 - [Share facts about COVID-19 to help prevent stigma](#)
- CDC information for students, staff, and faculty who have recently traveled back to the United States from areas where CDC has identified community spread of coronavirus:
 - A list of countries where community spread of COVID-19 is occurring can be found on the CDC webpage: [Coronavirus Disease 2019 Information for Travel](#)

For guidance for **students, staff or faculty who plan to travel, or have recently traveled, to areas with community spread of COVID-19**, refer to CDC's [FAQ for travelers](#) and COVID-19 travel [website](#). For specific guidance on **foreign exchange and study abroad programs**, see CDC's [guidance on student foreign travel for IHE](#).

Guidance for IHE with identified cases of COVID-19 in their community

If local health officials report that there are cases of COVID-19 in the community, IHE need to take additional steps in **response** to prevent further spread of the disease. The first step for IHE in this situation is to talk with local health officials.

Determine if, when and for how long the IHE may need to suspend classes and postpone or cancel events and activities.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

Temporarily suspending classes is a strategy to stop or slow the further spread of COVID-19 in communities. When classes are suspended, IHE may stay open for staff or faculty (unless ill) while students temporarily stop attending in-person classes. Keeping the IHE facilities open a) allows faculty to develop and deliver lessons and materials electronically, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts.

IHE administrators should work in close collaboration with local health officials and the IHE's university system to make class suspension and event and activity cancellation decisions. IHE are not expected to make decisions about suspending classes or canceling events on their own. IHE can seek specific guidance from local health officials to determine if, when and for how long to take these steps. Class suspension and event and activity (e.g., on-campus sporting, theater and music events) cancellation may be recommended for at least 14 days, or possibly longer if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.

If a student, staff or faculty member attended class or was active on campus prior to being confirmed as a COVID-19 case:

- **Local health officials may recommend temporary class suspension and event or activity cancellation.** Individuals may be considered active on campus if they had attended class, work, work-study or some other type of gathering or event (e.g., student meetings, recreational activities) on campus. Local health officials' recommendations for the scope (e.g., all campuses in a university system or only select campuses) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the impacted community.
- **IHE should work with the local health department and other relevant leadership to communicate the possible COVID-19 exposure.** This communication to the IHE community should align with the communication plan in the IHE's emergency operations plan. In such a circumstance, it is critical to maintain confidentiality of the student, staff member or faculty member as required by the [Americans with Disabilities Act](#) and the [Family Education Rights and Privacy Act](#).
- **IHE administrators should seek guidance from local health officials to determine when students, staff and faculty should return to campus and what additional steps are needed for the IHE community.** In addition, students, staff and faculty who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to campus.

If classes are suspended, IHE can consider the following steps:

- **Temporarily cancel extracurricular group activities and large events.**
 - Cancel or postpone events such as club meetings, performances, social events, athletic team practices and sporting events.
- **Discourage students, staff and faculty from gathering or socializing anywhere.**
 - Discourage gatherings at places like at a friend's house, a favorite restaurant or a local coffee shop.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- **Ensure continuity of education and research.**
 - Review continuity plans, including plans for the continuity of teaching, learning and research. Implement e-learning plans and distance learning options as feasible and appropriate.
 - Ensure continuity plans address how to temporarily postpone, limit or adapt research-related activities (e.g., study recruitment or participation, access to labs) in a manner that protects the safety of researchers, participants, facilities, and equipment.
 - Consider the following approaches:
 - Use of existing infrastructure and services (e.g., Blackboard, Skype, Zoom) to support efficient transition of classes from in-person to distance-based formats. This may include using strategies such as faculty check-ins, recorded class meetings or lectures, and live class meetings.
 - Other student support services such as online library services, print materials available online, phone- or internet-based counseling support, or study groups enabled through digital media.
 - IHE will need to determine, in consultation with their university system:
 - How to convert face-to-face lessons into online lessons and how to train faculty to do so.
 - How to triage technical issues if faced with limited IT support and staff
 - How to deal with the potential lack of students' access to computers and the Internet at home or in temporary housing.
 - **Ensure continuity of safe housing.**
 - **Work in close collaboration with local health officials to make all decisions related to on-campus housing.**
 - **If cases of COVID-19 have not been identified among residents of on-campus community housing,** students may be allowed to remain in on-campus housing. In this situation, educate housing residents on the precautions they should take to help protect themselves when there is community spread of COVID-19. Residents should follow any more specific recommendations provided by local health officials.
 - **If cases of COVID-19 have been identified among residents of on-campus community housing, work with local health officials to take additional precautions.** Individuals with COVID-19 may need to be moved to temporary housing locations. These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials. [Close contacts](#) of the individuals with COVID-19 may also need temporary housing so that they can self-quarantine and monitor for symptoms. Consult with local health officials to determine when, how, and where to move ill residents. Information on providing home care to individuals with COVID-19 who do not require hospitalization is available on CDC's [website](#).
 - Residents identified with COVID-19 or identified as contacts of individuals with COVID-19 should not necessarily be sent to their permanent homes off-campus. Sending sick residents to their permanent homes could be unfeasible, pose logistical challenges or pose risk of transmission to others either on the way to the home or once there. IHEs should work with local health officials to determine appropriate housing for the period in which they need to self-isolate and monitor for symptoms or worsening symptoms.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- Remember to consider all types of IHE-affiliated housing when making response plans. Distinct housing types (e.g., residence halls, apartments, fraternity and sorority houses) and situations (e.g., housing owned and run by the IHE, housing on the IHE campus but not run by the IHE) may require tailored approaches.
- Ensure any staff remaining to support students in on-campus housing receive necessary training to protect themselves and residents from spread of COVID-19. Staff should also be trained on how to respond if a resident becomes ill.
- **Ensure continuity of meal programs.**
 - Consult with local health officials to determine strategies for modifying food service offerings to the IHE community.
 - Consider ways to distribute food to students, particularly those who may remain on campus, while classes or other events and activities are dismissed.
 - If there is community spread of COVID-19, design strategies to avoid food distribution in settings where people might gather in a group or crowd. Consider options such as “grab-and-go” bagged lunches or meal delivery.
 - Consider if and how existing dining services should be scaled back or adapted. For example, an IHE may close some of or all its cafeterias/cafes to discourage students, staff and faculty from gathering in group settings.
 - If on-campus housing residents have been relocated to temporary alternative housing, consider how meals can be provided to these students. Work with local health officials to determine strategies for providing meals to residents with COVID-19 or who are being monitored because of contact with persons with COVID-19.
 - Ensure any staff remaining on campus to support food services receive necessary training to protect themselves and those they serve from spread of COVID-19.
- **Consider if and when to stop, scale back or modify other support services on campus.**
 - Consider alternatives for providing students with essential medical and social services. Identify ways to ensure these services are provided while classes are dismissed or students are in temporary housing.
 - Identify other types of services provided to students, staff and faculty (e.g., library services, cleaning services). Consider ways to adapt these to minimize risk of COVID-19 transmission while maintaining services deemed necessary.
 - **Help counter [stigma](#) and promote resilience on campus.**
 - Share facts about COVID-19 through trusted dissemination channels to counter the spread of misinformation and mitigate fear.
- Speak out against negative behaviors, including negative statements on social media about groups of people.
- Develop plans to support students, staff and faculty who may feel overwhelmed by COVID-19 and associated events on campus.
 - Ensure continuity of mental health services, such as offering remote counseling. Encourage students to call 911 or the National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255) if they are feeling overwhelmed with emotions such as sadness, depression, anxiety or feeling like wanting to harm themselves or others.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

Guidance for student foreign travel for IHE

This guidance is for Institutes of Higher Education with students participating in foreign exchange or study abroad programs.

Consider postponing or canceling student foreign exchange programs.

Given the global outbreak of COVID-19, IHE should **consider** postponing or canceling upcoming student foreign exchange programs. IHE should **consider** asking current program participants to return to their home country. Those overseeing student foreign exchange programs should be aware that students may face unpredictable circumstances, travel restrictions, challenges in returning home or accessing health care while abroad.

IHEs should **consider** asking students participating in study abroad programs to return to the United States. IHEs should work with state and local public health officials to determine the best approach for when and how (e.g., chartered transportation for countries or areas assessed as high-risk for exposure) their study abroad students might return. All plans for returning study abroad students should be designed to protect participants from stigma and discrimination.

The COVID-19 situation is dynamic. Given the speed of spread and the number of countries experiencing human-to-human transmission, IHEs should evaluate the risks associated with choosing to maintain programs abroad and take the appropriate proactive measures. IHEs that continue to maintain programs abroad should monitor [cdc.gov/COVID-19](https://www.cdc.gov/COVID-19) for additional information.

Resources

- For the most up-to-date information, visit www.cdc.gov/covid19.
- For more information about COVID-19 in Louisiana visit: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)
- For questions from the general public about COVID-19 call: (855)-523-2652

From: Omar Khalid
Sent: Wed, 11 Mar 2020 16:39:02 -0500
To: Christina Stephens
Cc: Aly Neel;David Timoll
Subject: FW: Surgeon General Visit - Press Conference tomorrow morning

Christina--just received word below that Mayor Cantrell will not be attending the press conference tomorrow.

From: Catrina M. Simmons <cmsimmons@nola.gov>
Sent: Wednesday, March 11, 2020 4:38 PM
To: Omar Khalid <Omar.Khalid@LA.GOV>; Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>
Subject: RE: Surgeon General Visit - Press Conference tomorrow morning

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good afternoon Omar,

I was just informed that Mayor Cantrell will not be attending the press conference tomorrow.

Thanks,

Catrina Simmons-Steib
Director of Scheduling
Office of the Mayor LaToya Cantrell | City of New Orleans
1300 Perdido St 2E04
New Orleans, LA 70112
cmsimmons@nola.gov
O: 504-658-4900

From: Catrina M. Simmons
Sent: Wednesday, March 11, 2020 1:48 PM
To: Omar Khalid <Omar.Khalid@LA.GOV>; Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>
Subject: RE: Surgeon General Visit - Press Conference tomorrow morning

Yes, Mayor is confirmed.
Thanks Omar

Catrina Simmons-Steib
Director of Scheduling
Office of the Mayor LaToya Cantrell | City of New Orleans

1300 Perdido St 2E04
New Orleans, LA 70112
cmsimmons@nola.gov
O: 504-658-4900

From: Omar Khalid <Omar.Khalid@LA.GOV>
Sent: Wednesday, March 11, 2020 1:23 PM
To: Catrina M. Simmons <cmsimmons@nola.gov>; Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>
Subject: RE: Surgeon General Visit - Press Conference tomorrow morning

Hi Catrina, we are working out some details but this is what we have so far. We are asking that the 9:15 meeting be attended by only Mayor Cantrell and Dr. Avegno or her designee as space will be limited. I'm happy to answer any additional questions, please let me know if we can confirm this so I can let the Gov's office know. Thanks for your assistance with this!

Thanks,
Omar

Thursday March 12:

09:15 AM – 09:45 AM Discussion with Governor John Bel Edwards (State Capitol 4th floor, Governor's office 900 North 3rd Street; Baton Rouge, Louisiana)

- Opportunity to talk about the status of COVID-19 in Louisiana prior to press event
- Mayor Cantrell, Mayor Broome, President Lee Sheng, President Cooper
- Area hospital executives (5 max)

This will be an informal, unstructured opportunity for the participants to discuss the situation with the Governor and Surgeon General, with a small group of hospital executives in attendance. Please limit staff to one for this discussion

09:45 AM – 10:15 AM Press Event with Governor John Bel Edwards (State Capitol 4th floor, Governor's office 900 North 3rd Street; Baton Rouge, Louisiana)

- Proposed Run of Show:
- 9:45 Welcome and opening comments by Governor Edwards

- 9:55 Introductory comments by Surgeon General RADM Jerome Adams, MD
- 10:05 questions fielded by Governor Edwards and the Surgeon General

From: Catrina M. Simmons <cmsimmons@nola.gov>
Sent: Wednesday, March 11, 2020 12:08 PM
To: Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Surgeon General Visit - Press Conference tomorrow morning

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good afternoon Omar,

Can you forward a run of show or agenda for the press conference?

Thanks,

Catrina Simmons-Steib
Director of Scheduling
Office of the Mayor LaToya Cantrell | City of New Orleans
1300 Perdido St 2E04
New Orleans, LA 70112
cmsimmons@nola.gov
O: 504-658-4900

From: Catrina M. Simmons
Sent: Wednesday, March 11, 2020 11:46 AM
To: Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>
Subject: RE: Surgeon General Visit - Press Conference tomorrow morning

Good Morning Dr. Avegno,

I spoke to the mayor and have placed the press conference on the mayor's calendar.

Thanks,

Catrina Simmons-Steib
Director of Scheduling
Office of the Mayor LaToya Cantrell | City of New Orleans
1300 Perdido St 2E04

New Orleans, LA 70112
cmsimmons@nola.gov
O: 504-658-4900

From: Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>
Sent: Wednesday, March 11, 2020 9:53 AM
To: Catrina M. Simmons <cmsimmons@nola.gov>
Subject: Fwd: Surgeon General Visit - Press Conference tomorrow morning

Please see urgent request for the mayor tomorrow -

From: Omar Khalid <Omar.Khalid@LA.GOV>
Sent: Wednesday, March 11, 2020 9:51 AM
To: Jennifer L. Avegno M.D.
Cc: Alexander Billioux; Joseph Kanter
Subject: Surgeon General Visit - Press Conference tomorrow morning

Good Morning Dr. Avegno,

My thoughts are definitely with you, I can imagine how challenging these days are like for you and your team.

As you know we are working with the Office of the Surgeon General of the United States to schedule a visit to Louisiana. While this was intended to be a routine visit when originally planned, the spread of COVID-19 has meant that we have had to do some scrambling to change and add some events.

The Surgeon General will now be holding a press conference with Governor Edwards tomorrow morning at **9:15am-10:15am** at the Governor's office at the Capitol. We would like for the Mayors/Parish Presidents of areas with presumptive positives for COVID-19 cases to be in attendance, with an opportunity to meet privately with the Governor and Surgeon General and other municipal leaders. Of course this is very short notice, but due to the rapid developments of this situation and the profile of the event, we would be very grateful if Mayor Cantrell could attend. So far Mayor Broome has been invited and Parish President Lee Sheng has confirmed. We are also reaching out to Parish President Cooper in St. Tammany.

Schedule:

9:00

9:15 meeting with Governor Edwards, Surgeon General Adams, and Mayors Cantrell and Broome/Presidents Lee Sheng and Cooper

9:30 Press Conference

Happy to discuss this further by phone if you'd like.

Thanks,

Omar Khalid
Pronouns: He/Him/His

Chief of Staff
Office of Public Health
Louisiana Department of Health
628 North 4th Street
Baton Rouge, LA 70802
omar.khalid@la.gov
225-953-2784



From: Tonya Joiner
Sent: Thu, 5 Mar 2020 17:24:18 +0000
To: Matthew Block; Tina Vanichchagorn; Christina Stephens
Cc: Stephen Russo; Aly Neel
Subject: Fwd: Connection to LDH Bureau of Media and Communications

Please see the email below the General's team with times to schedule a call to discuss press event and mtg with Governor.

Please let me know your availability and I am happy to coordinate.

Sent from my iPhone

Begin forwarded message:

From: "Campos, Rafael (OS/OASH) (CTR)" <Rafael.Campos@hhs.gov>
Date: March 5, 2020 at 10:06:04 AM CST
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>, Omar Khalid <Omar.Khalid@LA.GOV>, Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 10:24 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner

<Tonya.Joiner@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her deputy is helping the Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>

Sent: Thursday, March 05, 2020 9:41 AM

To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>

Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,
Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip
2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,
Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Friday, February 28, 2020 5:46 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!
Alex

Alexander Billioux, MD DPhil FACP

Pronouns: He/Him/His

Assistant Secretary

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

Email: alexander.billioux@la.gov

Office: 225-342-6188

Cell: 225-726-0599

<image001.png>

<image002.jpg>

From: Tonya.Joiner@la.gov
Sent: Thu, 5 Mar 2020 11:24:17 -0600
To: Matthew Block;Tina Vanichchagorn;Christina Stephens
Cc: Stephen Russo;Aly Neel
Subject: Fwd: Connection to LDH Bureau of Media and Communications

Please see the email below the General's team with times to schedule a call to discuss press event and mtg with Governor.

Please let me know your availability and I am happy to coordinate.

Sent from my iPhone

Begin forwarded message:

From: "Campos, Rafael (OS/OASH) (CTR)" <Rafael.Campos@hhs.gov>
Date: March 5, 2020 at 10:06:04 AM CST
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>, Omar Khalid <Omar.Khalid@LA.GOV>, Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 10:24 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner

<Tonya.Joiner@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her deputy is helping the Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>

Sent: Thursday, March 05, 2020 9:41 AM

To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>

Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,
Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip
2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,
Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Friday, February 28, 2020 5:46 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!
Alex

Alexander Billioux, MD DPhil FACP

Pronouns: He/Him/His

Assistant Secretary

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

Email: alexander.billioux@la.gov

Office: 225-342-6188

Cell: 225-726-0599

<image001.png>

<image002.jpg>

From: Matthew Block
Sent: Fri, 13 Mar 2020 21:16:31 -0500
To: Mark Cooper;Casey Tingle;Cindy Rives
Subject: Fwd: Rep. GG (LA-06)
Attachments: 20200313204453808.pdf, ATT00001.htm

Matthew F. Block
Executive Counsel to the Governor
matthew.block@la.gov

Begin forwarded message:

From: "Graves, Garret" <RepGG@mail.house.gov>
Date: March 13, 2020 at 7:36:00 PM CDT
To: Matthew Block <Matthew.Block@la.gov>
Subject: FW: Rep. GG (LA-06)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Wanted you to look through some of this. It is a draft of the 2nd emergency coronavirus supplemental. We have flagged some sections where the state would have to make a request. Thought you might want to start working on some of this.

Current version is 108 pages.

Suspend the Rules and Pass the Bill, H.R. 6201, with an Amendment
(The amendment strikes all after the enacting clause and inserts a new text)

.....
 (Original Signature of Member)

116TH CONGRESS
 2D SESSION

H. R. 6201

Making emergency supplemental appropriations for the fiscal year ending September 30, 2020, and for other purposes.

IN THE HOUSE OF REPRESENTATIVES

MARCH 11, 2020

Mrs. LOWEY (for herself, Mr. SCOTT of Virginia, Mr. NEAL, Mr. BISHOP of Georgia, Ms. DELAURO, Mr. PALLONE, and Mr. PETERSON) introduced the following bill; which was referred to the Committee on Appropriations, and in addition to the Committees on the Budget, and Ways and Means, for a period to be subsequently determined by the Speaker, in each case for consideration of such provisions as fall within the jurisdiction of the committee concerned

A BILL

Making emergency supplemental appropriations for the fiscal year ending September 30, 2020, and for other purposes.

1 *Be it enacted by the Senate and House of Representa-*
 2 *tives of the United States of America in Congress assembled,*

1 SECTION 1. SHORT TITLE.

2 This Act may be cited as the "Families First-
 3 Coronavirus Response Act".

4 SEC. 2. TABLE OF CONTENTS.

5 The table of contents is as follows:

DIVISION A—SECOND CORONAVIRUS PREPAREDNESS AND
 RESPONSE SUPPLEMENTAL APPROPRIATIONS ACT, 2020

DIVISION B—NUTRITION WAIVERS

DIVISION C—EMERGENCY FAMILY AND MEDICAL LEAVE
 EXPANSION ACT

DIVISION D—EMERGENCY UNEMPLOYMENT INSURANCE
 STABILIZATION AND ACCESS ACT OF 2020

DIVISION E—EMERGENCY PAID SICK LEAVE ACT

DIVISION F—HEALTH PROVISIONS

DIVISION G—TAX CREDITS FOR PAID SICK AND PAID FAMILY
 AND MEDICAL LEAVE

DIVISION H—BUDGETARY EFFECTS

6 SEC. 3. REFERENCES.

7 Except as expressly provided otherwise, any reference
 8 to "this Act" contained in any division of this Act shall
 9 be treated as referring only to the provisions of that divi-
 10 sion.

11 DIVISION A—SECOND CORONAVIRUS PRE- 12 PAREDNESS AND RESPONSE SUPPLE- 13 MENTAL APPROPRIATIONS ACT, 2020

14 The following sums are hereby appropriated, out of
 15 any money in the Treasury not otherwise appropriated,
 16 for the fiscal year ending September 30, 2020, and for
 17 other purposes, namely:

HAXMIAFY20\SUPPA\FDSECSUSPA\FDSECSUSP.XML

3

TITLE I

DEPARTMENT OF AGRICULTURE

FOOD AND NUTRITION SERVICE

SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR

WOMEN, INFANTS, AND CHILDREN (WIC)

For an additional amount for the "Special Supplemental Nutrition Program for Women, Infants, and Children", \$500,000,000, to remain available through September 30, 2021: *Provided*, That such amount is designated by the Congress as being for an emergency requirement pursuant to section 251(b)(2)(A)(i) of the Balanced Budget and Emergency Deficit Control Act of 1985.

COMMODITY ASSISTANCE PROGRAM

For an additional amount for the "Commodity Assistance Program" for the emergency food assistance program as authorized by section 27(a) of the Food and Nutrition Act of 2008 (7 U.S.C. 2036(a)) and section 204(a)(1) of the Emergency Food Assistance Act of 1983 (7 U.S.C. 7508(a)(1)), \$400,000,000, to remain available through September 30, 2021: *Provided*, That of the funds made available, the Secretary may use up to \$100,000,000 for costs associated with the distribution of commodities: *Provided further*, That such amount is designated by the Congress as being for an emergency requirement pursuant

4

to section 251(b)(2)(A)(i) of the Balanced Budget and Emergency Deficit Control Act of 1985.

GENERAL PROVISIONS—THIS TITLE

SEC. 1101. (a) PUBLIC HEALTH EMERGENCY.—During fiscal year 2020, in any case in which a school is closed for at least 5 consecutive days during a public health emergency designation during which the school would otherwise be in session, each household containing at least 1 member who is an eligible child attending the school shall be eligible to receive assistance pursuant to a state agency plan approved under subsection (b).

(b) ASSISTANCE.—To carry out this section, the Secretary of Agriculture may approve State agency plans for temporary emergency standards of eligibility and levels of benefits under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.) for households with eligible children. Plans approved by the Secretary shall provide for supplemental allotments to households receiving benefits under such Act, and issuances to households not already receiving benefits. Such level of benefits shall be determined by the Secretary in an amount not less than the value of meals at the free rate over the course of 5 school days for each eligible child in the household.

(c) MINIMUM CLOSURE REQUIREMENT.—The Secretary of Agriculture shall not provide assistance under

1 this section in the case of a school that is closed for less
2 than 5 consecutive days.

3 (d) USE OF EBT SYSTEM.—A State agency may pro-
4 vide assistance under this section through the EBT card
5 system established under section 7 of the Food and Nutri-
6 tion Act of 2008 (7 U.S.C. 2016).

7 (e) RELEASE OF INFORMATION.—Notwithstanding
8 any other provision of law, the Secretary of Agriculture
9 may authorize State educational agencies and school food
10 authorities administering a school lunch program under
11 the Richard B. Russell National School Lunch Act (42
12 U.S.C. 1751 et seq.) to release to appropriate officials ad-
13 ministering the supplemental nutrition assistance program
14 such information as may be necessary to carry out this
15 section.

16 (f) WAIVERS.—To facilitate implementation of this
17 section, the Secretary of Agriculture may approve waivers
18 of the limits on certification periods otherwise applicable
19 under section 3(f) of the Food and Nutrition Act of 2008
20 (7 U.S.C. 2012(f)), reporting requirements otherwise ap-
21 plicable under section 6(e) of such Act (7 U.S.C. 2015(e)),
22 and other administrative requirements otherwise applica-
23 ble to State agencies under such Act.

24 (g) AVAILABILITY OF COMMODITIES.—During fiscal
25 year 2020, the Secretary of Agriculture may purchase

1 commodities for emergency distribution in any area of the
2 United States during a public health emergency designa-
3 tion.

4 (h) DEFINITIONS.—In this section:

5 (1) The term “eligible child” means a child (as
6 defined in section 12(d) or served under section
7 11(a)(1) of the Richard B. Russell National School
8 Lunch Act (42 U.S.C. 1760(d), 1759(a)(1)) who, if
9 not for the closure of the school attended by the
10 child during a public health emergency designation
11 and due to concerns about a COVID-19 outbreak,
12 would receive free or reduced price school meals
13 under the Richard B. Russell National School Lunch
14 Act (42 U.S.C. 1751 et seq.) at the school.

15 (2) The term “public health emergency designa-
16 tion” means the declaration of a public health emer-
17 gency, based on an outbreak of SARS-CoV-2 or any
18 other coronavirus with pandemic potential, by the
19 Secretary of Health and Human Services under sec-
20 tion 319 of the Public Health Service Act (42
21 U.S.C. 247d).

22 (3) The term “school” has the meaning given
23 the term in section 12(d) of the Richard B. Russell
24 National School Lunch Act (42 U.S.C. 1760(d)).

H:\XML\FY20\SUPP\FD\SEC\SUSP\FD\SEC\SUSP.XML

7

(i) FUNDING.—There are hereby appropriated to the Secretary of Agriculture such amounts as are necessary to carry out this section: *Provided*, That such amount is designated by the Congress as being for an emergency requirement pursuant to section 251(b)(2)(A)(i) of the Balanced Budget and Emergency Deficit Control Act of 1985.

SEC. 1102. In addition to amounts otherwise made available, \$100,000,000, to remain available through September 30, 2021, shall be available for the Secretary of Agriculture to provide grants to the Commonwealth of the Northern Mariana Islands, Puerto Rico, and American Samoa for nutrition assistance in response to a COVID-19 public health emergency: *Provided*, That such amount is designated by the Congress as being for an emergency requirement pursuant to section 251(b)(2)(A)(i) of the Balanced Budget and Emergency Deficit Control Act of 1985.

TITLE II

DEPARTMENT OF DEFENSE

DEFENSE HEALTH PROGRAM

For an additional amount for “Defense Health Program”, \$82,000,000, to remain available until September 30, 2022, for health services consisting of SARS-CoV-2 or COVID-19 related items and services as described in section 6006(a) of division F of the Families First

*fed back
to \$500,000,000?*

H:\XML\FY20\SUPP\FD\SEC\SUSP\FD\SEC\SUSP.XML

8

Coronavirus Response Act (or the administration of such products): *Provided*, That such amount is designated by the Congress as being for an emergency requirement pursuant to section 251(b)(2)(A)(i) of the Balanced Budget and Emergency Deficit Control Act of 1985.

TITLE III

DEPARTMENT OF THE TREASURY

INTERNAL REVENUE SERVICE

TAXPAYER SERVICES

For an additional amount for “Taxpayer Services”, \$15,000,000, to remain available until September 30, 2022, for the purposes of carrying out the Families First Coronavirus Response Act: *Provided*, That amounts provided under this heading in this Act may be transferred to and merged with “Operations Support”: *Provided further*, That such amount is designated by the Congress as being for an emergency requirement pursuant to section 251(b)(2)(A)(i) of the Balanced Budget and Emergency Deficit Control Act of 1985.

1 TITLE IV
 2 DEPARTMENT OF HEALTH AND HUMAN
 3 SERVICES
 4 INDIAN HEALTH SERVICE
 5 INDIAN HEALTH SERVICES
 6 For an additional amount for "Indian Health Serv-
 7 ices", \$64,000,000, to remain available until September
 8 30, 2022, for health services consisting of SARS-CoV-
 9 2 or COVID-19 related items and services as described
 10 in section 6007 of division F of the Families First
 11 Coronavirus Response Act (or the administration of such
 12 products): *Provided*, That such amounts shall be allocated
 13 at the discretion of the Director of the Indian Health Ser-
 14 vice: *Provided further*, That such amount is designated by
 15 the Congress as being for an emergency requirement pur-
 16 suant to section 251(b)(2)(A)(i) of the Balanced Budget
 17 and Emergency Deficit Control Act of 1985.
 18 TITLE V
 19 DEPARTMENT OF HEALTH AND HUMAN
 20 SERVICES
 21 ADMINISTRATION FOR COMMUNITY LIVING
 22 AGING AND DISABILITY SERVICES PROGRAMS
 23 For an additional amount for "Aging and Disability
 24 Services Programs", \$250,000,000, to remain available
 25 until September 30, 2021, for activities authorized under

1 subparts 1 and 2 of part C, of title III, and under title
 2 VI, of the Older Americans Act of 1965 ("OAA"), of
 3 which \$160,000,000 shall be for Home-Delivered Nutri-
 4 tion Services, \$80,000,000 shall be for Congregate Nutri-
 5 tion Services, and \$10,000,000 shall be for Nutrition
 6 Services for Native Americans: *Provided*, That State
 7 matching requirements under sections 304(d)(1)(D) and
 8 309(b)(2) of the OAA shall not apply to funds made avail-
 9 able under this heading in this Act: *Provided further*, That
 10 such amount is designated by the Congress as being for
 11 an emergency requirement pursuant to section
 12 251(b)(2)(A)(i) of the Balanced Budget and Emergency
 13 Deficit Control Act of 1985.
 14 OFFICE OF THE SECRETARY
 15 PUBLIC HEALTH AND SOCIAL SERVICES EMERGENCY
 16 FUND
 17 For an additional amount for "Public Health and So-
 18 cial Services Emergency Fund", \$1,000,000,000, to re-
 19 main available until expended, for activities authorized
 20 under section 2812 of the Public Health Service Act (42
 21 U.S.C. 300hh-11), in coordination with the Administrator
 22 of the Centers for Medicare & Medicaid Services, to pay
 23 the claims of providers for reimbursement, as described
 24 in subsection (a)(3)(D) of such section 2812, for health
 25 services consisting of SARS-CoV-2 or COVID-19 related

HAXMIAFY20ASUPPFI19HSCASUSPFI19HSCSUSP.XML

11

1 items and services as described in paragraph (1) of section
2 6001(a) of division F of the Families First Coronavirus
3 Response Act (or the administration of such products) or
4 visits described in paragraph (2) of such section for unin-
5 sured individuals: *Provided*, That the term “uninsured in-
6 dividual” in this paragraph means an individual who is
7 not enrolled in—

8 (1) a Federal health care program (as defined
9 under section 1128B(f) of the Social Security Act
10 (42 U.S.C. 1320a-7b(f)), including an individual
11 who is eligible for medical assistance only because of
12 subsection (a)(10)(A)(ii)(XXIII) of Section 1902 of
13 the Social Security Act; or

14 (2) a group health plan or health insurance cov-
15 erage offered by a health insurance issuer in the
16 group or individual market (as such terms are de-
17 fined in section 2791 of the Public Health Service
18 Act (42 U.S.C. 300gg-91)), or a health plan offered
19 under chapter 89 of title 5, United States Code:

20 *Provided further*, That such amount is designated by the
21 Congress as being for an emergency requirement pursuant
22 to section 251(b)(2)(A)(i) of the Balanced Budget and
23 Emergency Deficit Control Act of 1985.

HAXMIAFY20ASUPPFI19HSCASUSPFI19HSCSUSP.XML

12

TITLE VI

DEPARTMENT OF VETERANS AFFAIRS

VETERANS HEALTH ADMINISTRATION

MEDICAL SERVICES

5 For an additional amount for “Medical Services”,
6 \$30,000,000, to remain available until September 30,
7 2022, for health services consisting of SARS-CoV-2 or
8 COVID-19 related items and services as described in sec-
9 tion 6006(b) of division F of the Families First
10 Coronavirus Response Act (or the administration of such
11 products): *Provided*, That such amount is designated by
12 the Congress as being for an emergency requirement pur-
13 suant to section 251(b)(2)(A)(i) of the Balanced Budget
14 and Emergency Deficit Control Act of 1985.

MEDICAL COMMUNITY CARE

15 For an additional amount for “Medical Community
16 Care”, \$30,000,000, to remain available until September
17 30, 2022, for health services consisting of SARS-CoV-
18 2 or COVID-19 related items and services as described
19 in section 6006(b) of division F of the Families First
20 Coronavirus Response Act (or the administration of such
21 products): *Provided*, That such amount is designated by
22 the Congress as being for an emergency requirement pur-
23 suant to section 251(b)(2)(A)(i) of the Balanced Budget
24 and Emergency Deficit Control Act of 1985.
25

TITLE VII

GENERAL PROVISIONS—THIS ACT

SEC. 1701. Not later than 30 days after the date of enactment of this Act, the head of each executive agency that receives funding in this Act shall provide a report detailing the anticipated uses of all such funding to the Committees on Appropriations of the House of Representatives and the Senate: *Provided*, That each report shall include estimated personnel and administrative costs, as well as the total amount of funding apportioned, allotted, obligated, and expended, to date: *Provided further*, That each such plan shall be updated and submitted to such Committees every 60 days until all funds are expended or expire.

SEC. 1702. Each amount appropriated or made available by this Act is in addition to amounts otherwise appropriated for the fiscal year involved.

SEC. 1703. No part of any appropriation contained in this Act shall remain available for obligation beyond the current fiscal year unless expressly so provided herein.

SEC. 1704. Unless otherwise provided for by this Act, the additional amounts appropriated by this Act to appropriations accounts shall be available under the authorities and conditions applicable to such appropriations accounts for fiscal year 2020.

SEC. 1705. Each amount designated in this Act by the Congress as being for an emergency requirement pursuant to section 251(b)(2)(A)(i) of the Balanced Budget and Emergency Deficit Control Act of 1985 shall be available (or rescinded or transferred, if applicable) only if the President subsequently so designates all such amounts and transmits such designations to the Congress.

SEC. 1706. Any amount appropriated by this Act, designated by the Congress as an emergency requirement pursuant to section 251(b)(2)(A)(i) of the Balanced Budget and Emergency Deficit Control Act of 1985 and subsequently so designated by the President, and transferred pursuant to transfer authorities provided by this Act shall retain such designation.

This division may be cited as the "Second Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020".

DIVISION B—NUTRITION WAIVERS

TITLE I—MAINTAINING ESSENTIAL ACCESS TO LUNCH FOR STUDENTS ACT

SEC. 2101. SHORT TITLE.

This title may be cited as the "Maintaining Essential Access to Lunch for Students Act" or the "MEALS Act".

HAXMIAFY20\SUPP\FDSECS\SUSP\FDSECS\SUSP.XML

15

1 **SEC. 2102. WAIVER EXCEPTION FOR SCHOOL CLOSURES**

2 **DUE TO COVID-19.**

3 (a) **IN GENERAL.**—The requirements under section
4 12(l)(1)(A)(iii) of the Richard B. Russell National School
5 Lunch Act (42 U.S.C. 1760(l)(1)(A)(iii)) shall not apply
6 to a qualified COVID-19 waiver.

7 (b) **ALLOWABLE INCREASE IN FEDERAL COSTS.**—

8 Notwithstanding paragraph (4) of section 12(l) of the
9 Richard B. Russell National School Lunch Act (42 U.S.C.
10 1760(l)), the Secretary of Agriculture may grant a quali-
11 fied COVID-19 waiver that increases Federal costs.

12 (c) **TERMINATION AFTER PERIODIC REVIEW.**—The
13 requirements under section 12(l)(5) of the Richard B.
14 Russell National School Lunch Act (42 U.S.C. 1760(l)(5))
15 shall not apply to a qualified COVID-19 waiver.

16 (d) **QUALIFIED COVID-19 WAIVER.**—In this sec-
17 tion, the term “qualified COVID-19 waiver” means a
18 waiver—

19 (1) requested by a State (as defined in section
20 12(d)(8) of the Richard B. Russell National School
21 Lunch Act (42 U.S.C. 1760(d)(8))) or eligible serv-
22 ice provider under section 12(l) of the Richard B.
23 Russell National School Lunch Act (42 U.S.C.
24 1760(l)); and

25 (2) to waive any requirement under such Act
26 (42 U.S.C. 1751 et seq.) or the Child Nutrition Act

L:\VA\031320\A031320.033.xml (75853011)
March 13, 2020 (5:29 p.m.)

HAXMIAFY20\SUPP\FDSECS\SUSP\FDSECS\SUSP.XML

16

1 of 1966 (42 U.S.C. 1771 et seq.), or any regulation
2 issued under either such Act, for purposes of pro-
3 viding meals and meal supplements under such Acts
4 during a school closure due to COVID-19.

5 **TITLE II—COVID-19 CHILD**
6 **NUTRITION RESPONSE ACT**

7 **SEC. 2201. SHORT TITLE.**

8 This title may be cited as the “COVID-19 Child Nu-
9 trition Response Act”.

10 **SEC. 2202. NATIONAL SCHOOL LUNCH PROGRAM REQUIRE-**
11 **MENT WAIVERS ADDRESSING COVID-19.**

12 (a) **NATIONWIDE WAIVER.**—

13 (1) **IN GENERAL.**—Notwithstanding any other
14 provision of law, the Secretary may establish a waiv-
15 er for all States under section 12(l) of the Richard
16 B. Russell National School Lunch Act (42 U.S.C.
17 1760(l)), for purposes of—

18 (A) providing meals and meal supplements
19 under a qualified program; and

20 (B) carrying out subparagraph (A) with
21 appropriate safety measures with respect to
22 COVID-19, as determined by the Secretary.

23 (2) **STATE ELECTION.**—A waiver established
24 under paragraph (1) shall—

L:\VA\031320\A031320.033.xml (75853011)
March 13, 2020 (5:29 p.m.)

(A) notwithstanding paragraph (2) of section 12(l) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1760(l)), apply automatically to any State that elects to be subject to the waiver without further application; and

(B) not be subject to the requirements under paragraph (3) of such section.

(b) CHILD AND ADULT CARE FOOD PROGRAM WAIVER.—Notwithstanding any other provision of law, the Secretary may grant a waiver under section 12(l) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1760(l)) to allow non-congregate feeding under a child and adult care food program under section 17 of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766) if such waiver is for the purposes of—

(1) providing meals and meal supplements under such child and adult care food program; and

(2) carrying out paragraph (1) with appropriate safety measures with respect to COVID-19, as determined by the Secretary.

(c) MEAL PATTERN WAIVER.—Notwithstanding paragraph (4)(A) of section 12(l) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1760(l)) the Secretary may grant a waiver under such section that re-

** request
reg'd*

lates to the nutritional content of meals served if the Secretary determines that—

(1) such waiver is necessary to provide meals and meal supplements under a qualified program; and

(2) there is a supply chain disruption with respect to foods served under such a qualified program and such disruption is due to COVID-19.

(d) REPORTS.—Each State that receives a waiver under subsection (a), (b), or (c), shall, not later than 1 year after the date such State received such waiver, submit a report to the Secretary that includes the following:

(1) A summary of the use of such waiver by the State and eligible service providers.

(2) A description of whether such waiver resulted in improved services to children.

(e) SUNSET.—The authority of the Secretary to establish or grant a waiver under this section shall expire on September 30, 2020.

(f) DEFINITIONS.—In this section:

(1) QUALIFIED PROGRAM.—The term “qualified program” means the following:

(A) The school lunch program under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.).

HAXMIAFY20ASUPPAFDSFCSUSPAFDSFCSUSP.XML

19

1 (B) The school breakfast program under
2 section 4 of the Child Nutrition Act of 1966
3 (42 U.S.C. 1773).

4 (C) The child and adult care food program
5 under section 17 of the Richard B. Russell Na-
6 tional School Lunch Act (42 U.S.C. 1766).

7 (D) The summer food service program for
8 children under section 13 of the Richard B.
9 Russell National School Lunch Act (42 U.S.C.
10 1761).

11 (2) SECRETARY.—The term “Secretary” means
12 the Secretary of Agriculture.

13 (3) STATE.—The term “State” has the mean-
14 ing given such term in section 12(d)(8) of the Rich-
15 ard B. Russell National School Lunch Act (42
16 U.S.C. 1760(d)(8)).

17 **SEC. 2203. PHYSICAL PRESENCE WAIVER UNDER WIC DUR-**
18 **ING CERTAIN PUBLIC HEALTH EMER-**
19 **GENCIES.**

20 (a) WAIVER AUTHORITY.—

21 (1) IN GENERAL.—Notwithstanding any other
22 provision of law, the Secretary may grant a request
23 described in paragraph (2) to—

HAXMIAFY20ASUPPAFDSFCSUSPAFDSFCSUSP.XML

20

1 (A) waive the requirement under section
2 17(d)(3)(C)(i) of the Child Nutrition Act of
3 1966 (42 U.S.C. 1786(d)(3)(C)(i)); and

4 (B) defer anthropometric and bloodwork
5 requirements necessary to determine nutritional
6 risk.

7 (2) REQUEST.—A request described in this
8 paragraph is a request made to the Secretary by a
9 State agency to waive, on behalf of the local agencies
10 served by such State agency, the requirements de-
11 scribed in paragraph (1) during any portion of the
12 emergency period (as defined in paragraph (1)(B) of
13 section 1135(g) of the Social Security Act (42
14 U.S.C. 1320b-5(g)) (beginning on or after the date
15 of the enactment of this section).

16 (b) REPORTS.—

17 (1) LOCAL AGENCY REPORTS.—Each local
18 agency that uses a waiver pursuant to subsection (a)
19 shall, not later than 1 year after the date such local
20 agency uses such waiver, submit a report to the
21 State agency serving such local agency that includes
22 the following:

23 (A) A summary of the use of such waiver
24 by the local agency.

* request
reg'd

1 (B) A description of whether such waiver
2 resulted in improved services to women, infants,
3 and children.

4 (2) STATE AGENCY REPORTS.—Each State
5 agency that receives a waiver under subsection (a)
6 shall, not later than 18 months after the date such
7 State agency received such waiver, submit a report
8 to the Secretary that includes the following:

9 (A) A summary of the reports received by
10 the State agency under paragraph (1).

11 (B) A description of whether such waiver
12 resulted in improved services to women, infants,
13 and children.

14 (c) SUNSET.—The authority under this section shall
15 expire on September 30, 2020.

16 (d) DEFINITIONS.—In this section:

17 (1) LOCAL AGENCY.—The term “local agency”
18 has the meaning given the term in section 17(b) of
19 the Child Nutrition Act of 1966 (42 U.S.C.
20 1786(b)).

21 (2) NUTRITIONAL RISK.—The term “nutritional
22 risk” has the meaning given the term in section
23 17(b) of the Child Nutrition Act of 1966 (42 U.S.C.
24 1786(b)).

1 (3) SECRETARY.—The term “Secretary” means
2 the Secretary of Agriculture.

3 (4) STATE AGENCY.—The term “State agency”
4 has the meaning given the term in section 17(b) of
5 the Child Nutrition Act of 1966 (42 U.S.C.
6 1786(b)).

7 **SEC. 2204. ADMINISTRATIVE REQUIREMENTS WAIVER**
8 **UNDER WIC.**

9 (a) WAIVER AUTHORITY.—

10 (1) IN GENERAL.—Notwithstanding any other
11 provision of law, the Secretary of Agriculture may,
12 if requested by a State agency (as defined in section
13 17(b) of the Child Nutrition Act of 1966 (42 U.S.C.
14 1786(b))), modify or waive any qualified administra-
15 tive requirement with respect to such State agency.

16 (2) QUALIFIED ADMINISTRATIVE REQUIRE-
17 MENT.—In this section, the term “qualified adminis-
18 trative requirement” means a regulatory require-
19 ment issued under section 17 of the Child Nutrition
20 Act of 1966 (42 U.S.C. 1786) that the Secretary of
21 Agriculture determines—

22 (A) cannot be met by a State agency due
23 to COVID-19; and

H:\X\MI\FY20\ASUPPA\FDSECSUSPA\FDSECSUSP.XML

23

(B) the modification or waiver of which is necessary to provide assistance under such section.

(b) STATE AGENCY REPORTS.—Each State agency that receives a waiver under subsection (a)(1) shall, not later than 1 year after the date such State agency received such waiver, submit a report to the Secretary of Agriculture that includes the following:

(1) A summary of the use of such waiver by the State agency.

(2) A description of whether such waiver resulted in improved services to women, infants, and children.

(c) SUNSET.—The authority under this section shall expire on September 30, 2020.

TITLE III—SNAP WAIVERS

SEC. 2301. SNAP FLEXIBILITY FOR LOW-INCOME JOBLESS WORKERS.

(a) Beginning with the first month that begins after the enactment of this Act and for each subsequent month through the end of the month subsequent to the month a public health emergency declaration by the Secretary of Health and Human Services under section 319 of the Public Health Service Act based on an outbreak of coronavirus disease 2019 (COVID–19) is lifted, eligibility for supple-

H:\X\MI\FY20\ASUPPA\FDSECSUSPA\FDSECSUSP.XML

24

mental nutrition assistance program benefits shall not be limited under section 6(o)(2) of the Food and Nutrition Act of 2008 unless an individual does not comply with the requirements of a program offered by the State agency (as defined in section 3 of the Food and Nutrition Act of 2008) that meets the standards of subparagraphs (B) or (C) of such section 6(o)(2).

(b) Beginning on the month subsequent to the month the public health emergency declaration by the Secretary of Health and Human Services under section 319 of the Public Health Service Act based on an outbreak of COVID–19 is lifted for purposes of section 6(o) of the Food and Nutrition Act of 2008, such State agency shall disregard any period during which an individual received benefits under the supplemental nutrition assistance program prior to such month.

SEC. 2302. ADDITIONAL SNAP FLEXIBILITIES IN A PUBLIC HEALTH EMERGENCY.

(a) In the event of a public health emergency declaration by the Secretary of Health and Human Services under section 319 of the Public Health Service Act based on an outbreak of coronavirus disease 2019 (COVID–19) and the issuance of an emergency or disaster declaration by a State based on an outbreak of COVID–19, the Secretary of Agriculture—

1 (1) shall provide, at the request of a State
 2 agency (as defined in section 3 of the Food and Nu-
 3 trition Act of 2008) that provides sufficient data (as
 4 determined by the Secretary through guidance) sup-
 5 porting such request, for emergency allotments to
 6 households participating in the supplemental nutri-
 7 tion assistance program under the Food and Nutri-
 8 tion Act of 2008 to address temporary food needs
 9 not greater than the applicable maximum monthly
 10 allotment for the household size; and

11 (2) may adjust, at the request of State agencies
 12 or by guidance in consultation with one or more
 13 State agencies, issuance methods and application
 14 and reporting requirements under the Food and Nu-
 15 trition Act of 2008 to be consistent with what is
 16 practicable under actual conditions in affected areas.
 17 (In making this adjustment, the Secretary shall con-
 18 sider the availability of offices and personnel in
 19 State agencies, any conditions that make reliance on
 20 electronic benefit transfer systems described in sec-
 21 tion 7(h) of the Food and Nutrition Act of 2008 im-
 22 practicable, any disruptions of transportation and
 23 communication facilities, and any health consider-
 24 ations that warrant alternative approaches.)

1 (b) Not later than 10 days after the date of the re-
 2 ceipt or issuance of each document listed in paragraphs
 3 (1), (2), or (3) of this subsection, the Secretary of Agri-
 4 culture shall make publicly available on the website of the
 5 Department the following documents:

6 (1) Any request submitted by State agencies
 7 under subsection (a).

8 (2) The Secretary's approval or denial of each
 9 such request.

10 (3) Any guidance issued under subsection
 11 (a)(2).

12 (c) The Secretary of Agriculture shall, within 18
 13 months after the public health emergency declaration de-
 14 scribed in subsection (a) is lifted, submit a report to the
 15 House and Senate Agriculture Committees with a descrip-
 16 tion of the measures taken to address the food security
 17 needs of affected populations during the emergency, any
 18 information or data supporting State agency requests, any
 19 additional measures that States requested that were not
 20 approved, and recommendations for changes to the Sec-
 21 retary's authority under the Food and Nutrition Act of
 22 2008 to assist the Secretary and States and localities in
 23 preparations for any future health emergencies.

HAXMIAFY20ASUPP4FDSECSUSP4FDSECSUSP.XML

27

1 DIVISION C—EMERGENCY FAM-
2 ILY AND MEDICAL LEAVE EX-
3 PANSION ACT

4 SEC. 3101. SHORT TITLE.

5 This Act may be cited as “Emergency Family and
6 Medical Leave Expansion Act”.

7 SEC. 3102. AMENDMENTS TO THE FAMILY AND MEDICAL
8 LEAVE ACT OF 1993.

9 (a) PUBLIC HEALTH EMERGENCY LEAVE.—

10 (1) IN GENERAL.—Section 102(a)(1) of the
11 Family and Medical Leave Act of 1993 (29 U.S.C.
12 2612(a)(1)) is amended by adding at the end the
13 following:

14 “(F) During the 1-year period beginning
15 on the date the Emergency Family and Medical
16 Leave Expansion Act takes effect, because of a
17 qualifying need related to a public health emer-
18 gency in accordance with section 110.”.

19 (2) PAID LEAVE REQUIREMENT.—Section
20 102(c) of the Family and Medical Leave Act of 1993
21 (29 U.S.C. 2612(c)) is amended by striking “under
22 subsection (a)” and inserting “under subsection (a)
23 (other than certain periods of leave under subsection
24 (a)(1)(F))”.

HAXMIAFY20ASUPP4FDSECSUSP4FDSECSUSP.XML

28

1 (b) REQUIREMENTS.—Title I of the Family and Med-
2 ical Leave Act of 1993 (29 U.S.C. 2611 et seq.) is amend-
3 ed by adding at the end the following:

4 “SEC. 110. PUBLIC HEALTH EMERGENCY LEAVE.

5 “(a) DEFINITIONS.—The following shall apply with
6 respect to leave under section 102(a)(1)(F):

7 “(1) APPLICATION OF CERTAIN TERMS.—The
8 definitions in section 101 shall apply, except as fol-
9 lows:

10 “(A) ELIGIBLE EMPLOYEE.—In lieu of the
11 definition in sections 101(2)(A) and
12 101(2)(B)(ii), the term ‘eligible employee’
13 means an employee who has been employed for
14 at least 30 calendar days by the employer with
15 respect to whom leave is requested under sec-
16 tion 102(a)(1)(F).

17 “(B) EMPLOYER THRESHOLD.—Section
18 101(4)(A)(i) shall be applied by substituting
19 ‘fewer than 500 employees’ for ‘50 or more em-
20 ployees for each working day during each of 20
21 or more calendar workweeks in the current or
22 preceding calendar year’.

23 “(C) PARENT.—In lieu of the definition in
24 section 101(7), the term ‘parent’, with respect
25 to an employee, means any of the following:

From: EOCWATCH
Sent: Sat, 14 Mar 2020 08:39:25 -0500
To: Alexander Billioux;Aly Neel;Ashley Peak;Christina Stephens;Cindy Rives;David Schultz;David Timoll;EOCWATCH;Frank Welch;Jimmy Guidry (LDH);Joseph Kanter;Kelly Zimmerman;Lauren Gleason (LDH);Mark A Thomas;Melinda Richard;Michelle Miley;Omar Khalid;Pam Diez;Robert Johannessen;Rosanne Prats;Shauna Sanford;Stephen Russo;Tonya Joiner
Subject: LDH EOC SitRep 03/14/2020
Attachments: COVID-19 Summary_031420_0730.docx

Please see attached COVID-19 SitRep for 03/14/2020.

EOC Watch Desk
eocwatch@la.gov
225.354.3570

Novel Coronavirus 2019 (COVID-19)**Daily Summary** | 3/14/20 at 0730**Table 1: US Case Counts**

United States		Updated	3/14/20 at 0700
CDC Case Counts			
Total Cases	New Cases	Total Deaths	New Deaths
1,629	414	41	5

Source: CDC <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>

Note: For consistency, the national case counts reported by the Louisiana Department of Health will follow the counts reported daily, M-F, by the CDC. This information might be different from reports by news organizations that update more frequently.

Table 2: Louisiana Testing and Results

Louisiana		Updated	3/14/20 at 0700
Laboratory Testing			
	Number of Persons Under Investigation (PUI) Tests Negative	Number of Presumptive Positive Persons	CDC Confirmed Cases
New Results (on 3/13)	30	18	2
Cumulative Results (as of 3/14 at 0700)	91	51	2

Source: OPH Infectious Disease Epidemiology Section and OPH Laboratory

Parish	Count of COVID-19 ID
Bossier	1
Caddo	1
Jefferson	7
Orleans	36
St. Charles	1
St. John the Baptist	1
St. Tammany	2
Terrebonne	2
Grand Total	51

Table 3: General Information Line

General Information Line Calls on 3/13/20 from 0800 to 1630	
Calls	Cumulative Count
87	893

Note: Bureau of Community Preparedness staffs the general information line Monday through Friday from 8:00 am until 4:30 pm. The phone number for this line is 855-523-2652.

Calls = Number of calls received and answered during the Operational Period of 8 to 4:30 pm.

Voice messages received outside of regular business hours are returned and captured in the call count the following day.

Table 4: LA 211 Phone Calls

211 Calls on 3/13/20 from 0700 to 1900	
Calls	Cumulative Count
1467	1658

Note: LA 211 is operational 24/7 to answer calls from the public.

Key Messages

Department of Health shared guidance with providers that recommends COVID-19 testing for any patient with fever, respiratory symptoms and a negative influenza test.

All patients suspected (and undergoing testing) for COVID-19 should remain hospitalized if needed or isolate at home until they receive their test results. If test results are positive, patients should continue to be isolated until cleared by a physician or public health official.

Providers should use commercial labs for any specimens collected with the exception of high-priority patients. The state public health lab will continue to test samples of high-priority patients who meet the following criteria:

Hospitalized patients with a severe respiratory illness with no other known cause.

Suspected outbreak of COVID-19 among associated individuals with recent onset of similar fever and lower respiratory symptoms.

Recent fever and lower respiratory symptoms in a healthcare worker with direct contact to a laboratory-confirmed COVID-19 case.

Suspected COVID-19 in a patient associated with a high-risk exposure setting such as a long-term care facility or a correctional facility.

For initial diagnostic testing for COVID-19, the State of Louisiana now recommends collecting and testing a single nasopharyngeal (NP) swab, or a nose swab.

Click [here](#) for the health alert message shared with providers.

Headlines

[Why are Louisiana schools closed for a month? With coronavirus it's about flattening 'the curve'](#) | The Advocate

[Louisiana schools to close for a month; gatherings of 250 or more not allowed](#) | WWL-TV

[Louisiana launches statewide call network to answer questions related to coronavirus](#) | WAFB-TV

[Northeast Louisiana events canceled amid COVID-19 concerns](#) | New Star

[Louisiana now has 36 coronavirus cases; schools will close until April 13](#) | WDSU-TV

[President declares national emergency to combat coronavirus](#) | NBC News

[Louisiana Governor moves primary because of coronavirus](#) | Associated Press

[What's happening in life feels surreal: emergency measures](#) | Associated Press

From: Christina Stephens
Sent: Thu, 12 Mar 2020 18:46:27 -0500
To: Mark Cooper;Matthew Block;Tina Vanichchagorn;James Waskom;Casey Tingle;Stephen Russo;Tonya Joiner;Shauna Sanford
Cc: Alicia Williams (GOV);Katie Kirkpatrick Justice;Chancely Courson
Subject: Meeting in New Orleans Tomorrow

All, we are planning a joint mini UCG/press briefing with the City of New Orleans on Friday, March 13. I have some basic details sketched out below. We will try to keep the attendee list tight. The details I have below are very basic. In addition, we will issue a joint media advisory with the City tomorrow morning to announce the press conference.

I know Jim is talking to their OEP Director and I'm in touch with their comms director. We would need to keep our list of attendees tight as well.

Joint Command Briefing with Gov. John Bel Edwards and Mayor Latoya Cantrell on COVID-19

1 p.m.

Location: New Orleans EOC / City Hall

Joint Press Conference

3 p.m.

Location: Mayor's Press Room

Thank you, Christina

From: Aly Neel
Sent: Wed, 11 Mar 2020 11:18:16 -0500
To: Christina Stephens;Shauna Sanford
Cc: Kelly Zimmerman;Tonya Joiner
Subject: Protocol for public reporting going forward

Dear team:

As discussed on our call just now, please find below the working protocol for public reporting on COVID-19.

- 7:30/8AM Daily SITREP is circulated
- Going forward all updates on case count will be shared on our website two times per day, at 9AM and 4:30PM. Information that will be shared:
 - Total # PUI tests
 - # deaths (with location)
 - # confirmed (with location)
 - # presumptive positive (with location)
 - # negative
 - Additional updates on presumptive positive/confirmed cases
- LDH/GO will release a press statement only when there are major developments, i.e., in the case of a confirmed cluster or death. In the case of death, there will also be a press conference.
- LDH will work with GO on notifying parish presidents on a case-by-case basis for now.

Let me know if I'm missing anything.

Thanks all,
Aly

From: Hughes, Rep. Jason (Chamber Laptop)
Sent: Mon, 2 Mar 2020 16:28:06 +0000
To: Adam Eitmann
Cc: Lauren Gleason (LDH); Bagley, Rep. Larry (Chamber Laptop); Bagley, Rep. Larry (District Office); Tonya Joiner
Subject: Re: Caronavirus

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Thank you, Adam. This is really great information and very helpful. Sincerely appreciated.
Jason

Jason Hughes
State Representative, District 100
Unedited

On Mar 2, 2020, at 9:29 AM, Adam Eitmann <Adam.Eitmann@la.gov> wrote:

Rep. Hughes,

I wanted to share some more information with you regarding our COVID-19 (also known as coronavirus). This morning the Governor held a meeting of the Unified Command Group (UCG) with state agency heads to make sure that every agency is preparing and coordinating with local, state and federal partners. The Governor has been briefed by LDH and GOHSEP regularly regarding the virus and our preparations. It is important to note that currently, there are no confirmed cases of COVID-19 in Louisiana. The nearest case is in Texas and this person remains in isolation. While the Centers for Disease Control (CDC) now expects there to be "community spread" in certain regions of the United States, the immediate threat to the United States and Louisiana remains low.

LDH has put together online resources for the public at ldh.louisiana.gov/Coronavirus. Members of the public with questions about coronavirus, should contact the Coronavirus General Information Line at 1-855-523-2652 from 8 a.m. to 4:30 p.m., Monday through Friday. Please encourage your constituents and others to use official sources, like LDH or the CDC, for actual information about the illness. If you hear troubling rumors, please pass them along so we can work with LDH's team to make sure we are communicating effectively and dispelling any mistruths.

The bigger threat to Louisiana remains the flu; we still are experiencing very high levels of that virus. It is not too late to get a flu shot. There are actions we all can

take as individuals to be prepared for COVID-19. They are the same actions you take to prevent the spread of flu - cover your cough, wash your hands often and well, and stay home when you're sick.

Please let me know if you have any more questions or if there are any additional resources we can provide.

Thank you,

Adam

From: Hughes, Rep. Jason (Chamber Laptop) [<mailto:jhughes@legis.la.gov>]
Sent: Thursday, February 27, 2020 4:58 PM
To: Adam Eitmann <Adam.Eitmann@la.gov>; Lauren Gleason (LDH) <Lauren.Gleason@la.gov>
Cc: Bagley, Rep. Larry (Chamber Laptop) <lbagley@legis.la.gov>; Bagley, Rep. Larry (District Office) <bagleyl@legis.la.gov>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Caronavirus

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Many thanks, Adam.

Jason

Jason Hughes
State Representative, District 100
Louisiana House of Representatives

**Committee Assignments: Ways and Means~Health and Welfare~Judiciary
~Joint Legislative Committee on Capital Outlay~Select Committee on
Homeland Security**

From: Adam Eitmann [<mailto:Adam.Eitmann@la.gov>]
Sent: Thursday, February 27, 2020 4:58 PM
To: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>; Hughes, Rep. Jason (Chamber Laptop) <jhughes@legis.la.gov>
Cc: Bagley, Rep. Larry (Chamber Laptop) <lbagley@legis.la.gov>; Bagley, Rep. Larry (District Office) <bagleyl@legis.la.gov>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Caronavirus

Rep Hughes,

The Governor is also calling a meeting of the Unified Command Group (UCG) Monday to discuss the state's response and the preparedness of agencies to deal with any possible impacts from the virus. We will have more information for you and the members and will distribute it as soon as it becomes available.

Adam

From: Lauren Gleason (LDH)
Sent: Thursday, February 27, 2020 4:50 PM
To: Hughes, Rep. Jason (Chamber Laptop) <jhughes@legis.la.gov>; Adam Eitmann <Adam.Eitmann@la.gov>
Cc: Bagley, Rep. Larry (Chamber Laptop) <lbagley@legis.la.gov>; Bagley, Rep. Larry (District Office) <bagleyl@legis.la.gov>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Caronavirus

Hey Rep. Hughes –

Thanks for bringing this to our attention! We have begun to get several calls as well.

Our team has been in close communication with the Gov's office on our broader plan around Coronavirus. We are working on something that you can share with your constituents when they inquire, and we are hoping to have it ready for you early next week. We will send it around to all the legislators and your legislative assistants because I know you will likely get more questions.

Best,
Lauren

From: Hughes, Rep. Jason (Chamber Laptop) <jhughes@legis.la.gov>
Sent: Thursday, February 27, 2020 4:45 PM
To: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>; Adam Eitmann <Adam.Eitmann@la.gov>
Cc: Bagley, Rep. Larry (Chamber Laptop) <lbagley@legis.la.gov>; Bagley, Rep. Larry (District Office) <bagleyl@legis.la.gov>
Subject: Caronavirus

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Lauren and Adam,

I am starting to get a lot of communications from residents of my District regarding Caronavirus. Specifically, they are asking if Louisiana is prepared to handle. The last thing I want to see is widespread panic from the public, but naturally, they are right to be concerned. Can you please share any preparedness plans? Also, is there any proactive

public relations campaign taking place advising residents how to potentially prevent spread of the virus? Any information you can share would be helpful.

Thanks,
Jason

Jason Hughes
State Representative, District 100
Louisiana House of Representatives

**Committee Assignments: Ways and Means~Health and Welfare~Judiciary
~Joint Legislative Committee on Capital Outlay~Select Committee on
Homeland Security**

From: Adam Eitmann
Sent: Mon, 2 Mar 2020 09:29:01 -0600
To: Hughes, Rep. Jason (Chamber Laptop); Lauren Gleason (LDH)
Cc: Bagley, Rep. Larry (Chamber Laptop); Bagley, Rep. Larry (District Office); Tonya Joiner
Subject: RE: Caronavirus

Rep. Hughes,

I wanted to share some more information with you regarding our COVID-19 (also known as coronavirus). This morning the Governor held a meeting of the Unified Command Group (UCG) with state agency heads to make sure that every agency is preparing and coordinating with local, state and federal partners. The Governor has been briefed by LDH and GOHSEP regularly regarding the virus and our preparations. It is important to note that currently, there are no confirmed cases of COVID-19 in Louisiana. The nearest case is in Texas and this person remains in isolation. While the Centers for Disease Control (CDC) now expects there to be "community spread" in certain regions of the United States, the immediate threat to the United States and Louisiana remains low.

LDH has put together online resources for the public at ldh.louisiana.gov/Coronavirus. Members of the public with questions about coronavirus, should contact the Coronavirus General Information Line at 1-855-523-2652 from 8 a.m. to 4:30 p.m., Monday through Friday. Please encourage your constituents and others to use official sources, like LDH or the CDC, for actual information about the illness. If you hear troubling rumors, please pass them along so we can work with LDH's team to make sure we are communicating effectively and dispelling any mistruths.

The bigger threat to Louisiana remains the flu; we still are experiencing very high levels of that virus. It is not too late to get a flu shot. There are actions we all can take as individuals to be prepared for COVID-19. They are the same actions you take to prevent the spread of flu - cover your cough, wash your hands often and well, and stay home when you're sick.

Please let me know if you have any more questions or if there are any additional resources we can provide.

Thank you,

Adam

From: Hughes, Rep. Jason (Chamber Laptop) [mailto:jhughes@legis.la.gov]
Sent: Thursday, February 27, 2020 4:58 PM
To: Adam Eitmann <Adam.Eitmann@la.gov>; Lauren Gleason (LDH) <Lauren.Gleason@la.gov>

Cc: Bagley, Rep. Larry (Chamber Laptop) <lbagley@legis.la.gov>; Bagley, Rep. Larry (District Office) <bagleyl@legis.la.gov>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Caronavirus

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Many thanks, Adam.

Jason

Jason Hughes
State Representative, District 100
Louisiana House of Representatives

**Committee Assignments: Ways and Means~Health and Welfare~Judiciary
~Joint Legislative Committee on Capital Outlay~Select Committee on Homeland Security**

From: Adam Eitmann [<mailto:Adam.Eitmann@la.gov>]
Sent: Thursday, February 27, 2020 4:58 PM
To: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>; Hughes, Rep. Jason (Chamber Laptop) <jhughes@legis.la.gov>
Cc: Bagley, Rep. Larry (Chamber Laptop) <lbagley@legis.la.gov>; Bagley, Rep. Larry (District Office) <bagleyl@legis.la.gov>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Caronavirus

Rep Hughes,

The Governor is also calling a meeting of the Unified Command Group (UCG) Monday to discuss the state's response and the preparedness of agencies to deal with any possible impacts from the virus. We will have more information for you and the members and will distribute it as soon as it becomes available.

Adam

From: Lauren Gleason (LDH)
Sent: Thursday, February 27, 2020 4:50 PM
To: Hughes, Rep. Jason (Chamber Laptop) <jhughes@legis.la.gov>; Adam Eitmann <Adam.Eitmann@la.gov>
Cc: Bagley, Rep. Larry (Chamber Laptop) <lbagley@legis.la.gov>; Bagley, Rep. Larry (District Office) <bagleyl@legis.la.gov>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Caronavirus

Hey Rep. Hughes –

Thanks for bringing this to our attention! We have begun to get several calls as well.

Our team has been in close communication with the Gov's office on our broader plan around Coronavirus. We are working on something that you can share with your constituents when they inquire, and we are hoping to have it ready for you early next week. We will send it around to all the legislators and your legislative assistants because I know you will likely get more questions.

Best,
Lauren

From: Hughes, Rep. Jason (Chamber Laptop) <jhughes@legis.la.gov>
Sent: Thursday, February 27, 2020 4:45 PM
To: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>; Adam Eitmann <Adam.Eitmann@la.gov>
Cc: Bagley, Rep. Larry (Chamber Laptop) <lbagley@legis.la.gov>; Bagley, Rep. Larry (District Office) <lbagleyl@legis.la.gov>
Subject: Caronavirus

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Lauren and Adam,

I am starting to get a lot of communications from residents of my District regarding Caronavirus. Specifically, they are asking if Louisiana is prepared to handle. The last thing I want to see is widespread panic from the public, but naturally, they are right to be concerned. Can you please share any preparedness plans? Also, is there any proactive public relations campaign taking place advising residents how to potentially prevent spread of the virus? Any information you can share would be helpful.

Thanks,
Jason

Jason Hughes
State Representative, District 100
Louisiana House of Representatives

Committee Assignments: Ways and Means~Health and Welfare~Judiciary
~Joint Legislative Committee on Capital Outlay~Select Committee on Homeland Security

From: Hughes, Rep. Jason (Chamber Laptop)
Sent: Thu, 27 Feb 2020 22:58:10 +0000
To: Adam Eitmann;Lauren Gleason (LDH)
Cc: Bagley, Rep. Larry (Chamber Laptop);Bagley, Rep. Larry (District Office);Tonya Joiner
Subject: RE: Caronavirus

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Many thanks, Adam.

Jason

Jason Hughes
State Representative, District 100
Louisiana House of Representatives

Committee Assignments: Ways and Means~Health and Welfare~Judiciary
~Joint Legislative Committee on Capital Outlay~Select Committee on Homeland Security

From: Adam Eitmann [mailto:Adam.Eitmann@la.gov]
Sent: Thursday, February 27, 2020 4:58 PM
To: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>; Hughes, Rep. Jason (Chamber Laptop) <jhughes@legis.la.gov>
Cc: Bagley, Rep. Larry (Chamber Laptop) <lbagley@legis.la.gov>; Bagley, Rep. Larry (District Office) <bagleyl@legis.la.gov>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Caronavirus

Rep Hughes,

The Governor is also calling a meeting of the Unified Command Group (UCG) Monday to discuss the state's response and the preparedness of agencies to deal with any possible impacts from the virus. We will have more information for you and the members and will distribute it as soon as it becomes available.

Adam

From: Lauren Gleason (LDH)
Sent: Thursday, February 27, 2020 4:50 PM
To: Hughes, Rep. Jason (Chamber Laptop) <jhughes@legis.la.gov>; Adam Eitmann <Adam.Eitmann@la.gov>
Cc: Bagley, Rep. Larry (Chamber Laptop) <lbagley@legis.la.gov>; Bagley, Rep. Larry (District Office) <bagleyl@legis.la.gov>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Caronavirus

Hey Rep. Hughes –

Thanks for bringing this to our attention! We have begun to get several calls as well.

Our team has been in close communication with the Gov's office on our broader plan around Coronavirus. We are working on something that you can share with your constituents when they inquire, and we are hoping to have it ready for you early next week. We will send it around to all the legislators and your legislative assistants because I know you will likely get more questions.

Best,
Lauren

From: Hughes, Rep. Jason (Chamber Laptop) <jhughes@legis.la.gov>
Sent: Thursday, February 27, 2020 4:45 PM
To: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>; Adam Eitmann <Adam.Eitmann@la.gov>
Cc: Bagley, Rep. Larry (Chamber Laptop) <lbagley@legis.la.gov>; Bagley, Rep. Larry (District Office) <lbagleyl@legis.la.gov>
Subject: Caronavirus

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Lauren and Adam,

I am starting to get a lot of communications from residents of my District regarding Caronavirus. Specifically, they are asking if Louisiana is prepared to handle. The last thing I want to see is widespread panic from the public, but naturally, they are right to be concerned. Can you please share any preparedness plans? Also, is there any proactive public relations campaign taking place advising residents how to potentially prevent spread of the virus? Any information you can share would be helpful.

Thanks,
Jason

Jason Hughes
State Representative, District 100
Louisiana House of Representatives

Committee Assignments: Ways and Means~Health and Welfare~Judiciary
~Joint Legislative Committee on Capital Outlay~Select Committee on Homeland Security

From: Adam Eitmann
Sent: Thu, 27 Feb 2020 16:57:36 -0600
To: Lauren Gleason (LDH); Hughes, Rep. Jason (Chamber Laptop)
Cc: Bagley, Rep. Larry (Chamber Laptop); Bagley, Rep. Larry (District Office); Tonya Joiner
Subject: RE: Caronavirus

Rep Hughes,

The Governor is also calling a meeting of the Unified Command Group (UCG) Monday to discuss the state's response and the preparedness of agencies to deal with any possible impacts from the virus. We will have more information for you and the members and will distribute it as soon as it becomes available.

Adam

From: Lauren Gleason (LDH)
Sent: Thursday, February 27, 2020 4:50 PM
To: Hughes, Rep. Jason (Chamber Laptop) <jhughes@legis.la.gov>; Adam Eitmann <Adam.Eitmann@la.gov>
Cc: Bagley, Rep. Larry (Chamber Laptop) <lbagley@legis.la.gov>; Bagley, Rep. Larry (District Office) <bagleyl@legis.la.gov>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Caronavirus

Hey Rep. Hughes –

Thanks for bringing this to our attention! We have begun to get several calls as well.

Our team has been in close communication with the Gov's office on our broader plan around Coronavirus. We are working on something that you can share with your constituents when they inquire, and we are hoping to have it ready for you early next week. We will send it around to all the legislators and your legislative assistants because I know you will likely get more questions.

Best,
Lauren

From: Hughes, Rep. Jason (Chamber Laptop) <jhughes@legis.la.gov>
Sent: Thursday, February 27, 2020 4:45 PM
To: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>; Adam Eitmann <Adam.Eitmann@la.gov>
Cc: Bagley, Rep. Larry (Chamber Laptop) <lbagley@legis.la.gov>; Bagley, Rep. Larry (District Office) <bagleyl@legis.la.gov>
Subject: Caronavirus

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Lauren and Adam,

I am starting to get a lot of communications from residents of my District regarding Caronavirus. Specifically, they are asking if Louisiana is prepared to handle. The last thing I want to see is widespread panic from the public, but naturally, they are right to be concerned. Can you please share any preparedness plans? Also, is there any proactive public relations campaign taking place advising residents how to potentially prevent spread of the virus? Any information you can share would be helpful.

Thanks,
Jason

Jason Hughes
State Representative, District 100
Louisiana House of Representatives

Committee Assignments: Ways and Means~Health and Welfare~Judiciary
~Joint Legislative Committee on Capital Outlay~Select Committee on Homeland Security

From: Hughes, Rep. Jason (Chamber Laptop)
Sent: Thu, 27 Feb 2020 22:52:00 +0000
To: Lauren Gleason (LDH);Adam Eitmann
Cc: Bagley, Rep. Larry (Chamber Laptop);Bagley, Rep. Larry (District Office);Tonya Joiner
Subject: RE: Caronavirus

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Great! Thanks so much, Lauren! Much appreciated.

Jason

Jason Hughes
State Representative, District 100
Louisiana House of Representatives

Committee Assignments: Ways and Means~Health and Welfare~Judiciary
~Joint Legislative Committee on Capital Outlay~Select Committee on Homeland Security

From: Lauren Gleason (LDH) [mailto:Lauren.Gleason@la.gov]
Sent: Thursday, February 27, 2020 4:50 PM
To: Hughes, Rep. Jason (Chamber Laptop) <jhughes@legis.la.gov>; Adam Eitmann <Adam.Eitmann@la.gov>
Cc: Bagley, Rep. Larry (Chamber Laptop) <lbagley@legis.la.gov>; Bagley, Rep. Larry (District Office) <bagleyl@legis.la.gov>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Caronavirus

Hey Rep. Hughes –

Thanks for bringing this to our attention! We have begun to get several calls as well.

Our team has been in close communication with the Gov's office on our broader plan around Coronavirus. We are working on something that you can share with your constituents when they inquire, and we are hoping to have it ready for you early next week. We will send it around to all the legislators and your legislative assistants because I know you will likely get more questions.

Best,
Lauren

From: Hughes, Rep. Jason (Chamber Laptop) <jhughes@legis.la.gov>
Sent: Thursday, February 27, 2020 4:45 PM
To: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>; Adam Eitmann <Adam.Eitmann@la.gov>
Cc: Bagley, Rep. Larry (Chamber Laptop) <lbagley@legis.la.gov>; Bagley, Rep. Larry (District Office)

<bagleyl@legis.la.gov>

Subject: Caronavirus

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Lauren and Adam,

I am starting to get a lot of communications from residents of my District regarding Caronavirus. Specifically, they are asking if Louisiana is prepared to handle. The last thing I want to see is widespread panic from the public, but naturally, they are right to be concerned. Can you please share any preparedness plans? Also, is there any proactive public relations campaign taking place advising residents how to potentially prevent spread of the virus? Any information you can share would be helpful.

Thanks,
Jason

Jason Hughes
State Representative, District 100
Louisiana House of Representatives

Committee Assignments: Ways and Means~Health and Welfare~Judiciary
~Joint Legislative Committee on Capital Outlay~Select Committee on Homeland Security

From: Lauren Gleason (LDH)
Sent: Thu, 27 Feb 2020 16:50:25 -0600
To: Hughes, Rep. Jason (Chamber Laptop);Adam Eitmann
Cc: Bagley, Rep. Larry (Chamber Laptop);Bagley, Rep. Larry (District Office);Tonya Joiner
Subject: RE: Caronavirus

Hey Rep. Hughes –

Thanks for bringing this to our attention! We have begun to get several calls as well.

Our team has been in close communication with the Gov's office on our broader plan around Coronavirus. We are working on something that you can share with your constituents when they inquire, and we are hoping to have it ready for you early next week. We will send it around to all the legislators and your legislative assistants because I know you will likely get more questions.

Best,
Lauren

From: Hughes, Rep. Jason (Chamber Laptop) <jhughes@legis.la.gov>
Sent: Thursday, February 27, 2020 4:45 PM
To: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>; Adam Eitmann <Adam.Eitmann@la.gov>
Cc: Bagley, Rep. Larry (Chamber Laptop) <lbagley@legis.la.gov>; Bagley, Rep. Larry (District Office) <bagleyl@legis.la.gov>
Subject: Caronavirus

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Lauren and Adam,

I am starting to get a lot of communications from residents of my District regarding Caronavirus. Specifically, they are asking if Louisiana is prepared to handle. The last thing I want to see is widespread panic from the public, but naturally, they are right to be concerned. Can you please share any preparedness plans? Also, is there any proactive public relations campaign taking place advising residents how to potentially prevent spread of the virus? Any information you can share would be helpful.

Thanks,
Jason

Jason Hughes
State Representative, District 100
Louisiana House of Representatives

Committee Assignments: Ways and Means~Health and Welfare~Judiciary

From: Christina Stephens
Sent: Wed, 11 Mar 2020 16:01:26 -0500
To: Sherman, Jennifer (HHS/OASH); Campos, Rafael (OS/OASH) (CTR)
Cc: Omar Khalid; Tonya Joiner; Alexander Billioux; Aly Neel; Heck, Mia (HHS/OASH); David Timoll; Lauren Leist; Shauna Sanford
Subject: RE: Connection to LDH Bureau of Media and Communications

Thank you!

From: Sherman, Jennifer (HHS/OASH) [mailto:Jennifer.Sherman@hhs.gov]
Sent: Wednesday, March 11, 2020 2:19 PM
To: Christina Stephens <Christina.Stephens@LA.GOV>; Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>; Lauren Leist <Lauren.Leist@la.gov>; Shauna Sanford <Shauna.Sanford@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

A few edits in red to Dr. Adams' name/title.

PUBLIC SCHEDULE LANGUAGE:

Gov. John Bel Edwards will join **Vice Admiral** Jerome M. Adams, MD, **MPH, U.S. Surgeon General**, and local elected officials and health stakeholders for a discussion of Louisiana's response to COVID-19 tomorrow. Following this meeting, Gov. Edwards and Surgeon General Adams will conduct a media briefing.

From: Christina Stephens <Christina.Stephens@LA.GOV>
Sent: Wednesday, March 11, 2020 3:12 PM
To: Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>; Lauren Leist <Lauren.Leist@la.gov>; Shauna Sanford <Shauna.Sanford@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

To follow up on our call, this is the language we would propose for the Governor's public schedule/media advisory for this evening and then language for his press conference later today. Does this look okay? We don't have to finalize until around 4:45 p.m. CST.

This is the livestream link for all of our press conferences: Facebook.com/LouisianaGov

PUBLIC SCHEDULE LANGUAGE:

Gov. John Bel Edwards will join United States Surgeon General Jerome M. Adams, MD, and local elected officials and health stakeholders for a discussion of Louisiana's response to COVID-19 tomorrow. Following this meeting, Gov. Edwards and Surgeon General Adams will conduct a media briefing.

9:45 AM Joint Media Briefing on COVID-19 (Open Media)
Governor's Press Room (Fourth Floor)
Louisiana State Capitol
Baton Rouge, LA 70802

TALKING POINTS FOR 5:30 p.m. PRESSER:

In closing, I would like to make one announcement about tomorrow. We will be joined by the United States Surgeon General, Dr. Jerome Adams for a meeting about our response to COVID-19 in Louisiana.

Do not be alarmed: the Surgeon General was already planning a trip here to Louisiana. That said, we are going to take the opportunity to talk about COVID-19 and for him to get a briefing on how things are going here. We will also include several local officials and health care stakeholders.

We will have a joint press conference tomorrow morning after our meeting and my office will have more details about that tonight.

I am thankful for the Surgeon General and the many federal officials who have provided information and support to the state and I know that tomorrow's discussion will be a fruitful one.

From: Christina Stephens
Sent: Wednesday, March 11, 2020 12:47 PM
To: 'Sherman, Jennifer (HHS/OASH)' <Jennifer.Sherman@hhs.gov>; Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Yes. I am free until around 2:15 CST today if it is possible to get on a call. We have a Unified Command Group meeting beginning at 3 p.m. and we will be getting ready for that.

Thanks, Christina

From: Sherman, Jennifer (HHS/OASH) [<mailto:Jennifer.Sherman@hhs.gov>]
Sent: Wednesday, March 11, 2020 12:37 PM

To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Christina Stephens <Christina.Stephens@LA.GOV>

Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Checking in...

Would it be possible to setup a quick call this afternoon to discuss tomorrow morning? I spoke with Dr. Adams and he was wondering if your local state health officials might want to/be able to join the meeting with the SG and Governor. SG is very interested in getting a deeper dive on the current situation in LA before the media availability.

Happy to talk through options, etc. I know Rafael is in-flight right now...

Also checking in on the status for media.

2:30 pm EST and 4:30 pm EST are my best windows today, but can make other windows work.

Jenn

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>

Sent: Wednesday, March 11, 2020 8:50 AM

To: Christina Stephens <Christina.Stephens@LA.GOV>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>

Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

Please see the attached itinerary. Omar and I spoke yesterday regarding the changes to the press event. Let me know if there is anything I need to add.

Rafael

From: Christina Stephens <Christina.Stephens@LA.GOV>

Sent: Wednesday, March 11, 2020 8:42 AM

To: Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>

Cc: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>

Subject: Re: Connection to LDH Bureau of Media and Communications

Is there an updated itinerary? I spoke with OPH about the need to change our meeting around a little. The time is probably still okay, but given that we now have 6 presumptive positives, I know the Governor would want to either have some providers or potentially impacted Mayors with him.

Sent from my iPhone

On Mar 11, 2020, at 6:53 AM, Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Christina, yes announcing today is good. Let me know if you or your team have a few quick minutes this morning to chat. Want to touch base on a few things. We will also need to review the media advisory or press release you plan to issue.

Best,
Jenn

Jenn Sherman
Director of Public Affairs
Office of the Surgeon General

Sent from my iPhone

On Mar 9, 2020, at 5:47 PM, Christina Stephens <Christina.Stephens@la.gov> wrote:

Thanks – we can probably make this time work. To be clear, do you want any additional stakeholders in the meeting or at the media availability?

Today has been a bit hectic – we just announced our first presumptive positive and the Governor gave his State of the State address. We had good coverage of our afternoon briefing about it, but certainly the main lines of concern from the press/public are still testing, travel vs. community spread, etc. The Governor also tried to reiterate some of the points from today's call with the VP.

For our purposes, would this be a visit we could announce on Wednesday? Or would you like to do earlier?

Thanks, Christina

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Monday, March 9, 2020 4:10 PM
To: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Omar,

Thanks for sending this over. I made edits to the itinerary in **RED**. Here are my main takeaways:

- **3/12**
 - **Press event with Governor Edwards**
 - Can we split the 9:15AM – 10:00AM time slot into 9:15AM-9:30AM One-on-One Discussion/9:30AM – 10:00AM Press Event?
 - I'm sure Dr. Adams would appreciate a couple minutes alone with the Governor prior to the press event. Also, I think 30m would suffice for the press event. Happy to discuss further.
 - **Meeting with Mayor Broome**
 - I like the backgrounds of the attendees for the meeting, however I'd like to keep the meeting to 20 attendees max if possible. I also recommend trimming the meeting down to 1.5 hours rather than 2 full hours.
 - **Community walk with Dr. Eric Griggs**
 - Really like this addition. I trimmed it down to 30m. Would recommend no media because we will have coverage with the governor's press event and at the grand rounds. Dr. Griggs can promote via social media if he'd like.
 - Let us know if you think it would be a one-on-one or include med students/residents
- **3/13**
 - **Early Morning**
 - Main changes were I removed the Bacchanal visit. We're protecting the morning for media opportunities in New Orleans, which condenses the SG's availability.
 - **SSP Visit**
 - Recommend moving this to 10:00AM-10:45AM. I do think 45m is a pretty tight window for a tour and meeting. So it may feel rushed, but if we wrap up media we can add some time back if needed.
 - **OPH Leadership roundtable**

- Is Ochsner Health System included? Alex and I had discussed inviting Dr. Richard Milani and some of his team to discuss their remote BP work. If so, I would still recommend maxing at 20 attendees total (in-person), but would want to include them.

OSG staff is 3 total:

- VADM Jerome Adams, U.S. Surgeon General
- Lt. Dennis Anderson-Villaluz, Aide
- Rafael Campos, Division of External Engagement

Regarding press, please share the press release with Jenn so she can loop in the department as soon as possible. Thanks again for all your help on this!

Rafael

From: Omar Khalid <Omar.Khalid@LA.GOV>

Sent: Monday, March 09, 2020 1:20 PM

To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

Thanks Rafael! We were discussing the location and think the Capitol may work best logistically. Christina, I know the Governor's Office suggested either option, so I will defer to you to confirm that choice.

We will work to firm up all other details on the press event ASAP.

I'm also attaching our edit of the proposed itinerary for the OSG visit. We are working to make a couple of the times work best for attendees (highlighted in yellow), and finalizing the day's last event on Thursday March 12. Do these events and details work for you? Of course we are able to provide any more specifics as needed, but wanted to start with this sketch.

Rafael, can you please confirm the number of people that will be traveling with the Surgeon General?

Happy to work with your office to coordinate anything else on this side.

Thanks,
Omar

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Monday, March 9, 2020 11:45 AM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

I've CC'd both Mia Heck and Jennifer Sherman from our public affairs team. Whenever you have a chance, please send over the write-up on the press event with Gov. Edwards taking place this Thursday, based on our conversation last week.

I spoke with the Surgeon General this morning and he perfectly fine with the briefing at the State Emergency Operations Center.

Thanks!
Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 4:06 PM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Let's do 3:30 PM ET tomorrow. I'll send out a conference line.

Rafael

From: Tonya Joiner <Tonya.Joiner@la.gov>
Sent: Thursday, March 05, 2020 1:58 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Rafael:

We have not coordinated with Mia. The governor's office and our LDH team are available to do a call tomorrow at 11:30 a.m. ET or 3:30 p.m. ET. Please let me know your preference and we will get it scheduled and send out an invite.

Thank you!

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886

[<image001.jpg>](#)

[<image002.jpg>](#) [<image003.jpg>](#) [<image004.jpg>](#)

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Thursday, March 5, 2020 10:06 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;
Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 10:24 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;

Tonya Joiner <Tonya.Joiner@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her deputy is helping the Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>

Sent: Thursday, March 05, 2020 9:41 AM

To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;

Tonya Joiner <Tonya.Joiner@la.gov>

Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,

Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip
2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,
Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Friday, February 28, 2020 5:46 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon

General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!
Alex

Alexander Billioux, MD DPhil FACP

Pronouns: He/Him/His

Assistant Secretary

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

Email: alexander.billioux@la.gov

Office: 225-342-6188

Cell: 225-726-0599

<image001.png>

<image002.jpg>

From: Sherman, Jennifer (HHS/OASH)
Sent: Wed, 11 Mar 2020 17:37:05 +0000
To: Campos, Rafael (OS/OASH) (CTR);Christina Stephens
Cc: Omar Khalid;Tonya Joiner;Alexander Billioux;Aly Neel;Heck, Mia (HHS/OASH);David Timoll
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Checking in...

Would it be possible to setup a quick call this afternoon to discuss tomorrow morning? I spoke with Dr. Adams and he was wondering if your local state health officials might want to/be able to join the meeting with the SG and Governor. SG is very interested in getting a deeper dive on the current situation in LA before the media availability.

Happy to talk through options, etc. I know Rafael is in-flight right now...

Also checking in on the status for media.

2:30 pm EST and 4:30 pm EST are my best windows today, but can make other windows work.

Jenn

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Wednesday, March 11, 2020 8:50 AM
To: Christina Stephens <Christina.Stephens@LA.GOV>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Please see the attached itinerary. Omar and I spoke yesterday regarding the changes to the press event. Let me know if there is anything I need to add.

Rafael

From: Christina Stephens <Christina.Stephens@LA.GOV>
Sent: Wednesday, March 11, 2020 8:42 AM
To: Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Cc: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Is there an updated itinerary? I spoke with OPH about the need to change our meeting around a little. The time is probably still okay, but given that we now have 6 presumptive positives, I know the Governor would want to either have some providers or potentially impacted Mayors with him.

Sent from my iPhone

On Mar 11, 2020, at 6:53 AM, Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Christina, yes announcing today is good. Let me know if you or your team have a few quick minutes this morning to chat. Want to touch base on a few things. We will also need to review the media advisory or press release you plan to issue.

Best,
Jenn

Jenn Sherman
Director of Public Affairs
Office of the Surgeon General

Sent from my iPhone

On Mar 9, 2020, at 5:47 PM, Christina Stephens <Christina.Stephens@la.gov> wrote:

Thanks – we can probably make this time work. To be clear, do you want any additional stakeholders in the meeting or at the media availability?

Today has been a bit hectic – we just announced our first presumptive positive and the Governor gave his State of the State address. We had good coverage of our afternoon briefing about it, but certainly the main lines of concern from the press/public are still testing, travel vs. community spread, etc. The Governor also tried to reiterate some of the points from today's call with the VP.

For our purposes, would this be a visit we could announce on Wednesday? Or would you like to do earlier?

Thanks, Christina

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]

Sent: Monday, March 9, 2020 4:10 PM

To: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner

<Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>;

Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH)
<Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH)
<Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you
know the content is safe.

Hi Omar,

Thanks for sending this over. I made edits to the itinerary in **RED**. Here are my
main takeaways:

- **3/12**
 - **Press event with Governor Edwards**
 - Can we split the 9:15AM – 10:00AM time slot into 9:15AM-9:30AM One-on-One Discussion/9:30AM – 10:00AM Press Event?
 - I'm sure Dr. Adams would appreciate a couple minutes alone with the Governor prior to the press event. Also, I think 30m would suffice for the press event. Happy to discuss further.
 - **Meeting with Mayor Broome**
 - I like the backgrounds of the attendees for the meeting, however I'd like to keep the meeting to 20 attendees max if possible. I also recommend trimming the meeting down to 1.5 hours rather than 2 full hours.
 - **Community walk with Dr. Eric Griggs**
 - Really like this addition. I trimmed it down to 30m. Would recommend no media because we will have coverage with the governor's press event and at the grand rounds. Dr. Griggs can promote via social media if he'd like.
 - Let us know if you think it would be a one-on-one or include med students/residents
- **3/13**
 - **Early Morning**
 - Main changes were I removed the Bacchanal visit. We're protecting the morning for media opportunities in New Orleans, which condenses the SG's availability.
 - **SSP Visit**
 - Recommend moving this to 10:00AM-10:45AM. I do think 45m is a pretty tight window for a tour and meeting. So it may feel rushed, but if we wrap up media we can add some time back if needed.

○ **OPH Leadership roundtable**

- Is Ochsner Health System included? Alex and I had discussed inviting Dr. Richard Milani and some of his team to discuss their remote BP work. If so, I would still recommend maxing at 20 attendees total (in-person), but would want to include them.

OSG staff is 3 total:

- VADM Jerome Adams, U.S. Surgeon General
- Lt. Dennis Anderson-Villaluz, Aide
- Rafael Campos, Division of External Engagement

Regarding press, please share the press release with Jenn so she can loop in the department as soon as possible. Thanks again for all your help on this!

Rafael

From: Omar Khalid <Omar.Khalid@LA.GOV>
Sent: Monday, March 09, 2020 1:20 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Thanks Rafael! We were discussing the location and think the Capitol may work best logistically. Christina, I know the Governor's Office suggested either option, so I will defer to you to confirm that choice.

We will work to firm up all other details on the press event ASAP.

I'm also attaching our edit of the proposed itinerary for the OSG visit. We are working to make a couple of the times work best for attendees (highlighted in yellow), and finalizing the day's last event on Thursday March 12. Do these events and details work for you? Of course we are able to provide any more specifics as needed, but wanted to start with this sketch.

Rafael, can you please confirm the number of people that will be traveling with the Surgeon General?

Happy to work with your office to coordinate anything else on this side.

Thanks,
Omar

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Monday, March 9, 2020 11:45 AM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

I've CC'd both Mia Heck and Jennifer Sherman from our public affairs team. Whenever you have a chance, please send over the write-up on the press event with Gov. Edwards taking place this Thursday, based on our conversation last week.

I spoke with the Surgeon General this morning and he perfectly fine with the briefing at the State Emergency Operations Center.

Thanks!
Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 4:06 PM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Let's do 3:30 PM ET tomorrow. I'll send out a conference line.

Rafael

From: Tonya Joiner <Tonya.Joiner@la.gov>
Sent: Thursday, March 05, 2020 1:58 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Rafael:

We have not coordinated with Mia. The governor's office and our LDH team are available to do a call tomorrow at 11:30 a.m. ET or 3:30 p.m. ET. Please let me know your preference and we will get it scheduled and send out an invite.

Thank you!

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886

[<image001.jpg>](#)

[<image002.jpg>](#) [<image003.jpg>](#) [<image004.jpg>](#)

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Thursday, March 5, 2020 10:06 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;
Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 10:24 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;

Tonya Joiner <Tonya.Joiner@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her deputy is helping the Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>

Sent: Thursday, March 05, 2020 9:41 AM

To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;

Tonya Joiner <Tonya.Joiner@la.gov>

Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,

Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip
2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,
Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Friday, February 28, 2020 5:46 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon

General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!
Alex

Alexander Billioux, MD DPhil FACP

Pronouns: He/Him/His

Assistant Secretary

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

Email: alexander.billioux@la.gov

Office: 225-342-6188

Cell: 225-726-0599

<image001.png>

<image002.jpg>

From: david.timoll@la.gov
Sent: Wed, 11 Mar 2020 10:29:23 -0500
To: Christina Stephens
Subject: Re: Connection to LDH Bureau of Media and Communications

Did you get what you need?

David Timoll
e| david.timoll@la.gov
p| 225-342-2532
Chief of Staff to the Deputy Secretary
Louisiana Department of Health
www.twitter.com/ladepthealth
www.facebook.com/LaDeptHealth
www.youtube.com/user/MyHealthLa



From: Christina Stephens <Christina.Stephens@LA.GOV>
Date: Wednesday, March 11, 2020 at 7:42 AM
To: "Sherman, Jennifer (HHS/OASH)" <Jennifer.Sherman@hhs.gov>
Cc: "Campos, Rafael (OS/OASH) (CTR)" <Rafael.Campos@hhs.gov>, Omar Khalid <Omar.Khalid@LA.GOV>, Tonya Joiner <Tonya.Joiner@la.gov>, Alexander Billioux <Alexander.Billioux@la.gov>, Aly Neel <Aly.Neel@LA.GOV>, "Heck, Mia (HHS/OASH)" <Mia.Heck@hhs.gov>, David Timoll <David.Timoll@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Is there an updated itinerary? I spoke with OPH about the need to change our meeting around a little. The time is probably still okay, but given that we now have 6 presumptive positives, I know the Governor would want to either have some providers or potentially impacted Mayors with him.

Sent from my iPhone

On Mar 11, 2020, at 6:53 AM, Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Christina, yes announcing today is good. Let me know if you or your team have a few quick minutes this morning to chat. Want to touch base on a few things. We will also need to review the media advisory or press release you plan to issue.

Best,
Jenn

Jenn Sherman
Director of Public Affairs
Office of the Surgeon General

Sent from my iPhone

On Mar 9, 2020, at 5:47 PM, Christina Stephens <Christina.Stephens@la.gov> wrote:

Thanks – we can probably make this time work. To be clear, do you want any additional stakeholders in the meeting or at the media availability?

Today has been a bit hectic – we just announced our first presumptive positive and the Governor gave his State of the State address. We had good coverage of our afternoon briefing about it, but certainly the main lines of concern from the press/public are still testing, travel vs. community spread, etc. The Governor also tried to reiterate some of the points from today's call with the VP.

For our purposes, would this be a visit we could announce on Wednesday? Or would you like to do earlier?

Thanks, Christina

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Monday, March 9, 2020 4:10 PM
To: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Omar,

Thanks for sending this over. I made edits to the itinerary in **RED**. Here are my main takeaways:

- **3/12**
 - **Press event with Governor Edwards**
 - Can we split the 9:15AM – 10:00AM time slot into 9:15AM-9:30AM One-on-One Discussion/9:30AM – 10:00AM Press Event?
 - I'm sure Dr. Adams would appreciate a couple minutes alone with the Governor prior to the press event. Also, I think 30m would suffice for the press event. Happy to discuss further.
 - **Meeting with Mayor Broome**
 - I like the backgrounds of the attendees for the meeting, however I'd like to keep the meeting to 20 attendees max if possible. I also recommend trimming the meeting down to 1.5 hours rather than 2 full hours.
 - **Community walk with Dr. Eric Griggs**
 - Really like this addition. I trimmed it down to 30m. Would recommend no media because we will have coverage with the governor's press event and at the grand rounds. Dr. Griggs can promote via social media if he'd like.
 - Let us know if you think it would be a one-on-one or include med students/residents
- **3/13**
 - **Early Morning**
 - Main changes were I removed the Bacchanal visit. We're protecting the morning for media opportunities in New Orleans, which condenses the SG's availability.
 - **SSP Visit**
 - Recommend moving this to 10:00AM-10:45AM. I do think 45m is a pretty tight window for a tour and meeting. So it may feel rushed, but if we wrap up media we can add some time back if needed.
 - **OPH Leadership roundtable**
 - Is Ochsner Health System included? Alex and I had discussed inviting Dr. Richard Milani and some of his team to discuss their remote BP work. If so, I would still recommend maxing at 20 attendees total (in-person), but would want to include them.

OSG staff is 3 total:

- VADM Jerome Adams, U.S. Surgeon General
- Lt. Dennis Anderson-Villaluz, Aide

- Rafael Campos, Division of External Engagement

Regarding press, please share the press release with Jenn so she can loop in the department as soon as possible. Thanks again for all your help on this!

Rafael

From: Omar Khalid <Omar.Khalid@LA.GOV>
Sent: Monday, March 09, 2020 1:20 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Thanks Rafael! We were discussing the location and think the Capitol may work best logistically. Christina, I know the Governor's Office suggested either option, so I will defer to you to confirm that choice.

We will work to firm up all other details on the press event ASAP.

I'm also attaching our edit of the proposed itinerary for the OSG visit. We are working to make a couple of the times work best for attendees (highlighted in yellow), and finalizing the day's last event on Thursday March 12. Do these events and details work for you? Of course we are able to provide any more specifics as needed, but wanted to start with this sketch.

Rafael, can you please confirm the number of people that will be traveling with the Surgeon General?

Happy to work with your office to coordinate anything else on this side.

Thanks,
Omar

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Monday, March 9, 2020 11:45 AM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

I've CC'd both Mia Heck and Jennifer Sherman from our public affairs team. Whenever you have a chance, please send over the write-up on the press event with Gov. Edwards taking place this Thursday, based on our conversation last week.

I spoke with the Surgeon General this morning and he perfectly fine with the briefing at the State Emergency Operations Center.

Thanks!
Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 4:06 PM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Let's do 3:30 PM ET tomorrow. I'll send out a conference line.

Rafael

From: Tonya Joiner <Tonya.Joiner@la.gov>
Sent: Thursday, March 05, 2020 1:58 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Rafael:

We have not coordinated with Mia. The governor's office and our LDH team are available to do a call tomorrow at 11:30 a.m. ET or 3:30 p.m. ET. Please let me know your preference and we will get it scheduled and send out an invite.

Thank you!

Tonya Ozene Joiner

Chief of Staff
O: (225) 342-9001
C: (225) 329-6886

[<image001.jpg>](#)

[<image002.jpg>](#) [<image003.jpg>](#) [<image004.jpg>](#)

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Thursday, March 5, 2020 10:06 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;
Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 10:24 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;
Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her deputy is helping the

Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Thursday, March 05, 2020 9:41 AM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,
Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip
2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,
Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Friday, February 28, 2020 5:46 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!
Alex

Alexander Billioux, MD DPhil FACP

Pronouns: He/Him/His

Assistant Secretary

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

Email: alexander.billioux@la.gov

Office: 225-342-6188

Cell: 225-726-0599

<image001.png>

<image002.jpg>

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Wed, 11 Mar 2020 12:50:16 +0000
To: Christina Stephens; Sherman, Jennifer (HHS/OASH)
Cc: Omar Khalid; Tonya Joiner; Alexander Billioux; Aly Neel; Heck, Mia (HHS/OASH); David Timoll
Subject: RE: Connection to LDH Bureau of Media and Communications
Attachments: Drafted Louisiana Itinerary - v6 RC Edits.docx

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Please see the attached itinerary. Omar and I spoke yesterday regarding the changes to the press event. Let me know if there is anything I need to add.

Rafael

From: Christina Stephens <Christina.Stephens@LA.GOV>
Sent: Wednesday, March 11, 2020 8:42 AM
To: Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Cc: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Is there an updated itinerary? I spoke with OPH about the need to change our meeting around a little. The time is probably still okay, but given that we now have 6 presumptive positives, I know the Governor would want to either have some providers or potentially impacted Mayors with him.

Sent from my iPhone

On Mar 11, 2020, at 6:53 AM, Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Christina, yes announcing today is good. Let me know if you or your team have a few quick minutes this morning to chat. Want to touch base on a few things. We will also need to review the media advisory or press release you plan to issue.

Best,
Jenn

Jenn Sherman
Director of Public Affairs
Office of the Surgeon General

Sent from my iPhone

On Mar 9, 2020, at 5:47 PM, Christina Stephens <Christina.Stephens@la.gov> wrote:

Thanks – we can probably make this time work. To be clear, do you want any additional stakeholders in the meeting or at the media availability?

Today has been a bit hectic – we just announced our first presumptive positive and the Governor gave his State of the State address. We had good coverage of our afternoon briefing about it, but certainly the main lines of concern from the press/public are still testing, travel vs. community spread, etc. The Governor also tried to reiterate some of the points from today's call with the VP.

For our purposes, would this be a visit we could announce on Wednesday? Or would you like to do earlier?

Thanks, Christina

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]

Sent: Monday, March 9, 2020 4:10 PM

To: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Omar,

Thanks for sending this over. I made edits to the itinerary in **RED**. Here are my main takeaways:

- **3/12**
 - **Press event with Governor Edwards**
 - Can we split the 9:15AM – 10:00AM time slot into 9:15AM-9:30AM One-on-One Discussion/9:30AM – 10:00AM Press Event?
 - I'm sure Dr. Adams would appreciate a couple minutes alone with the Governor prior to the press event. Also, I think 30m would suffice for the press event. Happy to discuss further.
 - **Meeting with Mayor Broome**

- I like the backgrounds of the attendees for the meeting, however I'd like to keep the meeting to 20 attendees max if possible. I also recommend trimming the meeting down to 1.5 hours rather than 2 full hours.
 - **Community walk with Dr. Eric Griggs**
 - Really like this addition. I trimmed it down to 30m. Would recommend no media because we will have coverage with the governor's press event and at the grand rounds. Dr. Griggs can promote via social media if he'd like.
 - Let us know if you think it would be a one-on-one or include med students/residents
- **3/13**
 - **Early Morning**
 - Main changes were I removed the Bacchanal visit. We're protecting the morning for media opportunities in New Orleans, which condenses the SG's availability.
 - **SSP Visit**
 - Recommend moving this to 10:00AM-10:45AM. I do think 45m is a pretty tight window for a tour and meeting. So it may feel rushed, but if we wrap up media we can add some time back if needed.
 - **OPH Leadership roundtable**
 - Is Ochsner Health System included? Alex and I had discussed inviting Dr. Richard Milani and some of his team to discuss their remote BP work. If so, I would still recommend maxing at 20 attendees total (in-person), but would want to include them.

OSG staff is 3 total:

- VADM Jerome Adams, U.S. Surgeon General
- Lt. Dennis Anderson-Villaluz, Aide
- Rafael Campos, Division of External Engagement

Regarding press, please share the press release with Jenn so she can loop in the department as soon as possible. Thanks again for all your help on this!

Rafael

From: Omar Khalid <Omar.Khalid@LA.GOV>

Sent: Monday, March 09, 2020 1:20 PM

To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Thanks Rafael! We were discussing the location and think the Capitol may work best logistically. Christina, I know the Governor's Office suggested either option, so I will defer to you to confirm that choice.

We will work to firm up all other details on the press event ASAP.

I'm also attaching our edit of the proposed itinerary for the OSG visit. We are working to make a couple of the times work best for attendees (highlighted in yellow), and finalizing the day's last event on Thursday March 12. Do these events and details work for you? Of course we are able to provide any more specifics as needed, but wanted to start with this sketch.

Rafael, can you please confirm the number of people that will be traveling with the Surgeon General?

Happy to work with your office to coordinate anything else on this side.

Thanks,
Omar

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Monday, March 9, 2020 11:45 AM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

I've CC'd both Mia Heck and Jennifer Sherman from our public affairs team. Whenever you have a chance, please send over the write-up on the press event with Gov. Edwards taking place this Thursday, based on our conversation last week.

I spoke with the Surgeon General this morning and he perfectly fine with the briefing at the State Emergency Operations Center.

Thanks!
Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 4:06 PM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Let's do 3:30 PM ET tomorrow. I'll send out a conference line.

Rafael

From: Tonya Joiner <Tonya.Joiner@la.gov>
Sent: Thursday, March 05, 2020 1:58 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Rafael:

We have not coordinated with Mia. The governor's office and our LDH team are available to do a call tomorrow at 11:30 a.m. ET or 3:30 p.m. ET. Please let me know your preference and we will get it scheduled and send out an invite.

Thank you!

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886

<[image001.jpg](#)>

<[image002.jpg](#)> <[image003.jpg](#)><[image004.jpg](#)>

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Thursday, March 5, 2020 10:06 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;

Tonya Joiner <Tonya.Joiner@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)

Sent: Thursday, March 05, 2020 10:24 AM

To: Alexander Billioux <Alexander.Billioux@la.gov>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;

Tonya Joiner <Tonya.Joiner@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her deputy is helping the Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Thursday, March 05, 2020 9:41 AM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;
Tonya Joiner <Tonya.Joiner@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,
Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are a 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip
2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to

connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,
Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Friday, February 28, 2020 5:46 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!
Alex

Alexander Billioux, MD DPhil FACP

Pronouns: He/Him/His

Assistant Secretary

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

Email: alexander.billioux@la.gov

Office: 225-342-6188

Cell: 225-726-0599

<image001.png>

<image002.jpg>

DRAFT ITINERARY

U.S. Surgeon General Vice Admiral Jerome M. Adams, MD, MPH

LOUISIANA

March 12 - 13, 2020

Thursday March 12:

- 09:15 AM – 09:45 AM One on One Discussion with Governor John Bel Edwards** (State Capitol 4th floor, Governor's office 900 North 3rd Street; Baton Rouge, Louisiana)
- Opportunity to chat about the status of COVID-19 in Louisiana prior to press event
- 09:45 AM – 10:15 AM Press Event with Governor John Bel Edwards** (State Capitol 4th floor, Governor's office 900 North 3rd Street; Baton Rouge, Louisiana)
- OSG Priorities: COVID-19
 - Mayor Cantrell (New Orleans) will be invited, as will Jefferson Parish President Cynthia Lee-Sheung and Mayor Broome (Baton Rouge)
 - Media Opportunity? Yes, **plus key healthcare stakeholders from BR area hospitals**
- 10:30 AM – 11:45 AM Meeting with Mayor Broome of Baton Rouge** (Mayor's Office 222 St Louis St, Baton Rouge, LA 70802 Room 801)
- OSG Priorities: COVID-19, hypertension
 - Format: Roundtable discussion with Mayor's staff and FQHC providers, BR area Hospital CEOs. Recommend 20 meeting attendees max.
 - Media Opportunity? **No**
- 12:00 PM Travel to Xavier University of Louisiana** (1 Drexel Dr, New Orleans, LA 70125)
- 80 miles/Approximately 1.5 hour drive
- 02:00 PM – 03:00 PM Xavier University of Louisiana**
- OSG Priorities: COVID-19, substance abuse and misuse
 - Attendees: Dr. C. Reynold Verret, Xavier University President
 - Format: Roundtable discussion with leadership
- 03:15 PM – 04:15 PM Xavier University of Louisiana**
- OSG Priorities: COVID-19, substance abuse and misuse, health equity
 - Format: Grand rounds
 - Media Opportunity? **Yes**
- 05:00 PM – 05:30 PM Community Walk with Dr. Eric Griggs (weather permitting)** (Lafitte Greenway, New Orleans, LA – Walk start: 222 N. Roman St, New Orleans LA 70119)
- "Doc Griggs" is an outspoken advocate for community health and physical activity, championing the use of public greenspaces in urban areas such as the Lafitte Greenway.
 - Media Opportunity? **No. Dr. Griggs can promote via social media**
 - **Additional attendees are 4-5 med school residents/fellows and members of the community that participate in the walk – will confirm details.**

Friday, March 13:

08:00 AM – 10:00 AM Morning Media Opportunities (TBD)

10:00 AM – 11:00 AM Onsite visit to CrescentCare (New Orleans FQHC with Syringe Service Program) (1631 Elysian Fields Ave, New Orleans, LA 70117

- Attendees: Dr. Billioux, Louisiana OPH STD/HIV/Hepatitis Program Staff, Noel Twilbeck (CrescentCare CEO) and staff
- Format: facility/program tour and roundtable on HIV/HCV elimination and SSPs

11:00 AM—12:15 PM Potential visit with Richard Milani.

12:30 PM Arrival at Hilton New Orleans Riverside (Hilton New Orleans Riverside, 2 Poydras St, New Orleans, LA, 70130)

01:30 PM – 03:00 PM SGR Cessation Keynote

- OSG Priorities: Tobacco cessation
- Format: Keynote presentation

03:30 PM--04:30 PM Meet with Mayor LaToya Cantrell of New Orleans (New Orleans City Hall) (1300 Perdido St, New Orleans, LA 70112

- OSG Priorities: COVID-19
- Format: Roundtable discussion with Mayor Cantrell and New Orleans Health Department Commissioner Dr. Jennifer Avegno
- Media Opportunity? **No.**

04:30 PM

From: Christina Stephens
Sent: Wed, 11 Mar 2020 07:42:07 -0500
To: Sherman, Jennifer (HHS/OASH)
Cc: Campos, Rafael (OS/OASH) (CTR); Omar Khalid; Tonya Joiner; Alexander Billioux; Aly Neel; Heck, Mia (HHS/OASH); David Timoll
Subject: Re: Connection to LDH Bureau of Media and Communications

Is there an updated itinerary? I spoke with OPH about the need to change our meeting around a little. The time is probably still okay, but given that we now have 6 presumptive positives, I know the Governor would want to either have some providers or potentially impacted Mayors with him.

Sent from my iPhone

On Mar 11, 2020, at 6:53 AM, Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Christina, yes announcing today is good. Let me know if you or your team have a few quick minutes this morning to chat. Want to touch base on a few things. We will also need to review the media advisory or press release you plan to issue.

Best,

Jenn

Jenn Sherman

Director of Public Affairs

Office of the Surgeon General

Sent from my iPhone

On Mar 9, 2020, at 5:47 PM, Christina Stephens <Christina.Stephens@la.gov> wrote:

Thanks – we can probably make this time work. To be clear, do you want any additional stakeholders in the meeting or at the media availability?

Today has been a bit hectic – we just announced our first presumptive positive and the Governor gave his State of the State address. We had good coverage of our afternoon briefing about it, but certainly the main lines of concern from the press/public are still testing, travel vs. community spread, etc. The Governor also tried to reiterate some of the points from today's call with the VP.

For our purposes, would this be a visit we could announce on Wednesday? Or would you like to do earlier?

Thanks, Christina

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Monday, March 9, 2020 4:10 PM
To: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Omar,

Thanks for sending this over. I made edits to the itinerary in **RED**. Here are my main takeaways:

- **3/12**
 - **Press event with Governor Edwards**
 - Can we split the 9:15AM – 10:00AM time slot into 9:15AM-9:30AM One-on-One Discussion/9:30AM – 10:00AM Press Event?
 - I'm sure Dr. Adams would appreciate a couple minutes alone with the Governor prior to the press event. Also, I think 30m would suffice for the press event. Happy to discuss further.
 - **Meeting with Mayor Broome**
 - I like the backgrounds of the attendees for the meeting, however I'd like to keep the meeting to 20 attendees max if possible. I also recommend trimming the meeting down to 1.5 hours rather than 2 full hours.
 - **Community walk with Dr. Eric Griggs**
 - Really like this addition. I trimmed it down to 30m. Would recommend no media because we will have coverage with the governor's press event and at the grand rounds. Dr. Griggs can promote via social media if he'd like.
 - Let us know if you think it would be a one-on-one or include med students/residents

- **3/13**

- **Early Morning**
 - Main changes were I removed the Bacchanal visit. We're protecting the morning for media opportunities in New Orleans, which condenses the SG's availability.
- **SSP Visit**
 - Recommend moving this to 10:00AM-10:45AM. I do think 45m is a pretty tight window for a tour and meeting. So it may feel rushed, but if we wrap up media we can add some time back if needed.
- **OPH Leadership roundtable**
 - Is Ochsner Health System included? Alex and I had discussed inviting Dr. Richard Milani and some of his team to discuss their remote BP work. If so, I would still recommend maxing at 20 attendees total (in-person), but would want to include them.

OSG staff is 3 total:

- VADM Jerome Adams, U.S. Surgeon General
- Lt. Dennis Anderson-Villaluz, Aide
- Rafael Campos, Division of External Engagement

Regarding press, please share the press release with Jenn so she can loop in the department as soon as possible. Thanks again for all your help on this!

Rafael

From: Omar Khalid <Omar.Khalid@LA.GOV>
Sent: Monday, March 09, 2020 1:20 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Thanks Rafael! We were discussing the location and think the Capitol may work best logistically. Christina, I know the Governor's Office suggested either option, so I will defer to you to confirm that choice.

We will work to firm up all other details on the press event ASAP.

I'm also attaching our edit of the proposed itinerary for the OSG visit. We are working to make a couple of the times work best for attendees (highlighted in

yellow), and finalizing the day's last event on Thursday March 12. Do these events and details work for you? Of course we are able to provide any more specifics as needed, but wanted to start with this sketch.

Rafael, can you please confirm the number of people that will be traveling with the Surgeon General?

Happy to work with your office to coordinate anything else on this side.

Thanks,
Omar

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Monday, March 9, 2020 11:45 AM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

I've CC'd both Mia Heck and Jennifer Sherman from our public affairs team. Whenever you have a chance, please send over the write-up on the press event with Gov. Edwards taking place this Thursday, based on our conversation last week.

I spoke with the Surgeon General this morning and he perfectly fine with the briefing at the State Emergency Operations Center.

Thanks!
Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 4:06 PM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Let's do 3:30 PM ET tomorrow. I'll send out a conference line.

Rafael

From: Tonya Joiner <Tonya.Joiner@la.gov>
Sent: Thursday, March 05, 2020 1:58 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Rafael:

We have not coordinated with Mia. The governor's office and our LDH team are available to do a call tomorrow at 11:30 a.m. ET or 3:30 p.m. ET. Please let me know your preference and we will get it scheduled and send out an invite.

Thank you!

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886

[<image001.jpg>](#)

[<image002.jpg>](#) [<image003.jpg>](#) [<image004.jpg>](#)

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Thursday, March 5, 2020 10:06 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 10:24 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;
Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her deputy is helping the Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Thursday, March 05, 2020 9:41 AM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;
Tonya Joiner <Tonya.Joiner@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,
Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip
2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,
Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Friday, February 28, 2020 5:46 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>

Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!
Alex

Alexander Billioux, MD DPhil FACP

Pronouns: He/Him/His

Assistant Secretary

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

Email: alexander.billioux@la.gov

Office: 225-342-6188

Cell: 225-726-0599

<image001.png>

<image002.jpg>

From: Sherman, Jennifer (HHS/OASH)
Sent: Wed, 11 Mar 2020 11:53:24 +0000
To: Christina Stephens
Cc: Campos, Rafael (OS/OASH) (CTR); Omar Khalid; Tonya Joiner; Alexander Billioux; Aly Neel; Heck, Mia (HHS/OASH); David Timoll
Subject: Re: Connection to LDH Bureau of Media and Communications
Attachments: image001.jpg, image002.jpg, image003.jpg, image004.jpg

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Christina, yes announcing today is good. Let me know if you or your team have a few quick minutes this morning to chat. Want to touch base on a few things. We will also need to review the media advisory or press release you plan to issue.

Best,

Jenn

Jenn Sherman

Director of Public Affairs

Office of the Surgeon General

Sent from my iPhone

On Mar 9, 2020, at 5:47 PM, Christina Stephens <Christina.Stephens@la.gov> wrote:

Thanks – we can probably make this time work. To be clear, do you want any additional stakeholders in the meeting or at the media availability?

Today has been a bit hectic – we just announced our first presumptive positive and the Governor gave his State of the State address. We had good coverage of our afternoon briefing about it, but certainly the main lines of concern from the press/public are still testing, travel vs. community spread, etc. The Governor also tried to reiterate some of the points from today's call with the VP.

For our purposes, would this be a visit we could announce on Wednesday? Or would you like to do earlier?

Thanks, Christina

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Monday, March 9, 2020 4:10 PM
To: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman,

Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Omar,

Thanks for sending this over. I made edits to the itinerary in **RED**. Here are my main takeaways:

- **3/12**
 - **Press event with Governor Edwards**
 - Can we split the 9:15AM – 10:00AM time slot into 9:15AM-9:30AM One-on-One Discussion/9:30AM – 10:00AM Press Event?
 - I'm sure Dr. Adams would appreciate a couple minutes alone with the Governor prior to the press event. Also, I think 30m would suffice for the press event. Happy to discuss further.
 - **Meeting with Mayor Broome**
 - I like the backgrounds of the attendees for the meeting, however I'd like to keep the meeting to 20 attendees max if possible. I also recommend trimming the meeting down to 1.5 hours rather than 2 full hours.
 - **Community walk with Dr. Eric Griggs**
 - Really like this addition. I trimmed it down to 30m. Would recommend no media because we will have coverage with the governor's press event and at the grand rounds. Dr. Griggs can promote via social media if he'd like.
 - Let us know if you think it would be a one-on-one or include med students/residents
- **3/13**
 - **Early Morning**
 - Main changes were I removed the Bacchanal visit. We're protecting the morning for media opportunities in New Orleans, which condenses the SG's availability.
 - **SSP Visit**
 - Recommend moving this to 10:00AM-10:45AM. I do think 45m is a pretty tight window for a tour and meeting. So it may feel rushed, but if we wrap up media we can add some time back if needed.
 - **OPH Leadership roundtable**
 - Is Ochsner Health System included? Alex and I had discussed inviting Dr. Richard Milani and some of his team to discuss their remote BP work. If so, I would still recommend maxing at 20 attendees total (in-person), but would want to include them.

OSG staff is 3 total:

- VADM Jerome Adams, U.S. Surgeon General

- Lt. Dennis Anderson-Villaluz, Aide
- Rafael Campos, Division of External Engagement

Regarding press, please share the press release with Jenn so she can loop in the department as soon as possible. Thanks again for all your help on this!

Rafael

From: Omar Khalid <Omar.Khalid@LA.GOV>
Sent: Monday, March 09, 2020 1:20 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Thanks Rafael! We were discussing the location and think the Capitol may work best logistically. Christina, I know the Governor's Office suggested either option, so I will defer to you to confirm that choice.

We will work to firm up all other details on the press event ASAP.

I'm also attaching our edit of the proposed itinerary for the OSG visit. We are working to make a couple of the times work best for attendees (highlighted in yellow), and finalizing the day's last event on Thursday March 12. Do these events and details work for you? Of course we are able to provide any more specifics as needed, but wanted to start with this sketch.

Rafael, can you please confirm the number of people that will be traveling with the Surgeon General?

Happy to work with your office to coordinate anything else on this side.

Thanks,
 Omar

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Monday, March 9, 2020 11:45 AM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

I've CC'd both Mia Heck and Jennifer Sherman from our public affairs team. Whenever you have a chance, please send over the write-up on the press event with Gov. Edwards taking place this Thursday, based on our conversation last week.

I spoke with the Surgeon General this morning and he perfectly fine with the briefing at the State Emergency Operations Center.

Thanks!
Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 4:06 PM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Let's do 3:30 PM ET tomorrow. I'll send out a conference line.

Rafael

From: Tonya Joiner <Tonya.Joiner@la.gov>
Sent: Thursday, March 05, 2020 1:58 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Rafael:

We have not coordinated with Mia. The governor's office and our LDH team are available to do a call tomorrow at 11:30 a.m. ET or 3:30 p.m. ET. Please let me know your preference and we will get it scheduled and send out an invite.

Thank you!

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886

<[image001.jpg](#)>

[<image002.jpg>](#) [<image003.jpg>](#)[<image004.jpg>](#)

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Thursday, March 5, 2020 10:06 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 10:24 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her deputy is helping the Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>

Sent: Thursday, March 05, 2020 9:41 AM

To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>

Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,
Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip
2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,
Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Friday, February 28, 2020 5:46 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!
Alex

Alexander Billioux, MD DPhil FACP

Pronouns: He/Him/His

Assistant Secretary

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

Email: alexander.billioux@la.gov

Office: 225-342-6188

Cell: 225-726-0599

<image001.png>

<image002.jpg>









From: Christina Stephens
Sent: Mon, 9 Mar 2020 16:46:36 -0500
To: Campos, Rafael (OS/OASH) (CTR); Omar Khalid; Tonya Joiner; Alexander Billioux
Cc: Aly Neel; Heck, Mia (HHS/OASH); Sherman, Jennifer (HHS/OASH); David Timoll
Subject: RE: Connection to LDH Bureau of Media and Communications

Thanks – we can probably make this time work. To be clear, do you want any additional stakeholders in the meeting or at the media availability?

Today has been a bit hectic – we just announced our first presumptive positive and the Governor gave his State of the State address. We had good coverage of our afternoon briefing about it, but certainly the main lines of concern from the press/public are still testing, travel vs. community spread, etc. The Governor also tried to reiterate some of the points from today's call with the VP.

For our purposes, would this be a visit we could announce on Wednesday? Or would you like to do earlier?

Thanks, Christina

From: Campos, Rafael (OS/OASH) (CTR) [mailto:Rafael.Campos@hhs.gov]
Sent: Monday, March 9, 2020 4:10 PM
To: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Omar,

Thanks for sending this over. I made edits to the itinerary in **RED**. Here are my main takeaways:

- **3/12**
 - **Press event with Governor Edwards**
 - Can we split the 9:15AM – 10:00AM time slot into 9:15AM-9:30AM One-on-One Discussion/9:30AM – 10:00AM Press Event?
 - I'm sure Dr. Adams would appreciate a couple minutes alone with the Governor prior to the press event. Also, I think 30m would suffice for the press event. Happy to discuss further.
 - **Meeting with Mayor Broome**
 - I like the backgrounds of the attendees for the meeting, however I'd like to keep the meeting to 20 attendees max if possible. I also recommend trimming the meeting down to 1.5 hours rather than 2 full hours.
 - **Community walk with Dr. Eric Griggs**

- Really like this addition. I trimmed it down to 30m. Would recommend no media because we will have coverage with the governor's press event and at the grand rounds. Dr. Griggs can promote via social media if he'd like.
 - Let us know if you think it would be a one-on-one or include med students/residents
- **3/13**
 - **Early Morning**
 - Main changes were I removed the Bacchanal visit. We're protecting the morning for media opportunities in New Orleans, which condenses the SG's availability.
 - **SSP Visit**
 - Recommend moving this to 10:00AM-10:45AM. I do think 45m is a pretty tight window for a tour and meeting. So it may feel rushed, but if we wrap up media we can add some time back if needed.
 - **OPH Leadership roundtable**
 - Is Ochsner Health System included? Alex and I had discussed inviting Dr. Richard Milani and some of his team to discuss their remote BP work. If so, I would still recommend maxing at 20 attendees total (in-person), but would want to include them.

OSG staff is 3 total:

- VADM Jerome Adams, U.S. Surgeon General
- Lt. Dennis Anderson-Villaluz, Aide
- Rafael Campos, Division of External Engagement

Regarding press, please share the press release with Jenn so she can loop in the department as soon as possible. Thanks again for all your help on this!

Rafael

From: Omar Khalid <Omar.Khalid@LA.GOV>

Sent: Monday, March 09, 2020 1:20 PM

To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

Thanks Rafael! We were discussing the location and think the Capitol may work best logistically. Christina, I know the Governor's Office suggested either option, so I will defer to you to confirm that choice.

We will work to firm up all other details on the press event ASAP.

I'm also attaching our edit of the proposed itinerary for the OSG visit. We are working to make a couple of the times work best for attendees (highlighted in yellow), and finalizing the day's last event on

Thursday March 12. Do these events and details work for you? Of course we are able to provide any more specifics as needed, but wanted to start with this sketch.

Rafael, can you please confirm the number of people that will be traveling with the Surgeon General?

Happy to work with your office to coordinate anything else on this side.

Thanks,
Omar

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Monday, March 9, 2020 11:45 AM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

I've CC'd both Mia Heck and Jennifer Sherman from our public affairs team. Whenever you have a chance, please send over the write-up on the press event with Gov. Edwards taking place this Thursday, based on our conversation last week.

I spoke with the Surgeon General this morning and he perfectly fine with the briefing at the State Emergency Operations Center.

Thanks!
Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 4:06 PM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Let's do 3:30 PM ET tomorrow. I'll send out a conference line.

Rafael

From: Tonya Joiner <Tonya.Joiner@la.gov>
Sent: Thursday, March 05, 2020 1:58 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Alexander Billioux

<Alexander.Billioux@la.gov>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>

Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Rafael:

We have not coordinated with Mia. The governor's office and our LDH team are available to do a call tomorrow at 11:30 a.m. ET or 3:30 p.m. ET. Please let me know your preference and we will get it scheduled and send out an invite.

Thank you!

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886



From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]

Sent: Thursday, March 5, 2020 10:06 AM

To: Alexander Billioux <Alexander.Billioux@la.gov>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)

Sent: Thursday, March 05, 2020 10:24 AM

To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her deputy is helping the Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Thursday, March 05, 2020 9:41 AM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,
Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are a 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip
2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,
Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Friday, February 28, 2020 5:46 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!
Alex

Alexander Billioux, MD DPhil FACP

Pronouns: He/Him/His

Assistant Secretary

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

Email: alexander.billioux@la.gov

Office: 225-342-6188

Cell: 225-726-0599

<image001.png>

<image002.jpg>

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Mon, 9 Mar 2020 21:10:14 +0000
To: Omar Khalid;Tonya Joiner;Alexander Billioux;Christina Stephens
Cc: Aly Neel;Heck, Mia (HHS/OASH);Sherman, Jennifer (HHS/OASH);David Timoll
Subject: RE: Connection to LDH Bureau of Media and Communications
Attachments: Drafted Louisiana Itinerary - v3 RC Edits.docx

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Omar,

Thanks for sending this over. I made edits to the itinerary in **RED**. Here are my main takeaways:

- **3/12**
 - **Press event with Governor Edwards**
 - Can we split the 9:15AM – 10:00AM time slot into 9:15AM-9:30AM One-on-One Discussion/9:30AM – 10:00AM Press Event?
 - I'm sure Dr. Adams would appreciate a couple minutes alone with the Governor prior to the press event. Also, I think 30m would suffice for the press event. Happy to discuss further.
 - **Meeting with Mayor Broome**
 - I like the backgrounds of the attendees for the meeting, however I'd like to keep the meeting to 20 attendees max if possible. I also recommend trimming the meeting down to 1.5 hours rather than 2 full hours.
 - **Community walk with Dr. Eric Griggs**
 - Really like this addition. I trimmed it down to 30m. Would recommend no media because we will have coverage with the governor's press event and at the grand rounds. Dr. Griggs can promote via social media if he'd like.
 - Let us know if you think it would be a one-on-one or include med students/residents
- **3/13**
 - **Early Morning**
 - Main changes were I removed the Bacchanal visit. We're protecting the morning for media opportunities in New Orleans, which condenses the SG's availability.
 - **SSP Visit**
 - Recommend moving this to 10:00AM-10:45AM. I do think 45m is a pretty tight window for a tour and meeting. So it may feel rushed, but if we wrap up media we can add some time back if needed.
 - **OPH Leadership roundtable**
 - Is Ochsner Health System included? Alex and I had discussed inviting Dr. Richard Milani and some of his team to discuss their remote BP work. If so, I would still recommend maxing at 20 attendees total (in-person), but would want to include them.

OSG staff is 3 total:

- VADM Jerome Adams, U.S. Surgeon General

- Lt. Dennis Anderson-Villaluz, Aide
- Rafael Campos, Division of External Engagement

Regarding press, please share the press release with Jenn so she can loop in the department as soon as possible. Thanks again for all your help on this!

Rafael

From: Omar Khalid <Omar.Khalid@LA.GOV>
Sent: Monday, March 09, 2020 1:20 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Thanks Rafael! We were discussing the location and think the Capitol may work best logistically. Christina, I know the Governor's Office suggested either option, so I will defer to you to confirm that choice.

We will work to firm up all other details on the press event ASAP.

I'm also attaching our edit of the proposed itinerary for the OSG visit. We are working to make a couple of the times work best for attendees (highlighted in yellow), and finalizing the day's last event on Thursday March 12. Do these events and details work for you? Of course we are able to provide any more specifics as needed, but wanted to start with this sketch.

Rafael, can you please confirm the number of people that will be traveling with the Surgeon General?

Happy to work with your office to coordinate anything else on this side.

Thanks,
 Omar

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Monday, March 9, 2020 11:45 AM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

I've CC'd both Mia Heck and Jennifer Sherman from our public affairs team. Whenever you have a chance, please send over the write-up on the press event with Gov. Edwards taking place this Thursday, based on our conversation last week.

I spoke with the Surgeon General this morning and he perfectly fine with the briefing at the State Emergency Operations Center.

Thanks!
Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 4:06 PM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Let's do 3:30 PM ET tomorrow. I'll send out a conference line.

Rafael

From: Tonya Joiner <Tonya.Joiner@la.gov>
Sent: Thursday, March 05, 2020 1:58 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Rafael:

We have not coordinated with Mia. The governor's office and our LDH team are available to do a call tomorrow at 11:30 a.m. ET or 3:30 p.m. ET. Please let me know your preference and we will get it scheduled and send out an invite.

Thank you!

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886



From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Thursday, March 5, 2020 10:06 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 10:24 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her deputy is helping the Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Thursday, March 05, 2020 9:41 AM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,
Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are a 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip
2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,
Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Friday, February 28, 2020 5:46 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!
Alex

Alexander Billioux, MD DPhil FACP

Pronouns: He/Him/His

Assistant Secretary

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

Email: alexander.billioux@la.gov

Office: 225-342-6188

Cell: 225-726-0599

<image001.png>

<image002.jpg>

DRAFT ITINERARY

U.S. Surgeon General Vice Admiral Jerome M. Adams, MD, MPH

LOUISIANA

March 12 - 13, 2020

Thursday March 12:

- 09:15 AM – 09:30 AM One on One Discussion with Governor John Bel Edwards** (Governor's Capitol Office, 4th floor 900 North Third Street Baton Rouge, LA 70802)
- **Opportunity to chat briefly about the status of COVID-19 in Louisiana prior to press event**
- 09:30 AM – 10:00 AM Press Event with Governor John Bel Edwards** (Governor's Capitol Office, 4th floor 900 North Third Street Baton Rouge, LA 70802)
- OSG Priorities: COVID-19
 - Media Opportunity? Yes
- 10:15 AM – 11:45 AM Meeting with Mayor Broome of Baton Rouge** (Mayor's Office 222 St Louis St, Baton Rouge, LA 70802 Room 801)
- OSG Priorities: COVID-19, hypertension
 - Format: Roundtable discussion with Mayor, City staff and FQHC providers, BR area Hospital CEOs. **Recommend 20 meeting attendees max.**
 - Media Opportunity? **No**
- 12:00 PM Travel to Xavier University of Louisiana** (1 Drexel Dr, New Orleans, LA 70125)
- 80 miles/Approximately 1.5 hour drive
- 02:00 PM – 03:00 PM Xavier University of Louisiana**
- OSG Priorities: COVID-19, substance abuse and misuse
 - Attendees: Dr. C. Reynold Verret, Xavier University President
 - Format: Roundtable discussion with leadership
- 03:15 PM – 04:15 PM Xavier University of Louisiana**
- OSG Priorities: COVID-19, substance abuse and misuse, health equity
 - Format: Grand rounds
 - Media Opportunity? **Yes**
- 05:00 PM – 05:30 PM Community Walk with Dr. Eric Griggs (weather permitting)** (Lafitte Greenway, New Orleans, LA)
- "Doc Griggs" is an outspoken advocate for community health and physical activity, championing the use of public greenspaces in urban areas such as the Lafitte Greenway.
 - Media Opportunity? **No.**
 - **Dr. Griggs can promote via social media**
 - **One-on-one or additional attendees?**

Friday, March 13:

08:00 AM – 10:00 AM Morning Media Opportunities (TBD)

10:00 AM – 10:45 AM Onsite visit to CrescentCare (New Orleans FQHC with Syringe Service Program) (1631 Elysian Fields Ave, New Orleans, LA 70117

- Attendees: Louisiana OPH STD/HIV/Hepatitis Program Staff, Noel Twilbeck, CrescentCare CEO and staff
- Format: facility/program tour and roundtable on HIV/HCV elimination and SSPs
- **45m may be tight/rushed to include a tour and roundtable discussion. If the morning media opportunities end early we can possibly add an additional 15m**

11:00 AM—12:15 PM OPH Leadership and Management Roundtable (Benson Tower room 1800, 1450 Poydras St, New Orleans LA 70113

- Attendees: OPH Leadership (20 people on site, roughly 20 more via teleconference)
- Format: This is a recurring leadership meeting with a regular deep dive topic, which will be replaced with a visit from the SG. Remarks from OSG and brief presentation from highlighted OPH Programs (*Hep C elimination, maternal mortality, Community Health/Economic convening*) to the SG.
- **Does this include Ochsner Health System is the list of attendees?**
 - **If not, I would like to include them. However, I still recommend capping the total in-person attendees to 20.**
 - **Alex and I had discussed inviting Dr. Richard Milani and some of his team to discuss their remote BP work. He also stated they were based in the same building so it would be feasible.**

12:30 PM Arrival at Hilton New Orleans Riverside (Hilton New Orleans Riverside, 2 Poydras St, New Orleans, LA, 70130)

01:30 PM – 03:00 PM SGR Cessation Keynote

- OSG Priorities: Tobacco cessation
- Format: Keynote presentation

3:30 PM--4:30 PM Meet with Mayor LaToya Cantrell of New Orleans (New Orleans City Hall) (1300 Perdido St, New Orleans, LA 70112

- OSG Priorities: COVID-19
- Format: Roundtable discussion with Mayor Cantrell and New Orleans Health Department Commissioner Dr. Jennifer Avegno
- Media Opportunity? **No.**

From: Omar Khalid
Sent: Mon, 9 Mar 2020 12:19:31 -0500
To: Campos, Rafael (OS/OASH) (CTR);Tonya Joiner;Alexander Billioux;Christina Stephens
Cc: Aly Neel;Heck, Mia (HHS/OASH);Sherman, Jennifer (HHS/OASH);David Timoll
Subject: RE: Connection to LDH Bureau of Media and Communications
Attachments: Drafted Lousiana Itinerary - Louisiana Edits.docx

Thanks Rafael! We were discussing the location and think the Capitol may work best logistically. Christina, I know the Governor's Office suggested either option, so I will defer to you to confirm that choice.

We will work to firm up all other details on the press event ASAP.

I'm also attaching our edit of the proposed itinerary for the OSG visit. We are working to make a couple of the times work best for attendees (highlighted in yellow), and finalizing the day's last event on Thursday March 12. Do these events and details work for you? Of course we are able to provide any more specifics as needed, but wanted to start with this sketch.

Rafael, can you please confirm the number of people that will be traveling with the Surgeon General?

Happy to work with your office to coordinate anything else on this side.

Thanks,
Omar

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Monday, March 9, 2020 11:45 AM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

I've CC'd both Mia Heck and Jennifer Sherman from our public affairs team. Whenever you have a chance, please send over the write-up on the press event with Gov. Edwards taking place this Thursday, based on our conversation last week.

I spoke with the Surgeon General this morning and he perfectly fine with the briefing at the State Emergency Operations Center.

Thanks!

Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 4:06 PM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Let's do 3:30 PM ET tomorrow. I'll send out a conference line.

Rafael

From: Tonya Joiner <Tonya.Joiner@la.gov>
Sent: Thursday, March 05, 2020 1:58 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Rafael:

We have not coordinated with Mia. The governor's office and our LDH team are available to do a call tomorrow at 11:30 a.m. ET or 3:30 p.m. ET. Please let me know your preference and we will get it scheduled and send out an invite.

Thank you!

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886



From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Thursday, March 5, 2020 10:06 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 10:24 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her deputy is helping the Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Thursday, March 05, 2020 9:41 AM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,
Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are a 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip
2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,
Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>

Sent: Friday, February 28, 2020 5:46 PM

To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>

Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!

Alex

Alexander Billioux, MD DPhil FACP

Pronouns: He/Him/His

Assistant Secretary

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

Email: alexander.billioux@la.gov

Office: 225-342-6188

Cell: 225-726-0599

<image001.png>

<image002.jpg>

DRAFT ITINERARY

U.S. Surgeon General Vice Admiral Jerome M. Adams, MD, MPH

LOUISIANA

March 12 - 13, 2020

Thursday March 12:

09:15 AM – 10:00 AM **Press Event with Governor John Bel Edwards** (Governor's Capitol Office, 4th floor 900 North Third Street Baton Rouge, LA 70802)

- OSG Priorities: COVID-19
- Media Opportunity? Yes

10:00 AM – 12:00 PM **Meeting with Mayor Broome of Baton Rouge (Mayor's Office 222 St Louis St, Baton Rouge, LA 70802 Room 801)**

- OSG Priorities: COVID-19, hypertension
- Format: Roundtable discussion with Mayor, City staff and FQHC providers, BR area Hospital CEOs (approximately 25 healthcare industry attendees)
- Media Opportunity? Possibly (not planned)

12:00 PM **Travel to Xavier University of Louisiana** (1 Drexel Dr, New Orleans, LA 70125)

02:00 PM – 03:00 PM **Xavier University of Louisiana**

- OSG Priorities: COVID-19, substance abuse and misuse
- Attendees: Dr. C. Reynold Verret, Xavier University President
- Format: either a one-on-one meeting or roundtable discussion with leadership

03:00 PM – 04:00 PM **Xavier University of Louisiana**

- OSG Priorities: COVID-19, substance abuse and misuse, health equity
- Format: Grand rounds

05:00 PM – 06:00 PM **Community Walk with Dr. Eric Griggs (weather permitting)** (Lafitte Greenway, New Orleans, LA)

- "Doc Griggs" is an outspoken advocate for community health and physical activity, championing the use of public greenspaces in urban areas such as the Lafitte Greenway.
- Media Opportunity? Possibly (not currently planned)

Friday, March 13:

08:45 AM – 09:30 AM Onsite visit to CrescentCare (New Orleans FQHC with Syringe Service Program) (1631 Elysian Fields Ave, New Orleans, LA 70117

- Attendees: Louisiana OPH STD/HIV/Hepatitis Program Staff, Noel Twilbeck, CrescentCare CEO and staff
- Format: facility/program tour and roundtable on HIV/HCV elimination and SSPs

10:00 AM—10:45 AM OPH Leadership and Management Roundtable (Benson Tower room 1800, 1450 Poydras St, New Orleans LA 70113

- Attendees: OPH Leadership (20 people on site, roughly 20 more via teleconference)
- Format: This is a recurring leadership meeting with a regular deep dive topic, which will be replaced with a visit from the SG. Remarks from OSG and brief presentation from highlighted OPH Programs (*Hep C elimination, maternal mortality, Community Health/Economic convening*) to the SG.

11:00 AM—12:00PM Visit with 504HealthNet (Bacchanal Restaurant) (600 Poland Ave, New Orleans, LA 70117)

- Attendees: Tiffany Netters, ED of 504HealthNet (association of New Orleans area FQHCs)
- Format: visit at the restaurant during open hours with Ms. Netters and restaurant owner. Roundtable discussion on topics of private sector engagement in a service-centered economy. This restaurant is an example put forth by Ms. Netters as an exemplary employer for promoting the health/healthcare access for its employees.

12:30 PM Arrival at Hilton New Orleans Riverside
Hilton New Orleans Riverside
2 Poydras St, New Orleans, LA, 70130

01:30 PM – 03:00 PM SGR Cessation Keynote

- OSG Priorities: Tobacco cessation
- Format: Keynote presentation

3:30 PM--4:30 PM Meet with Mayor LaToya Cantrell of New Orleans (New Orleans City Hall) (1300 Perdido St, New Orleans, LA 70112

- OSG Priorities: COVID-19
- Format: Roundtable discussion with Mayor Cantrell and New Orleans Health Department Commissioner Dr. Jennifer Avegno
- Media Opportunity? Possibly

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Mon, 9 Mar 2020 16:44:36 +0000
To: Tonya Joiner;Alexander Billioux;Christina Stephens
Cc: Aly Neel;Omar Khalid;Heck, Mia (HHS/OASH);Sherman, Jennifer (HHS/OASH)
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

I've CC'd both Mia Heck and Jennifer Sherman from our public affairs team. Whenever you have a chance, please send over the write-up on the press event with Gov. Edwards taking place this Thursday, based on our conversation last week.

I spoke with the Surgeon General this morning and he perfectly fine with the briefing at the State Emergency Operations Center.

Thanks!
Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 4:06 PM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Let's do 3:30 PM ET tomorrow. I'll send out a conference line.

Rafael

From: Tonya Joiner <Tonya.Joiner@la.gov>
Sent: Thursday, March 05, 2020 1:58 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Rafael:

We have not coordinated with Mia. The governor's office and our LDH team are available to do a call tomorrow at 11:30 a.m. ET or 3:30 p.m. ET. Please let me know your preference and we will get it scheduled and send out an invite.

Thank you!

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886



From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Thursday, March 5, 2020 10:06 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 10:24 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her

deputy is helping the Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Thursday, March 05, 2020 9:41 AM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,
Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are a 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip

2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,
Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Friday, February 28, 2020 5:46 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!
Alex

Alexander Billioux, MD DPhil FACP
Pronouns: He/Him/His
Assistant Secretary
Office of Public Health
Louisiana Department of Health
628 North 4th Street
Baton Rouge, LA 70802
Email: alexander.billioux@la.gov
Office: 225-342-6188

Cell: 225-726-0599

<image001.png>

<image002.jpg>

From: Christina Stephens
Sent: Thu, 5 Mar 2020 12:29:55 -0600
To: Tonya Joiner
Cc: Matthew Block; Tina Vanichchagorn; Stephen Russo; Aly Neel
Subject: Re: Connection to LDH Bureau of Media and Communications

Hello! I am free at both of those times listed tomorrow for a call.

Sent from my iPhone

On Mar 5, 2020, at 11:24 AM, Tonya Joiner <Tonya.Joiner@la.gov> wrote:

Please see the email below the General's team with times to schedule a call to discuss press event and mtg with Governor.
Please let me know your availability and I am happy to coordinate.

Sent from my iPhone

Begin forwarded message:

From: "Campos, Rafael (OS/OASH) (CTR)"
<Rafael.Campos@hhs.gov>
Date: March 5, 2020 at 10:06:04 AM CST
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>, Omar Khalid
<Omar.Khalid@LA.GOV>, Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 10:24 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;
Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her deputy is helping the Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Thursday, March 05, 2020 9:41 AM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;
Tonya Joiner <Tonya.Joiner@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,

Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip
2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,
Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Friday, February 28, 2020 5:46 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!

Alex

Alexander Billioux, MD DPhil FACP

Pronouns: He/Him/His

Assistant Secretary

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

Email: alexander.billioux@la.gov

Office: 225-342-6188

Cell: 225-726-0599

<image001.png>

<image002.jpg>

From: Sherman, Jennifer (HHS/OASH)
Sent: Wed, 11 Mar 2020 19:19:26 +0000
To: Christina Stephens; Campos, Rafael (OS/OASH) (CTR)
Cc: Omar Khalid; Tonya Joiner; Alexander Billioux; Aly Neel; Heck, Mia (HHS/OASH); David Timoll; Lauren Leist; Shauna Sanford
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

A few edits in red to Dr. Adams' name/title.

PUBLIC SCHEDULE LANGUAGE:

Gov. John Bel Edwards will join **Vice Admiral** Jerome M. Adams, MD, **MPH, U.S. Surgeon General**, and local elected officials and health stakeholders for a discussion of Louisiana's response to COVID-19 tomorrow. Following this meeting, Gov. Edwards and Surgeon General Adams will conduct a media briefing.

From: Christina Stephens <Christina.Stephens@LA.GOV>
Sent: Wednesday, March 11, 2020 3:12 PM
To: Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>; Lauren Leist <Lauren.Leist@la.gov>; Shauna Sanford <Shauna.Sanford@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

To follow up on our call, this is the language we would propose for the Governor's public schedule/media advisory for this evening and then language for his press conference later today. Does this look okay? We don't have to finalize until around 4:45 p.m. CST.

This is the livestream link for all of our press conferences: [Facebook.com/LouisianaGov](https://www.facebook.com/LouisianaGov)

PUBLIC SCHEDULE LANGUAGE:

Gov. John Bel Edwards will join United States Surgeon General Jerome M. Adams, MD, and local elected officials and health stakeholders for a discussion of Louisiana's response to COVID-19 tomorrow. Following this meeting, Gov. Edwards and Surgeon General Adams will conduct a media briefing.

9:45 AM Joint Media Briefing on COVID-19 (Open Media)
Governor's Press Room (Fourth Floor)
Louisiana State Capitol

Baton Rouge, LA 70802

TALKING POINTS FOR 5:30 p.m. PRESSER:

In closing, I would like to make one announcement about tomorrow. We will be joined by the United States Surgeon General, Dr. Jerome Adams for a meeting about our response to COVID-19 in Louisiana.

Do not be alarmed: the Surgeon General was already planning a trip here to Louisiana. That said, we are going to take the opportunity to talk about COVID-19 and for him to get a briefing on how things are going here. We will also include several local officials and health care stakeholders.

We will have a joint press conference tomorrow morning after our meeting and my office will have more details about that tonight.

I am thankful for the Surgeon General and the many federal officials who have provided information and support to the state and I know that tomorrow's discussion will be a fruitful one.

From: Christina Stephens
Sent: Wednesday, March 11, 2020 12:47 PM
To: 'Sherman, Jennifer (HHS/OASH)' <Jennifer.Sherman@hhs.gov>; Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Yes. I am free until around 2:15 CST today if it is possible to get on a call. We have a Unified Command Group meeting beginning at 3 p.m. and we will be getting ready for that.

Thanks, Christina

From: Sherman, Jennifer (HHS/OASH) [<mailto:Jennifer.Sherman@hhs.gov>]
Sent: Wednesday, March 11, 2020 12:37 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Checking in...

Would it be possible to setup a quick call this afternoon to discuss tomorrow morning? I spoke with Dr. Adams and he was wondering if your local state health officials might want to/be able to join the

meeting with the SG and Governor. SG is very interested in getting a deeper dive on the current situation in LA before the media availability.

Happy to talk through options, etc. I know Rafael is in-flight right now...

Also checking in on the status for media.

2:30 pm EST and 4:30 pm EST are my best windows today, but can make other windows work.

Jenn

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Wednesday, March 11, 2020 8:50 AM
To: Christina Stephens <Christina.Stephens@LA.GOV>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Please see the attached itinerary. Omar and I spoke yesterday regarding the changes to the press event. Let me know if there is anything I need to add.

Rafael

From: Christina Stephens <Christina.Stephens@LA.GOV>
Sent: Wednesday, March 11, 2020 8:42 AM
To: Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Cc: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Is there an updated itinerary? I spoke with OPH about the need to change our meeting around a little. The time is probably still okay, but given that we now have 6 presumptive positives, I know the Governor would want to either have some providers or potentially impacted Mayors with him.

Sent from my iPhone

On Mar 11, 2020, at 6:53 AM, Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Christina, yes announcing today is good. Let me know if you or your team have a few quick minutes this morning to chat. Want to touch base on a few things. We will also need to review the media advisory or press release you plan to issue.

Best,
Jenn

Jenn Sherman
Director of Public Affairs
Office of the Surgeon General

Sent from my iPhone

On Mar 9, 2020, at 5:47 PM, Christina Stephens <Christina.Stephens@la.gov> wrote:

Thanks – we can probably make this time work. To be clear, do you want any additional stakeholders in the meeting or at the media availability?

Today has been a bit hectic – we just announced our first presumptive positive and the Governor gave his State of the State address. We had good coverage of our afternoon briefing about it, but certainly the main lines of concern from the press/public are still testing, travel vs. community spread, etc. The Governor also tried to reiterate some of the points from today's call with the VP.

For our purposes, would this be a visit we could announce on Wednesday? Or would you like to do earlier?

Thanks, Christina

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Monday, March 9, 2020 4:10 PM
To: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Omar,

Thanks for sending this over. I made edits to the itinerary in **RED**. Here are my main takeaways:

- **3/12**
 - **Press event with Governor Edwards**

- Can we split the 9:15AM – 10:00AM time slot into 9:15AM-9:30AM One-on-One Discussion/9:30AM – 10:00AM Press Event?
 - I'm sure Dr. Adams would appreciate a couple minutes alone with the Governor prior to the press event. Also, I think 30m would suffice for the press event. Happy to discuss further.
 - **Meeting with Mayor Broome**
 - I like the backgrounds of the attendees for the meeting, however I'd like to keep the meeting to 20 attendees max if possible. I also recommend trimming the meeting down to 1.5 hours rather than 2 full hours.
 - **Community walk with Dr. Eric Griggs**
 - Really like this addition. I trimmed it down to 30m. Would recommend no media because we will have coverage with the governor's press event and at the grand rounds. Dr. Griggs can promote via social media if he'd like.
 - Let us know if you think it would be a one-on-one or include med students/residents
- **3/13**
 - **Early Morning**
 - Main changes were I removed the Bacchanal visit. We're protecting the morning for media opportunities in New Orleans, which condenses the SG's availability.
 - **SSP Visit**
 - Recommend moving this to 10:00AM-10:45AM. I do think 45m is a pretty tight window for a tour and meeting. So it may feel rushed, but if we wrap up media we can add some time back if needed.
 - **OPH Leadership roundtable**
 - Is Ochsner Health System included? Alex and I had discussed inviting Dr. Richard Milani and some of his team to discuss their remote BP work. If so, I would still recommend maxing at 20 attendees total (in-person), but would want to include them.

OSG staff is 3 total:

- VADM Jerome Adams, U.S. Surgeon General
- Lt. Dennis Anderson-Villaluz, Aide
- Rafael Campos, Division of External Engagement

Regarding press, please share the press release with Jenn so she can loop in the department as soon as possible. Thanks again for all your help on this!

Rafael

From: Omar Khalid <Omar.Khalid@LA.GOV>
Sent: Monday, March 09, 2020 1:20 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Thanks Rafael! We were discussing the location and think the Capitol may work best logistically. Christina, I know the Governor's Office suggested either option, so I will defer to you to confirm that choice.

We will work to firm up all other details on the press event ASAP.

I'm also attaching our edit of the proposed itinerary for the OSG visit. We are working to make a couple of the times work best for attendees (highlighted in yellow), and finalizing the day's last event on Thursday March 12. Do these events and details work for you? Of course we are able to provide any more specifics as needed, but wanted to start with this sketch.

Rafael, can you please confirm the number of people that will be traveling with the Surgeon General?

Happy to work with your office to coordinate anything else on this side.

Thanks,
Omar

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Monday, March 9, 2020 11:45 AM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

I've CC'd both Mia Heck and Jennifer Sherman from our public affairs team. Whenever you have a chance, please send over the write-up on the press event with Gov. Edwards taking place this Thursday, based on our conversation last week.

I spoke with the Surgeon General this morning and he perfectly fine with the briefing at the State Emergency Operations Center.

Thanks!
Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 4:06 PM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Let's do 3:30 PM ET tomorrow. I'll send out a conference line.

Rafael

From: Tonya Joiner <Tonya.Joiner@la.gov>
Sent: Thursday, March 05, 2020 1:58 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Rafael:

We have not coordinated with Mia. The governor's office and our LDH team are available to do a call tomorrow at 11:30 a.m. ET or 3:30 p.m. ET. Please let me know your preference and we will get it scheduled and send out an invite.

Thank you!

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886

[<image001.jpg>](#)

[<image002.jpg>](#) [<image003.jpg>](#) [<image004.jpg>](#)

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Thursday, March 5, 2020 10:06 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;
Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 10:24 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;
Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her deputy is helping the Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Thursday, March 05, 2020 9:41 AM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,
Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip

2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,
Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Friday, February 28, 2020 5:46 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!
Alex

Alexander Billioux, MD DPhil FACP

Pronouns: He/Him/His
Assistant Secretary
Office of Public Health
Louisiana Department of Health
628 North 4th Street
Baton Rouge, LA 70802
Email: alexander.billieux@la.gov
Office: 225-342-6188
Cell: 225-726-0599
<image001.png>
<image002.jpg>

From: Christina Stephens
Sent: Wed, 11 Mar 2020 14:12:26 -0500
To: Sherman, Jennifer (HHS/OASH); Campos, Rafael (OS/OASH) (CTR)
Cc: Omar Khalid; Tonya Joiner; Alexander Billioux; Aly Neel; Heck, Mia (HHS/OASH); David Timoll; Lauren Leist; Shauna Sanford
Subject: RE: Connection to LDH Bureau of Media and Communications

To follow up on our call, this is the language we would propose for the Governor's public schedule/media advisory for this evening and then language for his press conference later today. Does this look okay? We don't have to finalize until around 4:45 p.m. CST.

This is the livestream link for all of our press conferences: Facebook.com/LouisianaGov

PUBLIC SCHEDULE LANGUAGE:

Gov. John Bel Edwards will join United States Surgeon General Jerome M. Adams, MD, and local elected officials and health stakeholders for a discussion of Louisiana's response to COVID-19 tomorrow. Following this meeting, Gov. Edwards and Surgeon General Adams will conduct a media briefing.

9:45 AM Joint Media Briefing on COVID-19 (Open Media)
Governor's Press Room (Fourth Floor)
Louisiana State Capitol
Baton Rouge, LA 70802

TALKING POINTS FOR 5:30 p.m. PRESSER:

In closing, I would like to make one announcement about tomorrow. We will be joined by the United States Surgeon General, Dr. Jerome Adams for a meeting about our response to COVID-19 in Louisiana.

Do not be alarmed: the Surgeon General was already planning a trip here to Louisiana. That said, we are going to take the opportunity to talk about COVID-19 and for him to get a briefing on how things are going here. We will also include several local officials and health care stakeholders.

We will have a joint press conference tomorrow morning after our meeting and my office will have more details about that tonight.

I am thankful for the Surgeon General and the many federal officials who have provided information and support to the state and I know that tomorrow's discussion will be a fruitful one.

From: Christina Stephens
Sent: Wednesday, March 11, 2020 12:47 PM
To: 'Sherman, Jennifer (HHS/OASH)' <Jennifer.Sherman@hhs.gov>; Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux

<Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH)
<Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

Yes. I am free until around 2:15 CST today if it is possible to get on a call. We have a Unified Command Group meeting beginning at 3 p.m. and we will be getting ready for that.

Thanks, Christina

From: Sherman, Jennifer (HHS/OASH) [<mailto:Jennifer.Sherman@hhs.gov>]

Sent: Wednesday, March 11, 2020 12:37 PM

To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Christina Stephens <Christina.Stephens@LA.GOV>

Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Checking in...

Would it be possible to setup a quick call this afternoon to discuss tomorrow morning? I spoke with Dr. Adams and he was wondering if your local state health officials might want to/be able to join the meeting with the SG and Governor. SG is very interested in getting a deeper dive on the current situation in LA before the media availability.

Happy to talk through options, etc. I know Rafael is in-flight right now...

Also checking in on the status for media.

2:30 pm EST and 4:30 pm EST are my best windows today, but can make other windows work.

Jenn

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>

Sent: Wednesday, March 11, 2020 8:50 AM

To: Christina Stephens <Christina.Stephens@LA.GOV>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>

Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

Please see the attached itinerary. Omar and I spoke yesterday regarding the changes to the press event. Let me know if there is anything I need to add.

Rafael

From: Christina Stephens <Christina.Stephens@LA.GOV>

Sent: Wednesday, March 11, 2020 8:42 AM

To: Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>

Cc: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>

Subject: Re: Connection to LDH Bureau of Media and Communications

Is there an updated itinerary? I spoke with OPH about the need to change our meeting around a little. The time is probably still okay, but given that we now have 6 presumptive positives, I know the Governor would want to either have some providers or potentially impacted Mayors with him.

Sent from my iPhone

On Mar 11, 2020, at 6:53 AM, Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Christina, yes announcing today is good. Let me know if you or your team have a few quick minutes this morning to chat. Want to touch base on a few things. We will also need to review the media advisory or press release you plan to issue.

Best,
Jenn

Jenn Sherman
Director of Public Affairs
Office of the Surgeon General

Sent from my iPhone

On Mar 9, 2020, at 5:47 PM, Christina Stephens <Christina.Stephens@la.gov> wrote:

Thanks – we can probably make this time work. To be clear, do you want any additional stakeholders in the meeting or at the media availability?

Today has been a bit hectic – we just announced our first presumptive positive and the Governor gave his State of the State address. We had good coverage of our afternoon briefing about it, but certainly the main lines of concern from the press/public are still testing, travel vs. community spread, etc. The Governor also tried to reiterate some of the points from today's call with the VP.

For our purposes, would this be a visit we could announce on Wednesday? Or would you like to do earlier?

Thanks, Christina

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Monday, March 9, 2020 4:10 PM
To: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Omar,

Thanks for sending this over. I made edits to the itinerary in **RED**. Here are my main takeaways:

- **3/12**
 - **Press event with Governor Edwards**
 - Can we split the 9:15AM – 10:00AM time slot into 9:15AM-9:30AM One-on-One Discussion/9:30AM – 10:00AM Press Event?
 - I'm sure Dr. Adams would appreciate a couple minutes alone with the Governor prior to the press event. Also, I think 30m would suffice for the press event. Happy to discuss further.
 - **Meeting with Mayor Broome**
 - I like the backgrounds of the attendees for the meeting, however I'd like to keep the meeting to 20 attendees max if possible. I also recommend trimming the meeting down to 1.5 hours rather than 2 full hours.
 - **Community walk with Dr. Eric Griggs**
 - Really like this addition. I trimmed it down to 30m. Would recommend no media because we will have coverage with the governor's press event and at the grand rounds. Dr. Griggs can promote via social media if he'd like.
 - Let us know if you think it would be a one-on-one or include med students/residents
- **3/13**
 - **Early Morning**

- Main changes were I removed the Bacchanal visit. We're protecting the morning for media opportunities in New Orleans, which condenses the SG's availability.
- **SSP Visit**
- Recommend moving this to 10:00AM-10:45AM. I do think 45m is a pretty tight window for a tour and meeting. So it may feel rushed, but if we wrap up media we can add some time back if needed.
- **OPH Leadership roundtable**
 - Is Ochsner Health System included? Alex and I had discussed inviting Dr. Richard Milani and some of his team to discuss their remote BP work. If so, I would still recommend maxing at 20 attendees total (in-person), but would want to include them.

OSG staff is 3 total:

- VADM Jerome Adams, U.S. Surgeon General
- Lt. Dennis Anderson-Villaluz, Aide
- Rafael Campos, Division of External Engagement

Regarding press, please share the press release with Jenn so she can loop in the department as soon as possible. Thanks again for all your help on this!

Rafael

From: Omar Khalid <Omar.Khalid@LA.GOV>
Sent: Monday, March 09, 2020 1:20 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Thanks Rafael! We were discussing the location and think the Capitol may work best logistically. Christina, I know the Governor's Office suggested either option, so I will defer to you to confirm that choice.

We will work to firm up all other details on the press event ASAP.

I'm also attaching our edit of the proposed itinerary for the OSG visit. We are working to make a couple of the times work best for attendees (highlighted in yellow), and finalizing the day's last event on Thursday March 12. Do these

events and details work for you? Of course we are able to provide any more specifics as needed, but wanted to start with this sketch.

Rafael, can you please confirm the number of people that will be traveling with the Surgeon General?

Happy to work with your office to coordinate anything else on this side.

Thanks,
Omar

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Monday, March 9, 2020 11:45 AM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

I've CC'd both Mia Heck and Jennifer Sherman from our public affairs team. Whenever you have a chance, please send over the write-up on the press event with Gov. Edwards taking place this Thursday, based on our conversation last week.

I spoke with the Surgeon General this morning and he perfectly fine with the briefing at the State Emergency Operations Center.

Thanks!
Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 4:06 PM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Let's do 3:30 PM ET tomorrow. I'll send out a conference line.

Rafael

From: Tonya Joiner <Tonya.Joiner@la.gov>
Sent: Thursday, March 05, 2020 1:58 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Rafael:

We have not coordinated with Mia. The governor's office and our LDH team are available to do a call tomorrow at 11:30 a.m. ET or 3:30 p.m. ET. Please let me know your preference and we will get it scheduled and send out an invite.

Thank you!

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886

[<image001.jpg>](#)

[<image002.jpg>](#) [<image003.jpg>](#) [<image004.jpg>](#)

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Thursday, March 5, 2020 10:06 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there

is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 10:24 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her deputy is helping the Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Thursday, March 05, 2020 9:41 AM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the

Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,
Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip
2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,
Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Friday, February 28, 2020 5:46 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>

Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!
Alex

Alexander Billioux, MD DPhil FACP

Pronouns: He/Him/His

Assistant Secretary

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

Email: alexander.billioux@la.gov

Office: 225-342-6188

Cell: 225-726-0599

<image001.png>

<image002.jpg>

From: Omar Khalid
Sent: Wed, 11 Mar 2020 12:47:29 -0500
To: Sherman, Jennifer (HHS/OASH); Campos, Rafael (OS/OASH) (CTR); Christina Stephens
Cc: Tonya Joiner; Alexander Billioux; Aly Neel; Heck, Mia (HHS/OASH); David Timoll
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Jenn, we are working hard on this and are just about ready to loop you in for review. We have gone ahead and invited the local officials to attend the premeeting at 9:15 with Governor Edwards and a small group representing hospital providers (4-5). We think this will be an excellent opportunity for the SG to hear about what's happening in each locale where we have a presumptive positive case (now up to 6). To recap, the pre-meeting would be attended by: 4 parish/municipal leaders (with some staff) and 4-5 hospital execs, along with the SG and Governor.

I can make either of those windows work to touch base on a call, but I will defer to Christina with our Governor's Office comms for her availability—such as it is these days!

Thanks Jenn,
Omar

From: Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Sent: Wednesday, March 11, 2020 12:37 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Checking in...

Would it be possible to setup a quick call this afternoon to discuss tomorrow morning? I spoke with Dr. Adams and he was wondering if your local state health officials might want to/be able to join the meeting with the SG and Governor. SG is very interested in getting a deeper dive on the current situation in LA before the media availability.

Happy to talk through options, etc. I know Rafael is in-flight right now...

Also checking in on the status for media.

2:30 pm EST and 4:30 pm EST are my best windows today, but can make other windows work.

Jenn

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Wednesday, March 11, 2020 8:50 AM
To: Christina Stephens <Christina.Stephens@LA.GOV>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Please see the attached itinerary. Omar and I spoke yesterday regarding the changes to the press event. Let me know if there is anything I need to add.

Rafael

From: Christina Stephens <Christina.Stephens@LA.GOV>
Sent: Wednesday, March 11, 2020 8:42 AM
To: Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Cc: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Is there an updated itinerary? I spoke with OPH about the need to change our meeting around a little. The time is probably still okay, but given that we now have 6 presumptive positives, I know the Governor would want to either have some providers or potentially impacted Mayors with him.

Sent from my iPhone

On Mar 11, 2020, at 6:53 AM, Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Christina, yes announcing today is good. Let me know if you or your team have a few quick minutes this morning to chat. Want to touch base on a few things. We will also need to review the media advisory or press release you plan to issue.

Best,
Jenn

Jenn Sherman
Director of Public Affairs
Office of the Surgeon General

Sent from my iPhone

On Mar 9, 2020, at 5:47 PM, Christina Stephens <Christina.Stephens@la.gov> wrote:

Thanks – we can probably make this time work. To be clear, do you want any additional stakeholders in the meeting or at the media availability?

Today has been a bit hectic – we just announced our first presumptive positive and the Governor gave his State of the State address. We had good coverage of our afternoon briefing about it, but certainly the main lines of concern from the press/public are still testing, travel vs. community spread, etc. The Governor also tried to reiterate some of the points from today's call with the VP.

For our purposes, would this be a visit we could announce on Wednesday? Or would you like to do earlier?

Thanks, Christina

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]

Sent: Monday, March 9, 2020 4:10 PM

To: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Omar,

Thanks for sending this over. I made edits to the itinerary in **RED**. Here are my main takeaways:

- **3/12**
 - **Press event with Governor Edwards**
 - Can we split the 9:15AM – 10:00AM time slot into 9:15AM-9:30AM One-on-One Discussion/9:30AM – 10:00AM Press Event?
 - I'm sure Dr. Adams would appreciate a couple minutes alone with the Governor prior to the press event. Also, I think 30m would suffice for the press event. Happy to discuss further.
 - **Meeting with Mayor Broome**

- I like the backgrounds of the attendees for the meeting, however I'd like to keep the meeting to 20 attendees max if possible. I also recommend trimming the meeting down to 1.5 hours rather than 2 full hours.
 - **Community walk with Dr. Eric Griggs**
 - Really like this addition. I trimmed it down to 30m. Would recommend no media because we will have coverage with the governor's press event and at the grand rounds. Dr. Griggs can promote via social media if he'd like.
 - Let us know if you think it would be a one-on-one or include med students/residents
- **3/13**
 - **Early Morning**
 - Main changes were I removed the Bacchanal visit. We're protecting the morning for media opportunities in New Orleans, which condenses the SG's availability.
 - **SSP Visit**
 - Recommend moving this to 10:00AM-10:45AM. I do think 45m is a pretty tight window for a tour and meeting. So it may feel rushed, but if we wrap up media we can add some time back if needed.
 - **OPH Leadership roundtable**
 - Is Ochsner Health System included? Alex and I had discussed inviting Dr. Richard Milani and some of his team to discuss their remote BP work. If so, I would still recommend maxing at 20 attendees total (in-person), but would want to include them.

OSG staff is 3 total:

- VADM Jerome Adams, U.S. Surgeon General
- Lt. Dennis Anderson-Villaluz, Aide
- Rafael Campos, Division of External Engagement

Regarding press, please share the press release with Jenn so she can loop in the department as soon as possible. Thanks again for all your help on this!

Rafael

From: Omar Khalid <Omar.Khalid@LA.GOV>

Sent: Monday, March 09, 2020 1:20 PM

To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Thanks Rafael! We were discussing the location and think the Capitol may work best logistically. Christina, I know the Governor's Office suggested either option, so I will defer to you to confirm that choice.

We will work to firm up all other details on the press event ASAP.

I'm also attaching our edit of the proposed itinerary for the OSG visit. We are working to make a couple of the times work best for attendees (highlighted in yellow), and finalizing the day's last event on Thursday March 12. Do these events and details work for you? Of course we are able to provide any more specifics as needed, but wanted to start with this sketch.

Rafael, can you please confirm the number of people that will be traveling with the Surgeon General?

Happy to work with your office to coordinate anything else on this side.

Thanks,
Omar

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Monday, March 9, 2020 11:45 AM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

I've CC'd both Mia Heck and Jennifer Sherman from our public affairs team. Whenever you have a chance, please send over the write-up on the press event with Gov. Edwards taking place this Thursday, based on our conversation last week.

I spoke with the Surgeon General this morning and he perfectly fine with the briefing at the State Emergency Operations Center.

Thanks!
Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 4:06 PM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Let's do 3:30 PM ET tomorrow. I'll send out a conference line.

Rafael

From: Tonya Joiner <Tonya.Joiner@la.gov>
Sent: Thursday, March 05, 2020 1:58 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Rafael:

We have not coordinated with Mia. The governor's office and our LDH team are available to do a call tomorrow at 11:30 a.m. ET or 3:30 p.m. ET. Please let me know your preference and we will get it scheduled and send out an invite.

Thank you!

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886

<[image001.jpg](#)>

<[image002.jpg](#)> <[image003.jpg](#)><[image004.jpg](#)>

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Thursday, March 5, 2020 10:06 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;

Tonya Joiner <Tonya.Joiner@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)

Sent: Thursday, March 05, 2020 10:24 AM

To: Alexander Billioux <Alexander.Billioux@la.gov>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;

Tonya Joiner <Tonya.Joiner@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her deputy is helping the Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Thursday, March 05, 2020 9:41 AM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>;
Tonya Joiner <Tonya.Joiner@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,
Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip
2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to

connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,
Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Friday, February 28, 2020 5:46 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!
Alex

Alexander Billioux, MD DPhil FACP

Pronouns: He/Him/His

Assistant Secretary

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

Email: alexander.billioux@la.gov

Office: 225-342-6188

Cell: 225-726-0599

<image001.png>

<image002.jpg>

From: Christina Stephens
Sent: Wed, 11 Mar 2020 12:47:09 -0500
To: Sherman, Jennifer (HHS/OASH);Campos, Rafael (OS/OASH) (CTR)
Cc: Omar Khalid;Tonya Joiner;Alexander Billioux;Aly Neel;Heck, Mia (HHS/OASH);David Timoll
Subject: RE: Connection to LDH Bureau of Media and Communications

Yes. I am free until around 2:15 CST today if it is possible to get on a call. We have a Unified Command Group meeting beginning at 3 p.m. and we will be getting ready for that.

Thanks, Christina

From: Sherman, Jennifer (HHS/OASH) [mailto:Jennifer.Sherman@hhs.gov]
Sent: Wednesday, March 11, 2020 12:37 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Checking in...

Would it be possible to setup a quick call this afternoon to discuss tomorrow morning? I spoke with Dr. Adams and he was wondering if your local state health officials might want to/be able to join the meeting with the SG and Governor. SG is very interested in getting a deeper dive on the current situation in LA before the media availability.

Happy to talk through options, etc. I know Rafael is in-flight right now...

Also checking in on the status for media.

2:30 pm EST and 4:30 pm EST are my best windows today, but can make other windows work.

Jenn

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Wednesday, March 11, 2020 8:50 AM
To: Christina Stephens <Christina.Stephens@LA.GOV>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Cc: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH)

<Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

Please see the attached itinerary. Omar and I spoke yesterday regarding the changes to the press event. Let me know if there is anything I need to add.

Rafael

From: Christina Stephens <Christina.Stephens@LA.GOV>

Sent: Wednesday, March 11, 2020 8:42 AM

To: Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>

Cc: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; David Timoll <David.Timoll@la.gov>

Subject: Re: Connection to LDH Bureau of Media and Communications

Is there an updated itinerary? I spoke with OPH about the need to change our meeting around a little. The time is probably still okay, but given that we now have 6 presumptive positives, I know the Governor would want to either have some providers or potentially impacted Mayors with him.

Sent from my iPhone

On Mar 11, 2020, at 6:53 AM, Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Christina, yes announcing today is good. Let me know if you or your team have a few quick minutes this morning to chat. Want to touch base on a few things. We will also need to review the media advisory or press release you plan to issue.

Best,
Jenn

Jenn Sherman
Director of Public Affairs
Office of the Surgeon General

Sent from my iPhone

On Mar 9, 2020, at 5:47 PM, Christina Stephens <Christina.Stephens@la.gov> wrote:

Thanks – we can probably make this time work. To be clear, do you want any additional stakeholders in the meeting or at the media availability?

Today has been a bit hectic – we just announced our first presumptive positive and the Governor gave his State of the State address. We had good

coverage of our afternoon briefing about it, but certainly the main lines of concern from the press/public are still testing, travel vs. community spread, etc. The Governor also tried to reiterate some of the points from today's call with the VP.

For our purposes, would this be a visit we could announce on Wednesday? Or would you like to do earlier?

Thanks, Christina

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Monday, March 9, 2020 4:10 PM
To: Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi Omar,

Thanks for sending this over. I made edits to the itinerary in **RED**. Here are my main takeaways:

- **3/12**
 - **Press event with Governor Edwards**
 - Can we split the 9:15AM – 10:00AM time slot into 9:15AM-9:30AM One-on-One Discussion/9:30AM – 10:00AM Press Event?
 - I'm sure Dr. Adams would appreciate a couple minutes alone with the Governor prior to the press event. Also, I think 30m would suffice for the press event. Happy to discuss further.
 - **Meeting with Mayor Broome**
 - I like the backgrounds of the attendees for the meeting, however I'd like to keep the meeting to 20 attendees max if possible. I also recommend trimming the meeting down to 1.5 hours rather than 2 full hours.
 - **Community walk with Dr. Eric Griggs**
 - Really like this addition. I trimmed it down to 30m. Would recommend no media because we will have coverage with the governor's press event and at the

grand rounds. Dr. Griggs can promote via social media if he'd like.

- Let us know if you think it would be a one-on-one or include med students/residents

- **3/13**

- **Early Morning**

- Main changes were I removed the Bacchanal visit. We're protecting the morning for media opportunities in New Orleans, which condenses the SG's availability.

- **SSP Visit**

- Recommend moving this to 10:00AM-10:45AM. I do think 45m is a pretty tight window for a tour and meeting. So it may feel rushed, but if we wrap up media we can add some time back if needed.

- **OPH Leadership roundtable**

- Is Ochsner Health System included? Alex and I had discussed inviting Dr. Richard Milani and some of his team to discuss their remote BP work. If so, I would still recommend maxing at 20 attendees total (in-person), but would want to include them.

OSG staff is 3 total:

- VADM Jerome Adams, U.S. Surgeon General
- Lt. Dennis Anderson-Villaluz, Aide
- Rafael Campos, Division of External Engagement

Regarding press, please share the press release with Jenn so she can loop in the department as soon as possible. Thanks again for all your help on this!

Rafael

From: Omar Khalid <Omar.Khalid@LA.GOV>

Sent: Monday, March 09, 2020 1:20 PM

To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>

Cc: Aly Neel <Aly.Neel@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>; David Timoll <David.Timoll@la.gov>

Subject: RE: Connection to LDH Bureau of Media and Communications

Thanks Rafael! We were discussing the location and think the Capitol may work best logistically. Christina, I know the Governor's Office suggested either option, so I will defer to you to confirm that choice.

We will work to firm up all other details on the press event ASAP.

I'm also attaching our edit of the proposed itinerary for the OSG visit. We are working to make a couple of the times work best for attendees (highlighted in yellow), and finalizing the day's last event on Thursday March 12. Do these events and details work for you? Of course we are able to provide any more specifics as needed, but wanted to start with this sketch.

Rafael, can you please confirm the number of people that will be traveling with the Surgeon General?

Happy to work with your office to coordinate anything else on this side.

Thanks,
Omar

From: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Sent: Monday, March 9, 2020 11:45 AM
To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Heck, Mia (HHS/OASH) <Mia.Heck@hhs.gov>; Sherman, Jennifer (HHS/OASH) <Jennifer.Sherman@hhs.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

I've CC'd both Mia Heck and Jennifer Sherman from our public affairs team. Whenever you have a chance, please send over the write-up on the press event with Gov. Edwards taking place this Thursday, based on our conversation last week.

I spoke with the Surgeon General this morning and he perfectly fine with the briefing at the State Emergency Operations Center.

Thanks!
Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 4:06 PM

To: Tonya Joiner <Tonya.Joiner@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Let's do 3:30 PM ET tomorrow. I'll send out a conference line.

Rafael

From: Tonya Joiner <Tonya.Joiner@la.gov>
Sent: Thursday, March 05, 2020 1:58 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Rafael:

We have not coordinated with Mia. The governor's office and our LDH team are available to do a call tomorrow at 11:30 a.m. ET or 3:30 p.m. ET. Please let me know your preference and we will get it scheduled and send out an invite.

Thank you!

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886

<[image001.jpg](#)>

<[image002.jpg](#)> <[image003.jpg](#)><[image004.jpg](#)>

From: Campos, Rafael (OS/OASH) (CTR) [<mailto:Rafael.Campos@hhs.gov>]
Sent: Thursday, March 5, 2020 10:06 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Update,

So I was able to coordinate with Mia Heck. Tonya and Aly, you may have connected with Mia not too long ago. I was told she helped plan some work with your team when the Assistant Secretary for Health visited Louisiana. I'd be happy to schedule a call this afternoon or early tomorrow. Looks like there is a window today between 1pm-130pm ET, or tomorrow between 1230pm-230pm or after 330pm ET.

Let me know if any of those times work and I can set up a conference line.

Rafael

From: Campos, Rafael (OS/OASH) (CTR)
Sent: Thursday, March 05, 2020 10:24 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Connection to LDH Bureau of Media and Communications

Hi Alex,

Thanks for your note.

I'm sorting some things out internally and hope to have an answer shortly. I just found out this morning that Jenn Sherman, our Director of Public Affairs at OSG, is out of the office today and tomorrow. Her deputy is helping the Assistant Secretary for Health with comm support this week. So I'm checking with the Department to see if there is someone else from comms that can take her place to help facilitate the press event on our end while she's out. Jenn returns to the office on Monday, but I'd like to finalize this sooner if possible.

I know they're pretty backed up with media request so it'll take some maneuvering on my end. I'm happy to chat with Tonya and Aly in the interim and forward any press details to a new department point of contact once I've identified them.

I apologize for the inconvenience and hope to reach back out shortly.

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Thursday, March 05, 2020 9:41 AM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: Re: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I am following up to connect you to Tonya Joiner, the Chief of Staff to the Secretary of the Department of Health. She is coordinating with the Governor's Office and so will need contact information to coordinate with you and ASPA for a potential press event.

Thanks,
Alex

Sent from my iPhone

On Mar 3, 2020, at 10:13 AM, Campos, Rafael (OS/OASH) (CTR)
<Rafael.Campos@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Hi all,

So there may be some changes to the SG's availability given his involvement with the President's Coronavirus Task Force. I should know more tomorrow, but there are 3 options that I'm aware of:

1. Same schedule, but include some media opportunities for COVID-19 throughout the trip
2. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, participates in SRNT at 1:30 PM then departs back to DC.
3. SG flies in Thursday night, engages in some media on COVID-19 on Friday morning, SRNT moves his session earlier in the day so he can make an afternoon briefing in DC

I wanted to throw this on your radar for awareness. A question the team brought up was whether Gov. Edwards would be available Friday morning for some media? If so, Aly, I'd want to connect you with our public affairs team to work out those details as soon as possible, given our approval process extends outside of the department for COVID-19 activities.

Once again, I'll know more tomorrow but wanted to share.

Best,

Rafael

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Friday, February 28, 2020 5:46 PM
To: Campos, Rafael (OS/OASH) (CTR) <Rafael.Campos@hhs.gov>
Cc: Aly Neel <Aly.Neel@LA.GOV>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: Connection to LDH Bureau of Media and Communications

Hi Rafael,

I hope your week is ending well (or ending at all, given the COVID news cycle). As we discussed, I am connecting you to Aly Neel who leads LDH's Bureau of Media and Communications. Her team are ready to coordinate with you/ASPA around any media engagements you want to develop during the Surgeon General's visit on the 12th and 13th. Like me, she is also a recovering Fed, so she speaks the same language as your comms team I'm sure!

We've been making outreach to start putting the schedule in place, so let us know if any of the items we discussed yesterday need to be prioritized for the media.

Have a great weekend!
Alex

Alexander Billioux, MD DPhil FACP

Pronouns: He/Him/His

Assistant Secretary

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

Email: alexander.billioux@la.gov

Office: 225-342-6188

Cell: 225-726-0599

<image001.png>

<image002.jpg>

From: Lauren Gleason (LDH)
Sent: Wed, 11 Mar 2020 13:35:12 +0000
To: Adam Eitmann
Subject: RE: coronavirus PPT
Attachments: COVID-19 Leg. FAQ 3'10'20.pdf

[Also the FAQ](#)

From: Lauren Gleason (LDH)
Sent: Wednesday, March 11, 2020 8:33 AM
To: Adam Eitmann <Adam.Eitmann@la.gov>
Subject: coronavirus PPT

FYI – the attached is what we are presenting at SHW at 10:00 am and then later at HHW at 1:00 pm.

Thanks

Lauren Gilder Gleason, MPA

Director of Legislative & Governmental Relations

628 N. Fourth Street
Baton Rouge, LA 70802
225.342.5274 (office)
225.964.1789 (cell)



This is an evolving situation, and the information below continues to be updated.

(The last update was March 10, 2020 at 11:00 pm)

What are coronaviruses?

Coronaviruses are a large family of viruses, some causing illness in people and others that circulate among animals, including camels, cats and bats. Rarely, animal coronaviruses can evolve and infect people and then spread between people such as has been seen with recent outbreaks of MERS and SARS.

Are there any confirmed cases in Louisiana?

As of 3/10/20, there are six presumptive positive cases in Louisiana, all from the greater New Orleans area.

What is the current situation?

While the CDC now expects community spread in some parts of the United States, the immediate threat to the U.S. remains low. We are not seeing the same level of spread other countries are seeing. That said, it is important to be prepared. The Louisiana Department of Health has been preparing for COVID-19 since the outbreak in mainland China.

Additionally, the Office of Public Health has activated its Emergency Operations Center and has started using public health measures as part of an aggressive public health response strategy. This is the same strategy being done at the national level under the guidance of the CDC, and in all other states and the District of Columbia.

The Office of Public Health has developed guidance for clinicians for testing and treatment of COVID-19, as well as developed guidance for home care of patients with coronavirus. This guidance is given to all health care providers via our Health Alert Network.

What is Louisiana's testing capability?

Louisiana currently has the capacity for several hundred tests. Currently, these tests are coming to the Office of Public Health from provider referrals, and are being accepted based on Centers for Disease Control and Prevention guidelines. Commercial testing is now also available, and any private lab tests that come back positive will be verified at the OPH lab in Baton Rouge and confirmed by the CDC lab in Atlanta. Health care providers can call the Office of Public Health Division's Infectious Disease Epidemiology Program (IDEpi) 24-7 hotline with further questions about testing.

What is the total number of tests for COVID-19 of Persons Under Investigation (PUI)? What percentage have been positive?

As of March 10, 2020, we have completed 43 tests, six of which have turned out positive. We learned about our first presumptive positive test on March 9. We are awaiting testing from the CDC to confirm each result.

What are the symptoms of COVID-19?

For confirmed coronavirus infections, reported illnesses have ranged from infected people with little to no symptoms (similar to the common cold) to people being severely ill and dying. Symptoms can include:

- Fever
- Cough
- Shortness of breath/difficulty breathing

Is there a vaccine for COVID-19?

No. There is no specific antiviral treatment recommended for this infection. People infected with COVID-19 receive supportive care to help relieve symptoms.

How does COVID-19 spread?

Health experts are still learning the details about how this new coronavirus spreads. Other coronaviruses spread from an infected person to others through:

- Respiratory droplets produced when coughing and sneezing
- Close personal contact
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes

How can I help protect myself?

The best way to prevent infection is to avoid being exposed to this virus. There are simple everyday preventive actions to help prevent the spread of respiratory viruses. These include:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

Should I be tested for COVID-19?

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, within 14 days after travel from China, Italy, Iran, South Korea and Japan, or you are a health care provider caring for someone with respiratory illness who tests negative for flu or other respiratory illnesses, you should call ahead to a healthcare professional and mention your recent travel or close contact. In addition, someone with a respiratory illness not confirmed to be flu or another respiratory illness should ask their provider about being tested for coronavirus.

If you have had close contact with someone showing these symptoms who has recently traveled from this area, you should call ahead to a healthcare professional and mention your close contact and their recent travel.

How does COVID-19 compare to influenza in terms of symptoms, mortality rate, number of cases, etc.?

Much is unknown about COVID-19 in terms of how easily it spreads, who is most at risk, and how serious it is going to be. From preliminary studies, COVID-19 tends to be more severe in people over age 60, and those that have underlying medical conditions. Those most at risk are those over age 60 who have

underlying medical conditions. It is safe to say, given the limited scientific information we have at this point, that it is at least as severe, if not more serious than the seasonal flu.

What is the protocol in place for responding to a pandemic like Coronavirus/COVID-19?

COVID-19 behaves in many ways similar to influenza. Because of this, the CDC recommends using the Pandemic Influenza Preparedness plan as our model for the response. The Louisiana Department of Health has been working on our Pandemic Preparedness Plan for the last 15 years, and we have been preparing for COVID-19 starting in early January 2020. In early March, the Governor directed the formation of a COVID-19 Task Force with representation from state agencies and federal partners key to preparing for a COVID-19 outbreak. This task force guides updating Louisiana's pandemic flu/COVID-19 response and ensures a continuity of operations and advises the Unified Command Group.

What have you been doing as far as monitoring people who may have been exposed?

Our first priority was to monitor any travelers who returned to Louisiana from visiting China's areas that had the most community spread. As other countries experienced community spread, Louisiana epidemiologists have been in contact with travelers who returned from traveling abroad to high-exposure countries to ask whether they were experiencing symptoms of COVID-19. We touch base with those travelers each day and ask about their symptoms during a 14-day period of observation. We are also ensuring that travelers know the destinations where non-essential travel should be avoided. The countries under a Level 3 Travel Notice are China, Iran, Italy and South Korea.

Will the State identify COVID-19 patients?

Because of patient privacy laws, the Louisiana Department of Health cannot provide any information that might identify patients. This includes name, residence of patient, place of treatment or any other potentially identifying patient information.

What's the next major step in the Department's plan for responding to an outbreak?

Mirroring the federal government's response, we are moving from a 'containment' approach in which we focused on travelers to a 'mitigation' approach in which we anticipate and plan for person-to-person transmission in the community somewhere in the United States. We are focused on state and local government preparedness and are providing support to health care providers, schools, businesses and community members to ensure they are adequately prepared to take action to reduce the spread of COVID-19.

What factors would trigger a government-mandated closure of schools or businesses, etc.?

Where there has been a student in a school with COVID-19, the Office of Public Health would consider steps to close and clean that school. However, this would be triggered first by action from the school. Specifically, the circumstance(s) that would prompt the Office of Public Health to suggest school closures would be first, when it has been confirmed that children within the school are actively transmitting an infection at the school, causing an outbreak and significant disruption. Secondly, we might consider the suggestion if a significant number of students or faculty were out, and normal school activities simply could not continue. In any of these circumstances, we would suggest a thorough school cleaning.

What precautions is the State taking to protect our students and school system staff and parent volunteers from possible exposure to the COVID-19?

The Louisiana Office of Public Health (OPH) has been in contact with the Louisiana Department of Education (DOE) in regard to disease control and prevention of COVID-19. OPH has provided guidance from the CDC on infection control best practices such as handwashing, covering of coughs, disinfection of environmental surfaces, and encouraging students and staff to stay home when they are ill. Further guidance has been shared on social distancing, cancellation of classes and school events, as well as discouraging social gatherings among students in the event that there is community (person-to-person) transmission of the disease.

These activities build on relationships and common practices established with the Department of Education during the 2009 H1N1 flu pandemic and the 2015 Ebola response. OPH has offered assistance and advice to both state and local school systems in preparing for and responding to COVID-19 in Louisiana.

What should I do if I have recently traveled?

Anyone who recently traveled to China, South Korea, Iran, Italy, or Japan within the previous 14 days, who experiences fever, cough, or other acute illness should contact a health care provider as soon as possible and mention your recent travel. Please call ahead and inform the health care provider about your travel history.

What are you doing to make sure hospitals are prepared?

LDH has been working with the Louisiana Hospital Association (LHA) and the ESF8 Network to prepare hospitals for an outbreak and ensure they have the proper supplies needed as well as protocols in place for anyone treated who tests positive. We haven't had any indication that hospitals don't have what they need on the supply side.

How does the process for testing for COVID-19 work?

The Office of Public Health operates an advanced laboratory in Baton Rouge that performs many types of tests for infectious diseases, such as for tuberculosis and measles. Our state lab workers are a team of highly trained professionals who are experienced at testing for many kinds of infectious diseases using a variety of different tests. When a test of an infectious disease of any kind is performed at the State Lab, they are on samples that are brought to the lab via a courier.

Is there a cost associated with testing for COVID-19?

The tests that the federal government has provided the Office of Public Health have not been associated with any payments. Commercial tests are covered under Medicaid and Medicare as an essential health benefit. The cost for a test under private health insurance providers may vary.

Are there additional costs for responding to COVID-19 outside of testing?

The Department anticipates hiring additional epidemiologists and lab staffing, increasing call center capacity, increasing lab training and developing educational content under the federal budget appropriations that have been set aside for COVID-19 response.

Is the Louisiana Department of Health concerned about shipping channels such as the Port of New Orleans being affected by COVID-19?

Department officials met with the Coast Guard to discuss potential issues with the COVID-19 virus once it became more clear that the virus was spreading globally. We don't think there will be potential for spreading the virus through shipping channels.

So is it safe to receive a package from any area where COVID-19 has been reported?

Yes. The likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperature is also low.

Are you in regular contact with the federal government?

Yes. We are in constant contact with the CDC and HHS; we're currently averaging several calls per week just with the CDC. In addition we have standing calls across state health departments and a standing call internally in Louisiana. This is all very important so that we all have the latest data, are on the same page, and can adapt our plans as conditions change.

Should families have a plan if an outbreak occurs?

The best preparation families can do is practice good seasonal flu/cold hygiene: cover your cough, wash your hands (especially after being in public spaces, shaking hands), stay home if you are sick, and get your flu shot! Families should also monitor the [CDC COVID-19 website](#) for updated travel advisories before making plans to travel internationally.

Is there a special information phone number for people to call?

Yes, individuals with questions can call our COVID-19 General Information Line at 1-855-523-2652 from 8:30 a.m. to 4:30 p.m., Monday through Friday.

Should I keep my children home from school or avoid going to work?

There are a limited number of schools and workplaces that are closed in the U.S. You should follow guidance from your specific school district and employer about closures. At this time, it is not necessary to keep children home from school or avoid going to work unless told to do so by local officials.

Should I cancel my travel plans?

The CDC is not recommending that travelers cancel all plans except to specific locations where the threat of COVID-19 spread is significantly higher. If you have a trip planned, [check the CDC's site](#) for a risk assessment of your destination. If you travel, take the same precautions you would while home to avoid getting sick or spreading germs including washing your hands thoroughly and often and avoiding contact with sick people.

From: Alexander Billioux
Sent: Sat, 14 Mar 2020 18:05:57 -0500
To: Christina Stephens
Cc: Tina Vanichchagorn; Jimmy Guidry (LDH); Matthew Block; Mark Cooper; Stephen Russo; Tonya Joiner; Kelly Zimmerman; Shauna Sanford; Aly Neel
Subject: Re: Coronavirus Testing

Thank you!

I will reach out to Adm Giroir to set up a call.

Thanks,
Alex

Sent from my iPhone

On Mar 14, 2020, at 4:30 PM, Christina Stephens <Christina.Stephens@la.gov> wrote:

Please see the below correspondence between the Governor and Brett Giroir, requesting additional testing capacity.

From: JBE
Sent: Saturday, March 14, 2020 4:29 PM
To: Christina Stephens <Christina.Stephens@LA.GOV>
Subject: Fwd: Coronavirus Testing

Sent from my iPhone

Begin forwarded message:

From: "Giroir, Brett (HHS/OASH)" <Brett.Giroir@hhs.gov>
Date: March 14, 2020 at 4:20:15 PM CDT
To: JBE <jbe@la.gov>
Subject: RE: Coronavirus Testing

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

We are on it Sir.
I am ready for some gumbo after this

Brett P. Giroir, MD
ADM, US Public Health Service
Assistant Secretary for Health (ASH)
200 Independence Avenue, SW
Washington, DC 20201
Office Phone: 202-690-7694

From: JBE <jbe@la.gov>
Sent: Saturday, March 14, 2020 5:11 PM
To: Giroir, Brett (HHS/OASH) <Brett.Giroir@hhs.gov>
Subject: Re: Coronavirus Testing

Dr. Giroir:
Thank you for your work on this pandemic emergency.
There are now 77 presumptive positive cases in Louisiana, with the vast majority being in Orleans and Jefferson Parish. An hour ago we announced the first death — a 58 year old gentleman from New Orleans with chronic health conditions.
On a per capita basis, I believe Louisiana has the third most cases in the country.
We have imposed significant mitigation measures to slow the spread of Coronavirus (COVID-19), but I am afraid the testing is nowhere near as robust as necessary to identify more positive cases that can then be isolated/quarantined so that we can in a significant way slow the spread, flatten the curve, and better ensure that our medical/hospital capacity is not overwhelmed.
Please make every effort to significantly increase our testing capacity and testing through put as soon as possible.
Feel free to respond to me or to have someone on your team contact Dr. Alex Billioux, Assistant Secretary for the Office of Public Health.
Thank you.
John Bel

Sent from my iPhone

On Mar 14, 2020, at 8:50 AM, JBE <jbe@la.gov> wrote:

Thanks. We will take you up on your offer. My public health folks will contact your team shortly.

Sent from my iPhone

On Mar 13, 2020, at 7:34 PM, Giroir, Brett (HHS/OASH) <Brett.Giroir@hhs.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Sir,

We had your health team on the line this evening. White House is offering to assist with setting up drive through testing sites at hot spots. And NOLA and Jefferson Parrish are on our list. Totally your call but this could be helpful to you. We are waiting to hear back from your team.

V/r
BG

Brett P. Giroir, MD
ADM, US Public Health Service
Assistant Secretary for Health (ASH)
200 Independence Avenue, SW
Washington, DC 20201
Office Phone: 202-690-7694

From: Lauren Gleason (LDH)
Sent: Mon, 2 Mar 2020 21:33:52 +0000
To: Adam Eitmann
Subject: Re: COVID-19 (Coronavirus) Update

Yes - all members chamber and district emails

Sent from my iPhone

On Mar 2, 2020, at 3:08 PM, Adam Eitmann <Adam.Eitmann@la.gov> wrote:

Thanks, did this go to all members?

Sent from my iPhone

On Mar 2, 2020, at 1:38 PM, Lauren Gleason (LDH) <Lauren.Gleason@la.gov> wrote:

FYA –

Adam, I copied most of the email you sent to Rep. Hughes so thanks ☺

Will let y'all know if we get any considerable feedback/questions.

From: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>
Sent: Monday, March 2, 2020 1:33 PM
To: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>
Cc: Bethany Blackson <Bethany.Blackson@la.gov>; Anita Dupuy <Anita.Dupuy@LA.GOV>; Latonya Johnson <Latonya.Johnson2@la.gov>
Subject: COVID-19 (Coronavirus) Update

Good afternoon members –

Please see the attached brief and FAQ document regarding the novel coronavirus, COVID-19.

This morning, the Governor held a meeting of the Unified Command Group (UCG) with state agency heads to make sure that every agency is preparing and coordinating with local, state, and federal partners. The Governor is being briefed regularly by LDH and GOHSEP regarding the virus and our preparations. It is important to note that currently, there are no confirmed cases of COVID-19 in Louisiana. The nearest case is in Texas, and this person remains in isolation. While the Centers for Disease Control (CDC) now expects

there to be “community spread” in certain regions of the United States, the immediate threat to the United States and Louisiana remains low.

Additionally, LDH has put together online resources for the public at ldh.louisiana.gov/Coronavirus. Members of the public with questions about coronavirus, should contact the Coronavirus General Information Line at 1-855-523-2652 from 8:00 am – 4:30 pm, Monday through Friday. Please encourage your constituents and others to use official sources, like LDH or the CDC, for actual information about the illness. If you hear troubling rumors, please pass them along so we can work with our team to make sure we are communicating effectively and dispelling any mistruths.

The bigger threat to Louisiana remains the flu; we still are experiencing very high levels of that virus. It is not too late to get a flu shot. There are actions we all can take as individuals to be prepared for COVID-19. They are the same actions you take to prevent the spread of flu - cover your cough, wash your hands often and well, and stay home when you’re sick.

Please let me know if you have any more questions or if there are any additional resources we can provide.

Best,
Lauren

Lauren Gilder Gleason, MPA

Director of Legislative & Governmental Relations

628 N. Fourth Street
Baton Rouge, LA 70802
225.342.5274 (office)
225.964.1789 (cell)

[<image001.png>](#)

[<COVID Leg. Brief 3'2'20.pdf>](#)

[<Covid-19 FAQs 3'2'20.pdf>](#)

From: Lauren.Gleason@la.gov
Sent: Mon, 2 Mar 2020 15:33:52 -0600
To: Adam Eitmann
Subject: Re: COVID-19 (Coronavirus) Update

Yes - all members chamber and district emails

Sent from my iPhone

On Mar 2, 2020, at 3:08 PM, Adam Eitmann <Adam.Eitmann@la.gov> wrote:

Thanks, did this go to all members?

Sent from my iPhone

On Mar 2, 2020, at 1:38 PM, Lauren Gleason (LDH) <Lauren.Gleason@la.gov> wrote:

FYA –

Adam, I copied most of the email you sent to Rep. Hughes so thanks ☺

Will let y'all know if we get any considerable feedback/questions.

From: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>
Sent: Monday, March 2, 2020 1:33 PM
To: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>
Cc: Bethany Blackson <Bethany.Blackson@la.gov>; Anita Dupuy <Anita.Dupuy@LA.GOV>; Latonya Johnson <Latonya.Johnson2@la.gov>
Subject: COVID-19 (Coronavirus) Update

Good afternoon members –

Please see the attached brief and FAQ document regarding the novel coronavirus, COVID-19.

This morning, the Governor held a meeting of the Unified Command Group (UCG) with state agency heads to make sure that every agency is preparing and coordinating with local, state, and federal partners. The Governor is being briefed regularly by LDH and GOHSEP regarding the virus and our preparations. It is important to note that currently, there are no confirmed cases of COVID-19 in Louisiana. The nearest case is in Texas, and this person remains in isolation. While the Centers for Disease Control (CDC) now expects

there to be “community spread” in certain regions of the United States, the immediate threat to the United States and Louisiana remains low.

Additionally, LDH has put together online resources for the public at ldh.louisiana.gov/Coronavirus. Members of the public with questions about coronavirus, should contact the Coronavirus General Information Line at 1-855-523-2652 from 8:00 am – 4:30 pm, Monday through Friday. Please encourage your constituents and others to use official sources, like LDH or the CDC, for actual information about the illness. If you hear troubling rumors, please pass them along so we can work with our team to make sure we are communicating effectively and dispelling any mistruths.

The bigger threat to Louisiana remains the flu; we still are experiencing very high levels of that virus. It is not too late to get a flu shot. There are actions we all can take as individuals to be prepared for COVID-19. They are the same actions you take to prevent the spread of flu - cover your cough, wash your hands often and well, and stay home when you’re sick.

Please let me know if you have any more questions or if there are any additional resources we can provide.

Best,
Lauren

Lauren Gilder Gleason, MPA

Director of Legislative & Governmental Relations

628 N. Fourth Street
Baton Rouge, LA 70802
225.342.5274 (office)
225.964.1789 (cell)

[<image001.png>](#)

[<COVID Leg. Brief 3'2'20.pdf>](#)

[<Covid-19 FAQs 3'2'20.pdf>](#)

From: Adam Eitmann
Sent: Mon, 2 Mar 2020 15:08:49 -0600
To: Lauren Gleason (LDH)
Subject: Re: COVID-19 (Coronavirus) Update
Attachments: image001.png

Thanks, did this go to all members?

Sent from my iPhone

On Mar 2, 2020, at 1:38 PM, Lauren Gleason (LDH) <Lauren.Gleason@la.gov> wrote:

FYA –

Adam, I copied most of the email you sent to Rep. Hughes so thanks ☺

Will let y'all know if we get any considerable feedback/questions.

From: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>
Sent: Monday, March 2, 2020 1:33 PM
To: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>
Cc: Bethany Blackson <Bethany.Blackson@la.gov>; Anita Dupuy <Anita.Dupuy@LA.GOV>; Latonya Johnson <Latonya.Johnson2@la.gov>
Subject: COVID-19 (Coronavirus) Update

Good afternoon members –

Please see the attached brief and FAQ document regarding the novel coronavirus, COVID-19.

This morning, the Governor held a meeting of the Unified Command Group (UCG) with state agency heads to make sure that every agency is preparing and coordinating with local, state, and federal partners. The Governor is being briefed regularly by LDH and GOHSEP regarding the virus and our preparations. It is important to note that currently, there are no confirmed cases of COVID-19 in Louisiana. The nearest case is in Texas, and this person remains in isolation. While the Centers for Disease Control (CDC) now expects there to be “community spread” in certain regions of the United States, the immediate threat to the United States and Louisiana remains low.

Additionally, LDH has put together online resources for the public at ldh.louisiana.gov/Coronavirus. Members of the public with questions about coronavirus, should contact the Coronavirus General Information Line at 1-855-523-2652 from 8:00 am – 4:30 pm, Monday through Friday. Please encourage your constituents and others to use official sources, like LDH or the CDC, for actual information about the illness. If you hear

troubling rumors, please pass them along so we can work with our team to make sure we are communicating effectively and dispelling any mistruths.

The bigger threat to Louisiana remains the flu; we still are experiencing very high levels of that virus. It is not too late to get a flu shot. There are actions we all can take as individuals to be prepared for COVID-19. They are the same actions you take to prevent the spread of flu - cover your cough, wash your hands often and well, and stay home when you're sick.

Please let me know if you have any more questions or if there are any additional resources we can provide.

Best,
Lauren

Lauren Gilder Gleason, MPA

Director of Legislative & Governmental Relations

628 N. Fourth Street
Baton Rouge, LA 70802
225.342.5274 (office)
225.964.1789 (cell)

[<image001.png>](#)

[<COVID Leg. Brief 3'2'20.pdf>](#)

[<Covid-19 FAQs 3'2'20.pdf>](#)





From: Peck, Christine
Sent: Mon, 9 Mar 2020 19:34:09 +0000
To: Adam Eitmann
Cc: Foil, Sen. Franklin (District Office); Cannon, Brandi; Lauren Gleason (LDH)
Subject: RE: COVID-19 Task Force members

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Who are the specific individuals representing the agencies that you reference below? Is it the cabinet secretary attending each meeting directly or a designee?

From: Adam Eitmann <Adam.Eitmann@la.gov>
Sent: Monday, March 9, 2020 2:23 PM
To: Peck, Christine <peckc@legis.la.gov>
Cc: Foil, Sen. Franklin (District Office) <foilf@legis.la.gov>; Cannon, Brandi <cannonb@legis.la.gov>; Lauren Gleason (LDH) <Lauren.Gleason@la.gov>
Subject: Re: COVID-19 Task Force members

Christine,

Our office is referring to the primary agencies and individuals leading Louisiana's planning for different scenarios relating to the spread and preparation for COVID-19 as a Task Force. It will offer guidance not only to the Governor and the Unified Command Group, but also to state agencies, local governments, businesses and organizations.

This is not a statutorily created task force. The current membership includes the Louisiana Department of Health and the Office of Public Health, the Governor's Office of Homeland Security and Emergency Preparedness, the Division of Administration, the Department of Education, the Louisiana National Guard, the Department of Children and Family Services, the Louisiana Department of Justice, the United States Coast Guard, 211, Louisiana State Police and other agencies as deemed appropriate.

I hope this helps. If you have more questions please let me know.

Adam

Sent from my iPhone

On Mar 9, 2020, at 11:37 AM, Peck, Christine <peckc@legis.la.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Adam – I understand that Nick is no longer with the gov office. Please see below.

From: Peck, Christine
Sent: Monday, March 9, 2020 11:14 AM
To: nick.albares@la.gov
Cc: Foil, Sen. Franklin (District Office) <foilf@legis.la.gov>; Cannon, Brandi <cannonb@legis.la.gov>; 'Lauren Gleason (LDH)' <Lauren.Gleason@la.gov>
Subject: COVID-19 Task Force members

Nick—

Senator Foil's office reached out to see if we had a list of the members of the Governor's COVID-19 Task Force. I cannot find an executive order that creates the task force or any details other than random press releases. Was it created by executive order or just referenced in a press release? Who are the individual members appointed?

Thanks,

Christine Arbo Peck

Christine Arbo Peck
Louisiana State Senate, Senate Counsel
Senate Committee on Health and Welfare
Senate Committee on Environmental Quality
Louisiana Senate
P.O. Box 94183
Baton Rouge, LA 70804
225-342-2114
peckc@legis.la.gov

From: Adam Eitmann
Sent: Mon, 9 Mar 2020 14:22:52 -0500
To: Peck, Christine
Cc: Foil, Sen. Franklin (District Office); Cannon, Brandi; Lauren Gleason (LDH)
Subject: Re: COVID-19 Task Force members

Christine,

Our office is referring to the primary agencies and individuals leading Louisiana's planning for different scenarios relating to the spread and preparation for COVID-19 as a Task Force. It will offer guidance not only to the Governor and the Unified Command Group, but also to state agencies, local governments, businesses and organizations.

This is not a statutorily created task force. The current membership includes the Louisiana Department of Health and the Office of Public Health, the Governor's Office of Homeland Security and Emergency Preparedness, the Division of Administration, the Department of Education, the Louisiana National Guard, the Department of Children and Family Services, the Louisiana Department of Justice, the United States Coast Guard, 211, Louisiana State Police and other agencies as deemed appropriate.

I hope this helps. If you have more questions please let me know.

Adam

Sent from my iPhone

On Mar 9, 2020, at 11:37 AM, Peck, Christine <peckc@legis.la.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Adam – I understand that Nick is no longer with the gov office. Please see below.

From: Peck, Christine
Sent: Monday, March 9, 2020 11:14 AM
To: nick.albares@la.gov
Cc: Foil, Sen. Franklin (District Office) <foilf@legis.la.gov>; Cannon, Brandi <cannonb@legis.la.gov>; 'Lauren Gleason (LDH)' <Lauren.Gleason@la.gov>
Subject: COVID-19 Task Force members

Nick–

Senator Foil's office reached out to see if we had a list of the members of the Governor's COVID-19 Task Force. I cannot find an executive order that creates the task force or any

details other than random press releases. Was it created by executive order or just referenced in a press release? Who are the individual members appointed?

Thanks,

Christine Arbo Peck

Christine Arbo Peck
Louisiana State Senate, Senate Counsel
Senate Committee on Health and Welfare
Senate Committee on Environmental Quality
Louisiana Senate
P.O. Box 94183
Baton Rouge, LA 70804
225-342-2114
peckc@legis.la.gov

From: Adam Eitmann
Sent: Mon, 9 Mar 2020 12:26:46 -0500
To: Peck, Christine
Cc: Foil, Sen. Franklin (District Office); Cannon, Brandi; Lauren Gleason (LDH)
Subject: Re: COVID-19 Task Force members

Christine,

I am taking on health policy for our office until we find a replacement for Nick.

I will get back to you ASAP with an answer.

Adam

Sent from my iPhone

On Mar 9, 2020, at 11:37 AM, Peck, Christine <peckc@legis.la.gov> wrote:

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Adam – I understand that Nick is no longer with the gov office. Please see below.

From: Peck, Christine
Sent: Monday, March 9, 2020 11:14 AM
To: nick.albares@la.gov
Cc: Foil, Sen. Franklin (District Office) <foilf@legis.la.gov>; Cannon, Brandi <cannonb@legis.la.gov>; 'Lauren Gleason (LDH)' <Lauren.Gleason@la.gov>
Subject: COVID-19 Task Force members

Nick–

Senator Foil's office reached out to see if we had a list of the members of the Governor's COVID-19 Task Force. I cannot find an executive order that creates the task force or any details other than random press releases. Was it created by executive order or just referenced in a press release? Who are the individual members appointed?

Thanks,

Christine Arbo Peck

Christine Arbo Peck
Louisiana State Senate, Senate Counsel
Senate Committee on Health and Welfare

Senate Committee on Environmental Quality
Louisiana Senate
P.O. Box 94183
Baton Rouge, LA 70804
225-342-2114
peckc@legis.la.gov

From: Peck, Christine
Sent: Mon, 9 Mar 2020 16:36:07 +0000
To: Adam Eitmann
Cc: Foil, Sen. Franklin (District Office); Cannon, Brandi; Lauren Gleason (LDH)
Subject: RE: COVID-19 Task Force members

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Adam – I understand that Nick is no longer with the gov office. Please see below.

From: Peck, Christine
Sent: Monday, March 9, 2020 11:14 AM
To: nick.albares@la.gov
Cc: Foil, Sen. Franklin (District Office) <foilf@legis.la.gov>; Cannon, Brandi <cannonb@legis.la.gov>; 'Lauren Gleason (LDH)' <Lauren.Gleason@la.gov>
Subject: COVID-19 Task Force members

Nick–

Senator Foil's office reached out to see if we had a list of the members of the Governor's COVID-19 Task Force. I cannot find an executive order that creates the task force or any details other than random press releases. Was it created by executive order or just referenced in a press release? Who are the individual members appointed?

Thanks,

Christine Arbo Peck

Christine Arbo Peck
Louisiana State Senate, Senate Counsel
Senate Committee on Health and Welfare
Senate Committee on Environmental Quality
Louisiana Senate
P.O. Box 94183
Baton Rouge, LA 70804
225-342-2114
peckc@legis.la.gov

From: Casey Tingle
Sent: Wed, 4 Mar 2020 11:54:14 -0600
To: Tonya Joiner;Christina Stephens;Alexander Billioux;Rosanne Prats;Jimmy Guidry (LDH);Christopher Guilbeaux
Cc: Tina Vanichchagorn;Aly Neel;Stephen Russo
Subject: RE: COVID-19 Taskforce and GOSHEP contact

Got it – let's do a quick internal call at 3:00 today in prep for 8:00 AM CODEL call. Will send an invite shortly for 3:00 if that time works.

From: Tonya Joiner
Sent: Wednesday, March 4, 2020 11:49 AM
To: Christina Stephens <Christina.Stephens@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I agree with Christina and maybe a quick prep call in advance. We will circle internally and have coordinate documents for dissemination.

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886



From: Christina Stephens
Sent: Wednesday, March 4, 2020 10:57 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I would recommend maybe doing tomorrow morning at 8 a.m. CST, just to give us time to get an agenda and any materials ready and also to give notice to CODEL members, but I would defer to LDH and GOHSEP on how long they think that would take. I know you have a lot of stuff put together already.

I think we also need to be prepared to talk about the supplemental bill as well.

Thanks, Christina

From: Alexander Billioux
Sent: Wednesday, March 4, 2020 10:38 AM
To: Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

+Steve and Tonya

I can make myself available at 3 today or 8 tomorrow.

Alex

From: Rosanne Prats <Rosanne.Prats@la.gov>
Sent: Wednesday, March 4, 2020 10:28 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I'm looping in Dr. Billioux and Aly as well..

From: Casey Tingle <Casey.Tingle@LA.GOV>
Sent: Wednesday, March 4, 2020 10:21 AM
To: Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Rosanne Prats <Rosanne.Prats@la.gov>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Looking for a timeframe to hold an informational call with Congressional delegation. Would 3:00 today or 8:00 tomorrow work? I think we could pass along the latest FAQ document, provide them the appropriate contact information in case they receive any calls, update on the task force and then open it up for questions.

Thoughts?

Thanks,
Casey

From: Tina Vanichchagorn
Sent: Wednesday, March 4, 2020 9:13 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Cc: Christina Stephens <Christina.Stephens@LA.GOV>; James Waskom <James.Waskom@LA.GOV>;
Stephen Russo <Stephen.Russo@LA.GOV>
Subject: Re: COVID-19 Taskforce and GOSHEP contact

I think a call would be good

Tina M. Vanichchagorn
Special Counsel
Office of the Governor

On Mar 4, 2020, at 8:25 AM, Casey Tingle <Casey.Tingle@la.gov> wrote:

Should we send out the FAQ's to the Congressional offices or set up a quick call with them to brief out on what we are doing?

From: John Taylor
Sent: Wednesday, March 4, 2020 8:20 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Casey,

Leslie Quinn asked about a POC in GOHSEP and a POC for the COVID-19 Task Force.

Sincerely,
John L. Taylor Jr., MEM
Region 7 Coordinator
Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)
1525 Fairfield Ave, Ste. 228, Shreveport, LA 71101
Cell 318-572-9431

<image001.jpg>

This communication, along with any attachments, is covered by Federal and State law governing electronic communications and may contain restricted and legally privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this email in error, please reply immediately to the sender and delete this message.

From: Quinn, Leslie [<mailto:Leslie.Quinn@mail.house.gov>]
Sent: Tuesday, March 3, 2020 3:08 PM
To: John Taylor <John.Taylor@la.gov>
Subject: COVID-19 Taskforce and GOSHEP contact

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good Afternoon John:

Could you tell me who is the point of contact within GOSHEP and/or the Governor's Task Force for public officials? I am trying to find a contact the Congressman and/or our office can go to directly to find out information about preparedness and action items for the virus for Louisiana. We anticipate we will have constituents asking us for help and Congressman Johnson needs to have the latest information.

Thanks so much!

Leslie
Leslie Quinn
Director of Constituent Services and Special Projects
U. S. Congressman Mike Johnson
2250 Hospital Drive, Suite 248
Bossier City, LA 71111
Tel: 318-840-0309
Fax: 318-584-7294
www.mikejohnson.house.gov

From: Tonya Joiner
Sent: Wed, 4 Mar 2020 17:49:29 +0000
To: Christina Stephens; Alexander Billioux; Rosanne Prats; Casey Tingle; Jimmy Guidry (LDH); Christopher Guilbeaux
Cc: Tina Vanichchagorn; Aly Neel; Stephen Russo
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I agree with Christina and maybe a quick prep call in advance. We will circle internally and have coordinate documents for dissemination.

Tonya Ozene Joiner
Chief of Staff
O: (225) 342-9001
C: (225) 329-6886



From: Christina Stephens
Sent: Wednesday, March 4, 2020 10:57 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I would recommend maybe doing tomorrow morning at 8 a.m. CST, just to give us time to get an agenda and any materials ready and also to give notice to CODEL members, but I would defer to LDH and GOHSEP on how long they think that would take. I know you have a lot of stuff put together already.

I think we also need to be prepared to talk about the supplemental bill as well.

Thanks, Christina

From: Alexander Billioux
Sent: Wednesday, March 4, 2020 10:38 AM
To: Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo

<Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>

Subject: RE: COVID-19 Taskforce and GOSHEP contact

+Steve and Tonya

I can make myself available at 3 today or 8 tomorrow.

Alex

From: Rosanne Prats <Rosanne.Prats@la.gov>

Sent: Wednesday, March 4, 2020 10:28 AM

To: Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>

Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>

Subject: RE: COVID-19 Taskforce and GOSHEP contact

I'm looping in Dr. Billioux and Aly as well..

From: Casey Tingle <Casey.Tingle@LA.GOV>

Sent: Wednesday, March 4, 2020 10:21 AM

To: Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Rosanne Prats <Rosanne.Prats@la.gov>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>

Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>

Subject: FW: COVID-19 Taskforce and GOSHEP contact

Looking for a timeframe to hold an informational call with Congressional delegation. Would 3:00 today or 8:00 tomorrow work? I think we could pass along the latest FAQ document, provide them the appropriate contact information in case they receive any calls, update on the task force and then open it up for questions.

Thoughts?

Thanks,
Casey

From: Tina Vanichchagorn

Sent: Wednesday, March 4, 2020 9:13 AM

To: Casey Tingle <Casey.Tingle@LA.GOV>

Cc: Christina Stephens <Christina.Stephens@LA.GOV>; James Waskom <James.Waskom@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>

Subject: Re: COVID-19 Taskforce and GOSHEP contact

I think a call would be good

Tina M. Vanichchagorn

Special Counsel
Office of the Governor

On Mar 4, 2020, at 8:25 AM, Casey Tingle <Casey.Tingle@la.gov> wrote:

Should we send out the FAQ's to the Congressional offices or set up a quick call with them to brief out on what we are doing?

From: John Taylor
Sent: Wednesday, March 4, 2020 8:20 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Casey,

Leslie Quinn asked about a POC in GOHSEP and a POC for the COVID-19 Task Force.

Sincerely,
John L. Taylor Jr., MEM
Region 7 Coordinator
Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)
1525 Fairfield Ave, Ste. 228, Shreveport, LA 71101
Cell 318-572-9431

<image001.jpg>

This communication, along with any attachments, is covered by Federal and State law governing electronic communications and may contain restricted and legally privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this email in error, please reply immediately to the sender and delete this message.

From: Quinn, Leslie [<mailto:Leslie.Quinn@mail.house.gov>]
Sent: Tuesday, March 3, 2020 3:08 PM
To: John Taylor <John.Taylor@la.gov>
Subject: COVID-19 Taskforce and GOSHEP contact

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good Afternoon John:

Could you tell me who is the point of contact within GOSHEP and/or the Governor's Task Force for public officials? I am trying to find a contact the Congressman and/or our office can go to directly to find out information about preparedness and action items for the

virus for Louisiana. We anticipate we will have constituents asking us for help and Congressman Johnson needs to have the latest information.

Thanks so much!

Leslie

Leslie Quinn

Director of Constituent Services and Special Projects

U. S. Congressman Mike Johnson

2250 Hospital Drive, Suite 248

Bossier City, LA 71111

Tel: 318-840-0309

Fax: 318-584-7294

www.mikejohnson.house.gov

From: Casey Tingle
Sent: Wed, 4 Mar 2020 11:04:36 -0600
To: Christina Stephens; Alexander Billioux; Rosanne Prats; Jimmy Guidry (LDH); Christopher Guilbeaux
Cc: Tina Vanichchagorn; Aly Neel; Stephen Russo; Tonya Joiner
Subject: RE: COVID-19 Taskforce and GOSHEP contact

That works – if someone can send me the latest FAQ doc, I will attach it to the invite.

Thanks,
Casey

From: Christina Stephens
Sent: Wednesday, March 4, 2020 10:57 AM
To: Alexander Billioux <Alexander.Billioux@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I would recommend maybe doing tomorrow morning at 8 a.m. CST, just to give us time to get an agenda and any materials ready and also to give notice to CODEL members, but I would defer to LDH and GOSHEP on how long they think that would take. I know you have a lot of stuff put together already.

I think we also need to be prepared to talk about the supplemental bill as well.

Thanks, Christina

From: Alexander Billioux
Sent: Wednesday, March 4, 2020 10:38 AM
To: Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

+Steve and Tonya

I can make myself available at 3 today or 8 tomorrow.

Alex

From: Rosanne Prats <Rosanne.Prats@la.gov>
Sent: Wednesday, March 4, 2020 10:28 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I'm looping in Dr. Billioux and Aly as well..

From: Casey Tingle <Casey.Tingle@LA.GOV>
Sent: Wednesday, March 4, 2020 10:21 AM
To: Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Rosanne Prats <Rosanne.Prats@la.gov>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Looking for a timeframe to hold an informational call with Congressional delegation. Would 3:00 today or 8:00 tomorrow work? I think we could pass along the latest FAQ document, provide them the appropriate contact information in case they receive any calls, update on the task force and then open it up for questions.

Thoughts?

Thanks,
Casey

From: Tina Vanichchagorn
Sent: Wednesday, March 4, 2020 9:13 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Cc: Christina Stephens <Christina.Stephens@LA.GOV>; James Waskom <James.Waskom@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: Re: COVID-19 Taskforce and GOSHEP contact

I think a call would be good

Tina M. Vanichchagorn
Special Counsel
Office of the Governor

On Mar 4, 2020, at 8:25 AM, Casey Tingle <Casey.Tingle@la.gov> wrote:

Should we send out the FAQ's to the Congressional offices or set up a quick call with them to brief out on what we are doing?

From: John Taylor
Sent: Wednesday, March 4, 2020 8:20 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Casey,

Leslie Quinn asked about a POC in GOHSEP and a POC for the COVID-19 Task Force.

Sincerely,
John L. Taylor Jr., MEM
Region 7 Coordinator
Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)
1525 Fairfield Ave, Ste. 228, Shreveport, LA 71101
Cell 318-572-9431

<image001.jpg>

This communication, along with any attachments, is covered by Federal and State law governing electronic communications and may contain restricted and legally privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this email in error, please reply immediately to the sender and delete this message.

From: Quinn, Leslie [<mailto:Leslie.Quinn@mail.house.gov>]
Sent: Tuesday, March 3, 2020 3:08 PM
To: John Taylor <John.Taylor@la.gov>
Subject: COVID-19 Taskforce and GOSHEP contact

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good Afternoon John:

Could you tell me who is the point of contact within GOSHEP and/or the Governor's Task Force for public officials? I am trying to find a contact the Congressman and/or our office can go to directly to find out information about preparedness and action items for the virus for Louisiana. We anticipate we will have constituents asking us for help and Congressman Johnson needs to have the latest information.

Thanks so much!

Leslie
Leslie Quinn
Director of Constituent Services and Special Projects
U. S. Congressman Mike Johnson

2250 Hospital Drive, Suite 248
Bossier City, LA 71111
Tel: 318-840-0309
Fax: 318-584-7294
www.mikejohnson.house.gov

From: Christina Stephens
Sent: Wed, 4 Mar 2020 10:56:35 -0600
To: Alexander Billioux; Rosanne Prats; Casey Tingle; Jimmy Guidry (LDH); Christopher Guilbeaux
Cc: Tina Vanichchagorn; Aly Neel; Stephen Russo; Tonya Joiner
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I would recommend maybe doing tomorrow morning at 8 a.m. CST, just to give us time to get an agenda and any materials ready and also to give notice to CODEL members, but I would defer to LDH and GOHSEP on how long they think that would take. I know you have a lot of stuff put together already.

I think we also need to be prepared to talk about the supplemental bill as well.

Thanks, Christina

From: Alexander Billioux
Sent: Wednesday, March 4, 2020 10:38 AM
To: Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

+Steve and Tonya

I can make myself available at 3 today or 8 tomorrow.

Alex

From: Rosanne Prats <Rosanne.Prats@la.gov>
Sent: Wednesday, March 4, 2020 10:28 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I'm looping in Dr. Billioux and Aly as well..

From: Casey Tingle <Casey.Tingle@LA.GOV>
Sent: Wednesday, March 4, 2020 10:21 AM
To: Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Rosanne Prats <Rosanne.Prats@la.gov>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens

<Christina.Stephens@LA.GOV>

Subject: FW: COVID-19 Taskforce and GOSHEP contact

Looking for a timeframe to hold an informational call with Congressional delegation. Would 3:00 today or 8:00 tomorrow work? I think we could pass along the latest FAQ document, provide them the appropriate contact information in case they receive any calls, update on the task force and then open it up for questions.

Thoughts?

Thanks,
Casey

From: Tina Vanichchagorn

Sent: Wednesday, March 4, 2020 9:13 AM

To: Casey Tingle <Casey.Tingle@LA.GOV>

Cc: Christina Stephens <Christina.Stephens@LA.GOV>; James Waskom <James.Waskom@LA.GOV>;

Stephen Russo <Stephen.Russo@LA.GOV>

Subject: Re: COVID-19 Taskforce and GOSHEP contact

I think a call would be good

Tina M. Vanichchagorn
Special Counsel
Office of the Governor

On Mar 4, 2020, at 8:25 AM, Casey Tingle <Casey.Tingle@la.gov> wrote:

Should we send out the FAQ's to the Congressional offices or set up a quick call with them to brief out on what we are doing?

From: John Taylor

Sent: Wednesday, March 4, 2020 8:20 AM

To: Casey Tingle <Casey.Tingle@LA.GOV>

Subject: FW: COVID-19 Taskforce and GOSHEP contact

Casey,

Leslie Quinn asked about a POC in GOHSEP and a POC for the COVID-19 Task Force.

Sincerely,
John L. Taylor Jr., MEM
Region 7 Coordinator
Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)
1525 Fairfield Ave, Ste. 228, Shreveport, LA 71101

Cell 318-572-9431

<image001.jpg>

This communication, along with any attachments, is covered by Federal and State law governing electronic communications and may contain restricted and legally privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this email in error, please reply immediately to the sender and delete this message.

From: Quinn, Leslie [<mailto:Leslie.Quinn@mail.house.gov>]

Sent: Tuesday, March 3, 2020 3:08 PM

To: John Taylor <John.Taylor@la.gov>

Subject: COVID-19 Taskforce and GOSHEP contact

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good Afternoon John:

Could you tell me who is the point of contact within GOSHEP and/or the Governor's Task Force for public officials? I am trying to find a contact the Congressman and/or our office can go to directly to find out information about preparedness and action items for the virus for Louisiana. We anticipate we will have constituents asking us for help and Congressman Johnson needs to have the latest information.

Thanks so much!

Leslie

Leslie Quinn

Director of Constituent Services and Special Projects

U. S. Congressman Mike Johnson

2250 Hospital Drive, Suite 248

Bossier City, LA 71111

Tel: 318-840-0309

Fax: 318-584-7294

www.mikejohnson.house.gov

From: Casey Tingle
Sent: Wed, 4 Mar 2020 10:56:21 -0600
To: Alexander Billioux; Rosanne Prats; Jimmy Guidry (LDH); Christopher Guilbeaux
Cc: Tina Vanichchagorn; Christina Stephens; Aly Neel; Stephen Russo; Tonya Joiner
Subject: RE: COVID-19 Taskforce and GOSHEP contact

Great – if 3:00 today works for the group – I will reach out to the offices and send out an invite.

From: Alexander Billioux
Sent: Wednesday, March 4, 2020 10:38 AM
To: Rosanne Prats <Rosanne.Prats@la.gov>; Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

+Steve and Tonya

I can make myself available at 3 today or 8 tomorrow.

Alex

From: Rosanne Prats <Rosanne.Prats@la.gov>
Sent: Wednesday, March 4, 2020 10:28 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I'm looping in Dr. Billioux and Aly as well..

From: Casey Tingle <Casey.Tingle@LA.GOV>
Sent: Wednesday, March 4, 2020 10:21 AM
To: Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Rosanne Prats <Rosanne.Prats@la.gov>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Looking for a timeframe to hold an informational call with Congressional delegation. Would 3:00 today or 8:00 tomorrow work? I think we could pass along the latest FAQ document, provide them the appropriate contact information in case they receive any calls, update on the task force and then open it up for questions.

Thoughts?

Thanks,
Casey

From: Tina Vanichchagorn
Sent: Wednesday, March 4, 2020 9:13 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Cc: Christina Stephens <Christina.Stephens@LA.GOV>; James Waskom <James.Waskom@LA.GOV>;
Stephen Russo <Stephen.Russo@LA.GOV>
Subject: Re: COVID-19 Taskforce and GOSHEP contact

I think a call would be good

Tina M. Vanichchagorn
Special Counsel
Office of the Governor

On Mar 4, 2020, at 8:25 AM, Casey Tingle <Casey.Tingle@la.gov> wrote:

Should we send out the FAQ's to the Congressional offices or set up a quick call with them to brief out on what we are doing?

From: John Taylor
Sent: Wednesday, March 4, 2020 8:20 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Casey,

Leslie Quinn asked about a POC in GOHSEP and a POC for the COVID-19 Task Force.

Sincerely,
John L. Taylor Jr., MEM
Region 7 Coordinator
Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)
1525 Fairfield Ave, Ste. 228, Shreveport, LA 71101
Cell 318-572-9431
<image001.jpg>

This communication, along with any attachments, is covered by Federal and State law governing electronic communications and may contain restricted and legally privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this email in error, please reply immediately to the sender and delete this message.

From: Quinn, Leslie [<mailto:Leslie.Quinn@mail.house.gov>]
Sent: Tuesday, March 3, 2020 3:08 PM
To: John Taylor <John.Taylor@la.gov>
Subject: COVID-19 Taskforce and GOSHEP contact

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good Afternoon John:

Could you tell me who is the point of contact within GOSHEP and/or the Governor's Task Force for public officials? I am trying to find a contact the Congressman and/or our office can go to directly to find out information about preparedness and action items for the virus for Louisiana. We anticipate we will have constituents asking us for help and Congressman Johnson needs to have the latest information.

Thanks so much!

Leslie
Leslie Quinn
Director of Constituent Services and Special Projects
U. S. Congressman Mike Johnson
2250 Hospital Drive, Suite 248
Bossier City, LA 71111
Tel: 318-840-0309
Fax: 318-584-7294
www.mikejohnson.house.gov

From: Alexander Billioux
Sent: Wed, 4 Mar 2020 10:38:08 -0600
To: Rosanne Prats; Casey Tingle; Jimmy Guidry (LDH); Christopher Guilbeaux
Cc: Tina Vanichchagorn; Christina Stephens; Aly Neel; Stephen Russo; Tonya Joiner
Subject: RE: COVID-19 Taskforce and GOSHEP contact

+Steve and Tonya

I can make myself available at 3 today or 8 tomorrow.

Alex

From: Rosanne Prats <Rosanne.Prats@la.gov>
Sent: Wednesday, March 4, 2020 10:28 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Aly Neel <Aly.Neel@LA.GOV>
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I'm looping in Dr. Billioux and Aly as well..

From: Casey Tingle <Casey.Tingle@LA.GOV>
Sent: Wednesday, March 4, 2020 10:21 AM
To: Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Rosanne Prats <Rosanne.Prats@la.gov>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Looking for a timeframe to hold an informational call with Congressional delegation. Would 3:00 today or 8:00 tomorrow work? I think we could pass along the latest FAQ document, provide them the appropriate contact information in case they receive any calls, update on the task force and then open it up for questions.

Thoughts?

Thanks,
Casey

From: Tina Vanichchagorn
Sent: Wednesday, March 4, 2020 9:13 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Cc: Christina Stephens <Christina.Stephens@LA.GOV>; James Waskom <James.Waskom@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: Re: COVID-19 Taskforce and GOSHEP contact

I think a call would be good

Tina M. Vanichchagorn
Special Counsel
Office of the Governor

On Mar 4, 2020, at 8:25 AM, Casey Tingle <Casey.Tingle@la.gov> wrote:

Should we send out the FAQ's to the Congressional offices or set up a quick call with them to brief out on what we are doing?

From: John Taylor
Sent: Wednesday, March 4, 2020 8:20 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Casey,

Leslie Quinn asked about a POC in GOHSEP and a POC for the COVID-19 Task Force.

Sincerely,
John L. Taylor Jr., MEM
Region 7 Coordinator
Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)
1525 Fairfield Ave, Ste. 228, Shreveport, LA 71101
Cell 318-572-9431
<image001.jpg>

This communication, along with any attachments, is covered by Federal and State law governing electronic communications and may contain restricted and legally privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this email in error, please reply immediately to the sender and delete this message.

From: Quinn, Leslie [<mailto:Leslie.Quinn@mail.house.gov>]
Sent: Tuesday, March 3, 2020 3:08 PM
To: John Taylor <John.Taylor@la.gov>
Subject: COVID-19 Taskforce and GOSHEP contact

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good Afternoon John:

Could you tell me who is the point of contact within GOSHEP and/or the Governor's Task Force for public officials? I am trying to find a contact the Congressman and/or our office can go to directly to find out information about preparedness and action items for the virus for Louisiana. We anticipate we will have constituents asking us for help and Congressman Johnson needs to have the latest information.

Thanks so much!

Leslie

Leslie Quinn

Director of Constituent Services and Special Projects

U. S. Congressman Mike Johnson

2250 Hospital Drive, Suite 248

Bossier City, LA 71111

Tel: 318-840-0309

Fax: 318-584-7294

www.mikejohnson.house.gov

From: Rosanne Prats
Sent: Wed, 4 Mar 2020 10:27:57 -0600
To: Casey Tingle; Jimmy Guidry (LDH); Christopher Guilbeaux; Alexander Billioux
Cc: Tina Vanichchagorn; Christina Stephens; Aly Neel
Subject: RE: COVID-19 Taskforce and GOSHEP contact

I'm looping in Dr. Billioux and Aly as well..

From: Casey Tingle <Casey.Tingle@LA.GOV>
Sent: Wednesday, March 4, 2020 10:21 AM
To: Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Rosanne Prats <Rosanne.Prats@la.gov>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Looking for a timeframe to hold an informational call with Congressional delegation. Would 3:00 today or 8:00 tomorrow work? I think we could pass along the latest FAQ document, provide them the appropriate contact information in case they receive any calls, update on the task force and then open it up for questions.

Thoughts?

Thanks,
Casey

From: Tina Vanichchagorn
Sent: Wednesday, March 4, 2020 9:13 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Cc: Christina Stephens <Christina.Stephens@LA.GOV>; James Waskom <James.Waskom@LA.GOV>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: Re: COVID-19 Taskforce and GOSHEP contact

I think a call would be good

Tina M. Vanichchagorn
Special Counsel
Office of the Governor

On Mar 4, 2020, at 8:25 AM, Casey Tingle <Casey.Tingle@la.gov> wrote:

Should we send out the FAQ's to the Congressional offices or set up a quick call with them to brief out on what we are doing?

From: John Taylor
Sent: Wednesday, March 4, 2020 8:20 AM
To: Casey Tingle <Casey.Tingle@LA.GOV>
Subject: FW: COVID-19 Taskforce and GOSHEP contact

Casey,

Leslie Quinn asked about a POC in GOHSEP and a POC for the COVID-19 Task Force.

Sincerely,
John L. Taylor Jr., MEM
Region 7 Coordinator
Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)
1525 Fairfield Ave, Ste. 228, Shreveport, LA 71101
Cell 318-572-9431

<image001.jpg>

This communication, along with any attachments, is covered by Federal and State law governing electronic communications and may contain restricted and legally privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this email in error, please reply immediately to the sender and delete this message.

From: Quinn, Leslie [<mailto:Leslie.Quinn@mail.house.gov>]
Sent: Tuesday, March 3, 2020 3:08 PM
To: John Taylor <John.Taylor@la.gov>
Subject: COVID-19 Taskforce and GOSHEP contact

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good Afternoon John:

Could you tell me who is the point of contact within GOSHEP and/or the Governor's Task Force for public officials? I am trying to find a contact the Congressman and/or our office can go to directly to find out information about preparedness and action items for the virus for Louisiana. We anticipate we will have constituents asking us for help and Congressman Johnson needs to have the latest information.

Thanks so much!

Leslie
Leslie Quinn
Director of Constituent Services and Special Projects
U. S. Congressman Mike Johnson
2250 Hospital Drive, Suite 248

Bossier City, LA 71111

Tel: 318-840-0309

Fax: 318-584-7294

www.mikejohnson.house.gov

From: Robert Johannessen
Sent: Thu, 12 Mar 2020 12:46:45 -0500
To: Rosanne Prats; Alexander Billioux; Aly Neel; Kelly Zimmerman; Christina Stephens; Christopher Guilbeaux
Cc: Sundee Winder; Melinda Richard; Sarah Berthelot; Jimmy Guidry (LDH); Shauna Sanford
Subject: RE: DRAFT NEWS RELEASE for 211 system
Attachments: 211 Network now available to answer COVID questions.docx

Attached is the approved version.

Kelly, can you let me know when you push the send button? Thanks.

Bob

Robert Johannessen

Communications/Public Information | Bureau of Community Preparedness
Louisiana Office of Public Health
2020census.gov
robert.johannessen@la.gov
Office: 225-354-3527 | Cell: 225-715-6109

From: Rosanne Prats
Sent: Thursday, March 12, 2020 12:45 PM
To: Alexander Billioux <Alexander.Billioux@la.gov>; Robert Johannessen <Robert.Johannessen@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Kelly Zimmerman <Kelly.Zimmerman@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Sundee Winder <Sundee.Winder@LA.GOV>; Melinda Richard <Melinda.Richard@la.gov>; Sarah Berthelot <Sarah@launitedway.org>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>
Subject: RE: DRAFT NEWS RELEASE for 211 system

Guidry has already reviewed and provided minor corrections.
We're good to go.

From: Alexander Billioux <Alexander.Billioux@la.gov>
Sent: Thursday, March 12, 2020 12:44 PM
To: Robert Johannessen <Robert.Johannessen@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Kelly Zimmerman <Kelly.Zimmerman@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Sundee Winder <Sundee.Winder@LA.GOV>; Melinda Richard <Melinda.Richard@la.gov>; Sarah Berthelot <Sarah@launitedway.org>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>
Subject: RE: DRAFT NEWS RELEASE for 211 system

This looks great. Approved from my end. Off to Dr. Guidry

From: Robert Johannessen <Robert.Johannessen@la.gov>
Sent: Thursday, March 12, 2020 11:44 AM
To: Rosanne Prats <Rosanne.Prats@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Kelly Zimmerman <Kelly.Zimmerman@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Alexander Billioux <Alexander.Billioux@la.gov>; Sundee Winder <Sundee.Winder@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>; Melinda Richard <Melinda.Richard@la.gov>; Sarah Berthelot <Sarah@launitedway.org>
Subject: RE: DRAFT NEWS RELEASE for 211 system

An **edited** version, per BPC, is attached.

Bob

Robert Johannessen

Communications/Public Information | Bureau of Community Preparedness
Louisiana Office of Public Health
2020census.gov
robert.johannessen@la.gov
Office: 225-354-3527 | Cell: 225-715-6109

From: Rosanne Prats
Sent: Thursday, March 12, 2020 11:28 AM
To: Robert Johannessen <Robert.Johannessen@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Kelly Zimmerman <Kelly.Zimmerman@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Alexander Billioux <Alexander.Billioux@la.gov>; Sundee Winder <Sundee.Winder@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>; Melinda Richard <Melinda.Richard@la.gov>; Sarah Berthelot <Sarah@launitedway.org>
Subject: RE: DRAFT NEWS RELEASE for 211 system
Importance: High

Just want to elevate this...

211 is ready to go live. The drafted news release has been submitted by Bob.

211 had requested input on the news release; Sarah has approved the version that Bob developed.

Please let us know ASAP of the vetting procedure so that we can start putting out 211 number as the general info line.

From: Robert Johannessen <Robert.Johannessen@la.gov>
Sent: Thursday, March 12, 2020 10:59 AM
To: Aly Neel <Aly.Neel@LA.GOV>; Kelly Zimmerman <Kelly.Zimmerman@la.gov>
Cc: Alexander Billioux <Alexander.Billioux@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Sundee Winder <Sundee.Winder@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>; Melinda Richard <Melinda.Richard@la.gov>; Sarah Berthelot <Sarah@launitedway.org>
Subject: DRAFT NEWS RELEASE for 211 system

All,

Attached is the draft news release for Louisiana 211. We would like to issue today. Sarah with 211 has approved.

Bob

Robert Johannessen

Communications/Public Information | Bureau of Community Preparedness

Louisiana Office of Public Health

2020census.gov

robert.johannessen@la.gov

Office: 225-354-3527 | Cell: 225-715-6109

NEWS RELEASE

DRAFT_02

March 12, 2020

Questions about coronavirus now being answered by Louisiana 211 Statewide Network

Text alert system also add for instant updates

Louisiana's statewide 211 network is now answering calls about COVID-19, also known as the coronavirus. This network is best designed and staffed to handle the large volume of calls from Louisiana residents who are concerned and who have questions about the rapidly spreading virus.

Anyone looking for information about the coronavirus outbreak can simply dial 211 or text the keyword LACOVID to 898-211 for the most current information about the outbreak as it becomes available.

With Louisiana 211 now equipped and trained to answer questions from the public, the Louisiana Department of Health is asking residents to call 211 instead of the current general information line, 855-523-2652.

In addition to being able to call the Louisiana 211 and to sign up for text messaging, residents can get written answers to the most-asked questions by concerned citizens. The website is: www.la211help.org

Over the past week, the call volume to LDH's general information line, that was only available during business hours, has increased from several calls a day to several hundred calls.

Dr. Alex Billioux, assistant secretary for LDH's Office of Public Health, said this change will give citizens the best way to get information any time of the day or night.

"The Louisiana 211 statewide network is established as the public's first and best source to connect callers with critical information about health and human services," Billioux said, "This expertise ensures that citizens can talk to a person who is trained to answer their questions 24 hours a day."

The [Louisiana 211 statewide network](#) provides multilingual services as well as information for people who are hearing impaired.

Sarah Berthelot, president and CEO of the Louisiana Association of United Ways, coordinates statewide response efforts with 211 providers throughout Louisiana.

"By working with the Louisiana Department of Health, the 211 network allows residents to get the information they need as quickly as possible. Our robust system of call centers, text message capability and websites gives people access to information that can help them make better decisions and best prepare for this health crisis," Berthelot said.

This week, LDH provided Louisiana 211 with a comprehensive list of questions that have come into the original information telephone line. These include questions about testing for coronavirus, symptoms and treatment and when to access medical help. Answers to all questions were provided by LDH's medical leadership team.

Louisiana 211 is supported by United Ways throughout the state of Louisiana.

From: Rosanne Prats
Sent: Thu, 12 Mar 2020 12:14:38 -0500
To: Robert Johannessen; Kelly Zimmerman; Aly Neel; Christina Stephens; Christopher Guilbeaux; Jimmy Guidry (LDH)
Cc: Alexander Billioux; Sundee Winder; Alexander Billioux; Melinda Richard; Sarah Berthelot; Omar Khalid
Subject: RE: DRAFT NEWS RELEASE for 211 system

Including Guidry.

From: Robert Johannessen <Robert.Johannessen@la.gov>
Sent: Thursday, March 12, 2020 12:09 PM
To: Kelly Zimmerman <Kelly.Zimmerman@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Christina Stephens <Christina.Stephens@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Alexander Billioux <Alexander.Billioux@la.gov>; Sundee Winder <Sundee.Winder@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>; Melinda Richard <Melinda.Richard@la.gov>; Sarah Berthelot <Sarah@launitedway.org>; Omar Khalid <Omar.Khalid@LA.GOV>
Subject: RE: DRAFT NEWS RELEASE for 211 system

Alex,

Please let me know if you are OK. We will send out as soon as you say "go."

Bob

Robert Johannessen

Communications/Public Information | Bureau of Community Preparedness
Louisiana Office of Public Health
2020census.gov
robert.johannessen@la.gov
Office: 225-354-3527 | Cell: 225-715-6109

From: Kelly Zimmerman
Sent: Thursday, March 12, 2020 12:05 PM
To: Robert Johannessen <Robert.Johannessen@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Christina Stephens <Christina.Stephens@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>
Cc: Alexander Billioux <Alexander.Billioux@la.gov>; Sundee Winder <Sundee.Winder@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>; Melinda Richard <Melinda.Richard@la.gov>; Sarah Berthelot <Sarah@launitedway.org>
Subject: RE: DRAFT NEWS RELEASE for 211 system

BMAC approves.

The 211.org site is currently blocked on state computers so I have sent a request to open access to this site.

Bob, please make sure the site also links back to ldh.la.gov/coronavirus

Thanks,

Kelly

From: Robert Johannessen <Robert.Johannessen@la.gov>

Sent: Thursday, March 12, 2020 11:44 AM

To: Rosanne Prats <Rosanne.Prats@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Kelly Zimmerman <Kelly.Zimmerman@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>

Cc: Alexander Billioux <Alexander.Billioux@la.gov>; Sundee Winder <Sundee.Winder@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>; Melinda Richard <Melinda.Richard@la.gov>; Sarah Berthelot <Sarah@launitedway.org>

Subject: RE: DRAFT NEWS RELEASE for 211 system

An **edited** version, per BPC, is attached.

Bob

Robert Johannessen

Communications/Public Information | Bureau of Community Preparedness

Louisiana Office of Public Health

2020census.gov

robert.johannessen@la.gov

Office: 225-354-3527 | Cell: 225-715-6109

From: Rosanne Prats

Sent: Thursday, March 12, 2020 11:28 AM

To: Robert Johannessen <Robert.Johannessen@la.gov>; Aly Neel <Aly.Neel@LA.GOV>; Kelly Zimmerman <Kelly.Zimmerman@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Christopher Guilbeaux <Christopher.Guilbeaux@LA.GOV>

Cc: Alexander Billioux <Alexander.Billioux@la.gov>; Sundee Winder <Sundee.Winder@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>; Melinda Richard <Melinda.Richard@la.gov>; Sarah Berthelot <Sarah@launitedway.org>

Subject: RE: DRAFT NEWS RELEASE for 211 system

Importance: High

Just want to elevate this...

211 is ready to go live. The drafted news release has been submitted by Bob.

211 had requested input on the news release; Sarah has approved the version that Bob developed.

Please let us know ASAP of the vetting procedure so that we can start putting out 211 number as the general info line.

From: Robert Johannessen <Robert.Johannessen@la.gov>

Sent: Thursday, March 12, 2020 10:59 AM

To: Aly Neel <Aly.Neel@LA.GOV>; Kelly Zimmerman <Kelly.Zimmerman@la.gov>

Cc: Alexander Billioux <Alexander.Billioux@la.gov>; Rosanne Prats <Rosanne.Prats@la.gov>; Sundee Winder <Sundee.Winder@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>; Melinda Richard <Melinda.Richard@la.gov>; Sarah Berthelot <Sarah@launitedway.org>

Subject: DRAFT NEWS RELEASE for 211 system

All,

Attached is the draft news release for Louisiana 211. We would like to issue today. Sarah with 211 has approved.

Bob

Robert Johannessen

Communications/Public Information | Bureau of Community Preparedness

Louisiana Office of Public Health

2020census.gov

robert.johannessen@la.gov

Office: 225-354-3527 | Cell: 225-715-6109

From: Aly Neel
Sent: Tue, 10 Mar 2020 22:29:23 -0500
To: Alexander Billioux;Christina Stephens;Matthew Block;Shauna Sanford;Tonya Joiner;Stephen Russo
Cc: Kelly Zimmerman;Sean Ellis
Subject: Re: FOR YOUR REVIEW: Updated case count
Attachments: NEWS RELEASE-COVID-19 testing UPDATE 10.20PM.docx

Great. Final attached.

Sean, you can move with this. Let's circulate and share on social.

From: Alexander Billioux
Sent: Tuesday, March 10, 2020 10:21:31 PM
To: Aly Neel; Christina Stephens; Matthew Block; Shauna Sanford; Tonya Joiner; Stephen Russo
Cc: Kelly Zimmerman; Sean Ellis
Subject: RE: FOR YOUR REVIEW: Updated case count

[Looks good, minor edits. Thanks!](#)

From: Aly Neel <Aly.Neel@LA.GOV>
Sent: Tuesday, March 10, 2020 10:16 PM
To: Christina Stephens <Christina.Stephens@LA.GOV>; Matthew Block <Matthew.Block@la.gov>; Shauna Sanford <Shauna.Sanford@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Tonya Joiner <Tonya.Joiner@la.gov>; Stephen Russo <Stephen.Russo@LA.GOV>
Cc: Kelly Zimmerman <Kelly.Zimmerman@la.gov>; Sean Ellis <Sean.Ellis@la.gov>
Subject: FOR YOUR REVIEW: Updated case count

Team: Please see attached our press release from earlier today, updated with the developments. Please review and let me know if you have any flags.

We will circulate ASAP and share on social.

Thank you,
Aly

NEWS RELEASE
March 10, 2020

UPDATE: Health officials on Tuesday confirm six total presumptive positive COVID-19 cases in Louisiana as state increases testing for the virus

BATON ROUGE, La. – The Louisiana Department of Health reported on Tuesday evening three new presumptive positive cases of COVID-19, commonly referred to as coronavirus. All three are residents of Orleans Parish. Two are hospitalized in Orleans Parish; the third is hospitalized in St. Tammany Parish.

Gov. John Bel Edwards said, “Currently, we have a total of six presumptive positive cases of coronavirus in Louisiana. While we investigate these cases, we cannot disclose any additional information about these patients at this time.”

The presumptive positive tests will be sent to the CDC for final confirmation of COVID-19. Louisiana will move forward as if the tests are actual positives and take actions to contain the illness and assess the risk of spread.

Additional tests will be administered to determine if more people have been infected after the Department’s epidemiology team performs an investigation of close contacts.

At this time, there are a total of six known cases of the illness in the state. Gov. Edwards announced the state’s first presumptive positive case, a Jefferson Parish resident, on Monday, March 9, and two additional presumptive positive cases on Tuesday afternoon, both in Orleans Parish.

“At this point in our investigation we believe the first presumptive positive announced yesterday [Monday] is not travel-related and was community acquired,” said Dr. Alex Billioux, Assistant Secretary of the Office of Public Health.

Louisiana ramps up testing

This comes as the state has increased testing for the virus.

In the five days since receiving more test kits from the Centers for Disease Control and Prevention, LDH has tested more than seven times as many people for the virus.

With 43 tests of Persons Under Investigation (PUI) now completed, only six have been identified as presumptive positive in Louisiana. This compares to five completed tests as of Friday, March 6.

Health officials expected that increased testing for COVID-19 would lead to confirmation of additional cases in the state.

LDH is following the CDC’s guidance and testing three groups of people – those who have traveled to certain areas and have symptoms, those who have had close contact with someone confirmed to have COVID-19 and have symptoms, and people with an unexplained acute respiratory illness.

The recent testing by the state laboratory run by LDH’s Office of Public Health includes samples from people who went to their doctor or to a hospital and had symptoms consistent with COVID-19, cough,

headache, or lower respiratory illness. Some patients had recently traveled to a geographic area with known COVID-19 activity, while others did not have such a travel history.

In other instances, OPH is using the tests for surveillance purposes. This is done using existing disease surveillance infrastructure that includes several hospitals and clinics throughout Louisiana. For COVID-19 surveillance, when patients are treated for respiratory illnesses, but are not diagnosed with influenza, swabbed samples are sent to the State public health lab where the COVID-19 test is done. Following CDC guidance, a sampling of cases from each site are sent the lab. This is a proven and effective system for the early detection of diseases, allowing health officials to take the appropriate next steps.

For all people who have symptoms and who are being tested, they and their healthcare provider are being advised on precautions to take to prevent spreading the illness to others. Precautions include self-isolation at home or in an isolation room at the hospital.

Some commercial labs are now equipped to conduct COVID-19 testing. With these private labs ready to test, healthcare providers will start sending their samples to those labs. LDH will be notified of any positive results coming from a commercial lab.

Appropriate treatment and precautions will immediately be put in place for any positive commercial test before that test is confirmed by the State lab, and the public will be notified.

Advice for the public

State officials encourage Louisianans to take the following proactive steps to protect the health of themselves and those around them:

- Stay home if you are sick.
- Cover your cough.
- Wash your hands frequently and thoroughly with soap and water, or with a hand sanitizer containing at least 60% alcohol if soap and water are not available.
- Disinfect frequently touched surfaces.
- Avoid close contact (within six feet) with those who are sick.

Symptoms can include fever, cough and shortness of breath or difficulty breathing. CDC believes at this time that symptoms of COVID-19 may appear in as few as two days or as long as 14 days after exposure.

Additional information on COVID-19 can be found on LDH's website: www.ldh.la.gov/coronavirus.

From: Alexander Billioux
Sent: Tue, 10 Mar 2020 22:21:31 -0500
To: Aly Neel;Christina Stephens;Matthew Block;Shauna Sanford;Tonya Joiner;Stephen Russo
Cc: Kelly Zimmerman;Sean Ellis
Subject: RE: FOR YOUR REVIEW: Updated case count
Attachments: NEWS RELEASE-COVID-19 testing UPDATE 10.20PM.docx

Looks good, minor edits. Thanks!

From: Aly Neel <Aly.Neel@LA.GOV>
Sent: Tuesday, March 10, 2020 10:16 PM
To: Christina Stephens <Christina.Stephens@LA.GOV>; Matthew Block <Matthew.Block@la.gov>; Shauna Sanford <Shauna.Sanford@la.gov>; Alexander Billioux <Alexander.Billioux@la.gov>; Tonya Joiner <Tonya.Joiner@la.gov>; Stephen Russo <Stephen.Russo@LA.GOV>
Cc: Kelly Zimmerman <Kelly.Zimmerman@la.gov>; Sean Ellis <Sean.Ellis@la.gov>
Subject: FOR YOUR REVIEW: Updated case count

Team: Please see attached our press release from earlier today, updated with the developments. Please review and let me know if you have any flags.

We will circulate ASAP and share on social.

Thank you,
Aly

NEWS RELEASE
March 10, 2020

UPDATE: Health officials on Tuesday confirm six total presumptive positive COVID-19 cases in Louisiana as state increases testing for the virus

BATON ROUGE, La. – The Louisiana Department of Health reported on Tuesday evening three new presumptive positive cases of COVID-19, commonly referred to as coronavirus. ~~all~~ All three are residents of Orleans Parish. Two are hospitalized in Orleans Parish; the third is hospitalized in St. Tammany Parish.

Gov. John Bel Edwards said, “Currently, we have a total of six presumptive positive cases of coronavirus in Louisiana. While we investigate these cases, we cannot disclose any additional information about these patients at this time.”

The presumptive positive tests will be sent to the CDC for final confirmation of COVID-19. Louisiana will move forward as if the tests are actual positives and take actions to contain the illness and assess the risk of spread.

Additional tests will be administered to determine if more people have been infected after the Department’s epidemiology team performs an investigation of close contacts.

At this time, there are a total of six known cases of the illness in the state. Gov. Edwards announced the state’s first presumptive positive case, a Jefferson Parish resident, on Monday, March 9, and two additional presumptive positive cases on Tuesday afternoon, both in Orleans Parish.

“At this point in our investigation we believe the first presumptive positive announced yesterday [Monday] is not travel-related and was community acquired,” said Dr. Alex Billioux, Assistant Secretary of the Office of Public Health.

Louisiana ramps up testing

This comes as the state has increased testing for the virus.

In the five days since receiving more test kits from the Centers for Disease Control and Prevention, LDH has tested more than seven times as many people for the virus.

With 43 tests of Persons Under Investigation (PUI) now completed, only six have been identified ~~as confirmed~~ presumptive positive in Louisiana. This compares to five completed tests as of Friday, March 6.

Health officials expected that increased testing for COVID-19 would lead to confirmation of additional cases in the state.

LDH is following the CDC’s guidance and testing three groups of people – those who have traveled to certain areas and have symptoms, those who have had close contact with someone confirmed to have COVID-19 and have symptoms, and people with an unexplained acute respiratory illness.

The recent testing by the state laboratory run by LDH's Office of Public Health includes samples from people who went to their doctor or to a hospital and had symptoms consistent with COVID-19, cough, headache, or lower respiratory illness. Some patients had recently traveled to a geographic area with known COVID-19 activity, while others did not have such a travel history.

In other instances, OPH is using the tests for surveillance purposes. This is done using existing disease surveillance infrastructure that includes several hospitals and clinics throughout Louisiana. For COVID-19 surveillance, when patients are treated for respiratory illnesses, but are not diagnosed with influenza, swabbed samples are sent to the State public health lab where the COVID-19 test is done. Following CDC guidance, a sampling of cases from each site are sent the lab. This is a proven and effective system for the early detection of diseases, allowing health officials to take the appropriate next steps.

For all people who have symptoms and who are being tested, they and their healthcare provider are being advised on precautions to take to prevent spreading the illness to others. Precautions include self-isolation at home or in an isolation room at the hospital.

Some commercial labs are now equipped to conduct COVID-19 testing. With these private labs ready to test, healthcare providers will start sending their samples to those labs. LDH will be notified of any positive results coming from a commercial lab.

Appropriate treatment and precautions will immediately be put in place for any positive commercial test before that test is confirmed by the State lab, and the public will be notified.

Advice for the public

State officials encourage Louisianans to take the following proactive steps to protect the health of themselves and those around them:

- Stay home if you are sick.
- Cover your cough.
- Wash your hands frequently and thoroughly with soap and water, or with a hand sanitizer containing at least 60% alcohol if soap and water are not available.
- Disinfect frequently touched surfaces.
- Avoid close contact (within six feet) with those who are sick.

Symptoms can include fever, cough and shortness of breath or difficulty breathing. CDC believes at this time that symptoms of COVID-19 may appear in as few as two days or as long as 14 days after exposure.

Additional information on COVID-19 can be found on LDH's website: www.ldh.la.gov/coronavirus.

From: Kelly Zimmerman
Sent: Tue, 10 Mar 2020 22:17:00 -0500
To: Aly Neel
Cc: Christina Stephens;Matthew Block;Shauna Sanford;Alexander Billioux;Tonya Joiner;Stephen Russo;Sean Ellis
Subject: Re: FOR YOUR REVIEW: Updated case count

Looks good.
Kelly

On Mar 10, 2020, at 10:15 PM, Aly Neel <Aly.Neel@la.gov> wrote:

Team: Please see attached our press release from earlier today, updated with the developments. Please review and let me know if you have any flags.

We will circulate ASAP and share on social.

Thank you,

Aly

<NEWS RELEASE-COVID-19 testing UPDATE.docx>

From: Alicia Williams (GOV)
Sent: Sat, 29 Feb 2020 16:18:29 -0600
To: Stephen Russo
Cc: Mark Cooper;Matthew Block;Tina Vanichchagorn;Christina Stephens;Shauna Sanford;Katie Kirkpatrick Justice;Jimmy Guidry (LDH);Alexander Billioux;Tonya Joiner
Subject: RE: GOVERNOR-ONLY INVITE: Briefing Call on Monday, March 2 at 12:00 p.m. ET

FYI,

The House Dem Caucus said they can take the Governor as soon as he arrives in the room. 11:00 am is when the call begins. We will be able to use the **Board Room at L'Auberge** which is steps away from where he will be speaking. Someone can dial in and be on when the Governor walks in. Once I receive the confirmation with the number, I will get it to you. The White House said they prefer only the Governor call in and others can be in the room. They will be having another call later in the week with all other stakeholders. The Governor leaves for the Press Club at 11:30 am so he has time to take the call before leaving.

From: Stephen Russo
Sent: Saturday, February 29, 2020 1:14 PM
To: Alicia Williams (GOV) <Alicia.Williams@la.gov>
Cc: Mark Cooper <Mark.Cooper@la.gov>; Matthew Block <Matthew.Block@la.gov>; Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>; Christina Stephens <Christina.Stephens@LA.GOV>; Shauna Sanford <Shauna.Sanford@la.gov>; Katie Kirkpatrick Justice <Katie.Justice@la.gov>; Jimmy Guidry (LDH) <Jimmy.Guidry2@LA.GOV>; Alexander Billioux <Alexander.Billioux@la.gov>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: Re: GOVERNOR-ONLY INVITE: Briefing Call on Monday, March 2 at 12:00 p.m. ET

Alicia

Where should we gather

Sent from my iPhone

On Feb 29, 2020, at 12:19 PM, Alicia Williams (GOV) <Alicia.Williams@la.gov> wrote:

FYI

From: Pottebaum, Nic D. EOP/WHO [<mailto:Nicholas.D.Pottebaum@who.eop.gov>]
Sent: Friday, February 28, 2020 9:36 PM
To: Pottebaum, Nic D. EOP/WHO <Nicholas.D.Pottebaum@who.eop.gov>
Cc: Hoelscher, Douglas L. EOP/WHO <Douglas.L.Hoelscher@who.eop.gov>; Obenshain, Tucker T. EOP/OVP <Anne.T.Obenshain@ovp.eop.gov>; Swint, Zachariah D. EOP/WHO <Zachariah.D.Swint2@who.eop.gov>; Imhoff, Olivia P. EOP/WHO

<Olivia.P.Imhoff2@who.eop.gov>

Subject: GOVERNOR-ONLY INVITE: Briefing Call on Monday, March 2 at 12:00 p.m. ET

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

<image001.png>

Dear Governor and Governor's Senior Staff,

Our Nation's Governors are invited to a **Governors-only Briefing Call with Vice President Mike Pence** and Senior Administration Officials on **Monday, March 2, 2020 at 12:00 p.m. Eastern Time** for an update on the Federal-State-Local preparedness and response efforts to COVID-19.

Participation in this call is for governors only. We encourage governors to be joined by their respective state health officer, homeland security advisor, emergency manager, and other key state leaders in the state's preparedness and response efforts to COVID-19, but the call interactions will be limited only to governors and Federal leaders.

Briefing Call Details

- **Date:** Monday, March 2, 2020
- **Time:** 12:00 p.m. Eastern Time
- **Expected Length:** 30 minutes
- **Federal Participants:** Vice President Mike Pence & Senior Administration Officials
- **Reminder:** Participation in this call is for governors only. While we are allowing governors to be joined by their relevant cabinet members and key state officials (in the room with the governor – i.e. one call-in per state), only governors will be allowed to actively participate in the briefing.

RSVP & Dial-In Information – Deadline to RSVP is Saturday, February 29 at 5:00 p.m.

To RSVP your governor, email Nic Pottebaum with White House Intergovernmental Affairs (Nicholas.D.Pottebaum@who.eop.gov) by **no later than Saturday, February 29 at 5:00 p.m. Eastern Time**. Once you RSVP your governor, you will receive call-in information and guidance.

If you have any additional questions, please reach out to the Office of the Vice President or White House Intergovernmental Affairs Office.

Name	Cell Phone	Email
Tucker Obenshain	202-881-6217	Anne.T.Obenshain@ovp.eop.gov
Nic Pottebaum	202-881-7803	Nicholas.D.Pottebaum@who.eop.gov
Zach Swint	202-881-6717	Zachariah.D.Swint2@who.eop.gov
Olivia Imhoff	202-881-7466	Olivia.P.Imhoff2@who.eop.gov

Thanks,
Nic

--

Nicholas D. Pottebaum
Special Assistant to the President and Deputy Director
White House Office of Intergovernmental Affairs
O: 202-456-2132 | C: 202-881-7803 | E: Nicholas.D.Pottebaum@who.eop.gov

From: Stephen Russo
Sent: Sat, 29 Feb 2020 13:13:59 -0600
To: Alicia Williams (GOV)
Cc: Mark Cooper;Matthew Block;Tina Vanichchagorn;Christina Stephens;Shauna Sanford;Katie Kirkpatrick Justice;Jimmy Guidry (LDH);Alexander Billieux;Tonya Joiner
Subject: Re: GOVERNOR-ONLY INVITE: Briefing Call on Monday, March 2 at 12:00 p.m. ET
Attachments: image001.png

Alicia
Where should we gather

Sent from my iPhone

On Feb 29, 2020, at 12:19 PM, Alicia Williams (GOV) <Alicia.Williams@la.gov> wrote:

FYI

From: Pottebaum, Nic D. EOP/WHO [mailto:Nicholas.D.Pottebaum@who.eop.gov]
Sent: Friday, February 28, 2020 9:36 PM
To: Pottebaum, Nic D. EOP/WHO <Nicholas.D.Pottebaum@who.eop.gov>
Cc: Hoelscher, Douglas L. EOP/WHO <Douglas.L.Hoelscher@who.eop.gov>; Obenshain, Tucker T. EOP/OVP <Anne.T.Obenshain@ovp.eop.gov>; Swint, Zachariah D. EOP/WHO <Zachariah.D.Swint2@who.eop.gov>; Imhoff, Olivia P. EOP/WHO <Olivia.P.Imhoff2@who.eop.gov>
Subject: GOVERNOR-ONLY INVITE: Briefing Call on Monday, March 2 at 12:00 p.m. ET

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

<image001.png>

Dear Governor and Governor's Senior Staff,

Our Nation's Governors are invited to a **Governors-only Briefing Call with Vice President Mike Pence** and Senior Administration Officials on **Monday, March 2, 2020 at 12:00 p.m. Eastern Time** for an update on the Federal-State-Local preparedness and response efforts to COVID-19.

Participation in this call is for governors only. We encourage governors to be joined by their respective state health officer, homeland security advisor, emergency manager, and other key state leaders in the state's preparedness and response efforts to COVID-19, but the call interactions will be limited only to governors and Federal leaders.

Briefing Call Details

- **Date:** Monday, March 2, 2020
- **Time:** 12:00 p.m. Eastern Time
- **Expected Length:** 30 minutes
- **Federal Participants:** Vice President Mike Pence & Senior Administration Officials
- **Reminder:** Participation in this call is for governors only. While we are allowing governors to be joined by their relevant cabinet members and key state officials (in the room with the governor – i.e. one call-in per state), only governors will be allowed to actively participate in the briefing.

RSVP & Dial-In Information – Deadline to RSVP is Saturday, February 29 at 5:00 p.m.

To RSVP your governor, email Nic Pottebaum with White House Intergovernmental Affairs (Nicholas.D.Pottebaum@who.eop.gov) by **no later than Saturday, February 29 at 5:00 p.m. Eastern Time**. Once you RSVP your governor, you will receive call-in information and guidance.

If you have any additional questions, please reach out to the Office of the Vice President or White House Intergovernmental Affairs Office.

Name	Cell Phone	Email
Tucker Obenshain	202-881-6217	Anne.T.Obenshain@ovp.eop.gov
Nic Pottebaum	202-881-7803	Nicholas.D.Pottebaum@who.eop.gov
Zach Swint	202-881-6717	Zachariah.D.Swint2@who.eop.gov
Olivia Imhoff	202-881-7466	Olivia.P.Imhoff2@who.eop.gov

Thanks,
Nic

--

Nicholas D. Pottebaum
Special Assistant to the President and Deputy Director
White House Office of Intergovernmental Affairs
O: 202-456-2132 | C: 202-881-7803 | E: Nicholas.D.Pottebaum@who.eop.gov





From: Lauren Gleason (LDH)
Sent: Fri, 6 Mar 2020 11:31:33 -0600
To: Adam Eitmann
Cc: Tonya Joiner; Tina Vanichchagorn
Subject: RE: Join Homeland/Health Meeting

Hey Adam –

Sure thing. Dr. Alex Billioux will be taking the lead on presenting for the Department – he is the SME and the Assistant Secretary for the Office of Public Health. Note that Senate Health & Welfare has asked for the same coronavirus presentation that morning at 10:00 am.

From our side, include:

Myself

Tonya

Dr. Billioux (Alexander.Billioux@la.gov)

Dr. Guidry (Jimmy.Guidry2@la.gov) – State Health Officer

Steve (Stephen.Russo@la.gov)

Aly (Aly.Neel@la.gov) – Comms Director

From: Adam Eitmann <Adam.Eitmann@la.gov>
Sent: Friday, March 6, 2020 11:24 AM
To: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>
Cc: Tonya Joiner <Tonya.Joiner@la.gov>; Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>
Subject: Join Homeland/Health Meeting

Lauren,

We are having a pre-meeting before the Joint Homeland/Health meeting that is happening next Wednesday. Can you please provide me with the names and contact information for anyone who will be presenting? Can you also let me know who else needs to be at the meeting (comms, legislative, SME, etc)? I will send the calendar invite once I have that information.

Thanks,

Adam

Sent: Fri, 6 Mar 2020 17:31:19 +0000
To: Adam Eitmann
Cc: Tonya Joiner; Tina Vanichchagorn
Subject: RE: Join Homeland/Health Meeting

Hey Adam –

Sure thing. Dr. Alex Billioux will be taking the lead on presenting for the Department – he is the SME and the Assistant Secretary for the Office of Public Health. Note that Senate Health & Welfare has asked for the same coronavirus presentation that morning at 10:00 am.

From our side, include:

Myself

Tonya

Dr. Billioux (Alexander.Billioux@la.gov)

Dr. Guidry (Jimmy.Guidry2@la.gov) – State Health Officer

Steve (Stephen.Russo@la.gov)

Aly (Aly.Neel@la.gov) – Comms Director

From: Adam Eitmann <Adam.Eitmann@la.gov>

Sent: Friday, March 6, 2020 11:24 AM

To: Lauren Gleason (LDH) <Lauren.Gleason@la.gov>

Cc: Tonya Joiner <Tonya.Joiner@la.gov>; Tina Vanichchagorn <Tina.Vanichchagorn@la.gov>

Subject: Join Homeland/Health Meeting

Lauren,

We are having a pre-meeting before the Joint Homeland/Health meeting that is happening next Wednesday. Can you please provide me with the names and contact information for anyone who will be presenting? Can you also let me know who else needs to be at the meeting (comms, legislative, SME, etc)? I will send the calendar invite once I have that information.

Thanks,

Adam

From: Christina Stephens
Sent: Tue, 3 Mar 2020 08:02:21 -0600
To: Tonya Joiner
Cc: Mark Cooper; Stephen Russo
Subject: Re: LDH Staffing Change

I think Aly has done a good job with this, but you need think very big picture here on how you would staff if this goes on for many months with the Session and hurricane season at the same time. There is a learning curve with any new job, but also with crisis communications. Thanks.

Sent from my iPhone

On Mar 2, 2020, at 8:33 PM, Tonya Joiner <Tonya.Joiner@la.gov> wrote:

I know that he has been involved, especially since he working directly with the EOC.

Sent from my iPhone

On Mar 2, 2020, at 3:09 PM, Christina Stephens
<Christina.Stephens@la.gov> wrote:

Is Bob playing an active role with messaging and the coronavirus, given that he is in OPH now? LDH certainly could be in the center of media attention for awhile, depending on the levels of COVID-19 we see here.

Thanks, Christina

From: Tonya Joiner
Sent: Monday, March 2, 2020 2:07 PM
To: Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Mark Cooper <Mark.Cooper@la.gov>; Stephen Russo
<Stephen.Russo@LA.GOV>
Subject: LDH Staffing Change

Good afternoon Christina:

I know everything is crazy right now at least more than usual. However, I wanted to communicate to you that Kelly Zimmerman has been offered a communications director position in Medicaid and she has accepted. As you know, Kelly has been such a tremendous asset to the department and we believe she has done an amazing job over the past four years. Although, I will

be very sad to see Kelly leave the Office of the Secretary, I have great comfort and confidence that she will continue to serve the department well by bringing her experience, skill set and work ethic to the Medicaid program. Kelly will have her own comms team to manage and will get a significant increase in pay, which as I understand is her reasons for accepting the position.

Steve and I have a call with Dr. Phillips scheduled for tomorrow morning and will update her on the opening in BMAC and follow her guidance as it relates to filling the position.

Please contact me if you have any questions or concerns regarding this matter.

Regards,
Tonya

TONYA OZENE JOINER

Chief of Staff
Office of the Secretary
Tonya.joiner@la.gov
Telephone: (225) 342-9001
Facsimile: (225) 342-3738
Cell: (225) 329-6886

[<image001.jpg>](#)

[<image002.jpg>](#)

[<image003.jpg>](#)

[<image004.jpg>](#)

CONFIDENTIALITY NOTICE: This communication contains information intended for the use of the individuals to whom it is addressed and may contain information that is privileged, confidential or exempt from other disclosure under applicable law. If you are not the intended recipient, you are notified that any disclosure, printing, copying, distribution or use of the contents is prohibited. If you have received this in error, please notify the sender immediately by telephone or by returning it by return mail and then permanently delete the communication from your system. Thank you.

From: Tonya Joiner
Sent: Tue, 3 Mar 2020 02:33:50 +0000
To: Christina Stephens
Cc: Mark Cooper; Stephen Russo
Subject: Re: LDH Staffing Change
Attachments: image001.jpg, image002.jpg, image003.jpg, image004.jpg

I know that he has been involved, especially since he working directly with the EOC.

Sent from my iPhone

On Mar 2, 2020, at 3:09 PM, Christina Stephens <Christina.Stephens@la.gov> wrote:

Is Bob playing an active role with messaging and the coronavirus, given that he is in OPH now? LDH certainly could be in the center of media attention for awhile, depending on the levels of COVID-19 we see here.

Thanks, Christina

From: Tonya Joiner
Sent: Monday, March 2, 2020 2:07 PM
To: Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Mark Cooper <Mark.Cooper@la.gov>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: LDH Staffing Change

Good afternoon Christina:

I know everything is crazy right now at least more than usual. However, I wanted to communicate to you that Kelly Zimmerman has been offered a communications director position in Medicaid and she has accepted. As you know, Kelly has been such a tremendous asset to the department and we believe she has done an amazing job over the past four years. Although, I will be very sad to see Kelly leave the Office of the Secretary, I have great comfort and confidence that she will continue to serve the department well by bringing her experience, skill set and work ethic to the Medicaid program. Kelly will have her own comms team to manage and will get a significant increase in pay, which as I understand is her reasons for accepting the position.

Steve and I have a call with Dr. Phillips scheduled for tomorrow morning and will update her on the opening in BMAC and follow her guidance as it relates to filling the position.

Please contact me if you have any questions or concerns regarding this matter.

Regards,
Tonya

TONYA OZENE JOINER

Chief of Staff

Office of the Secretary

Tonya.joiner@la.gov

Telephone: (225) 342-9001

Facsimile: (225) 342-3738

Cell: (225) 329-6886

[<image001.jpg>](#)

[<image002.jpg>](#)

[<image003.jpg>](#)

[<image004.jpg>](#)

CONFIDENTIALITY NOTICE: This communication contains information intended for the use of the individuals to whom it is addressed and may contain information that is privileged, confidential or exempt from other disclosure under applicable law. If you are not the intended recipient, you are notified that any disclosure, printing, copying, distribution or use of the contents is prohibited. If you have received this in error, please notify the sender immediately by telephone or by returning it by return mail and then permanently delete the communication from your system. Thank you.











From: Tonya.Joiner@la.gov
Sent: Mon, 2 Mar 2020 20:33:50 -0600
To: Christina Stephens
Cc: Mark Cooper;Stephen Russo
Subject: Re: LDH Staffing Change

I know that he has been involved, especially since he working directly with the EOC.

Sent from my iPhone

On Mar 2, 2020, at 3:09 PM, Christina Stephens <Christina.Stephens@la.gov> wrote:

Is Bob playing an active role with messaging and the coronavirus, given that he is in OPH now? LDH certainly could be in the center of media attention for awhile, depending on the levels of COVID-19 we see here.

Thanks, Christina

From: Tonya Joiner
Sent: Monday, March 2, 2020 2:07 PM
To: Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Mark Cooper <Mark.Cooper@la.gov>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: LDH Staffing Change

Good afternoon Christina:

I know everything is crazy right now at least more than usual. However, I wanted to communicate to you that Kelly Zimmerman has been offered a communications director position in Medicaid and she has accepted. As you know, Kelly has been such a tremendous asset to the department and we believe she has done an amazing job over the past four years. Although, I will be very sad to see Kelly leave the Office of the Secretary, I have great comfort and confidence that she will continue to serve the department well by bringing her experience, skill set and work ethic to the Medicaid program. Kelly will have her own comms team to manage and will get a significant increase in pay, which as I understand is her reasons for accepting the position.

Steve and I have a call with Dr. Phillips scheduled for tomorrow morning and will update her on the opening in BMAC and follow her guidance as it relates to filling the position.

Please contact me if you have any questions or concerns regarding this matter.

Regards,

Tonya

TONYA OZENE JOINER

Chief of Staff

Office of the Secretary

Tonya.joiner@la.gov

Telephone: (225) 342-9001

Facsimile: (225) 342-3738

Cell: (225) 329-6886

[<image001.jpg>](#)

[<image002.jpg>](#)

[<image003.jpg>](#)

[<image004.jpg>](#)

CONFIDENTIALITY NOTICE: This communication contains information intended for the use of the individuals to whom it is addressed and may contain information that is privileged, confidential or exempt from other disclosure under applicable law. If you are not the intended recipient, you are notified that any disclosure, printing, copying, distribution or use of the contents is prohibited. If you have received this in error, please notify the sender immediately by telephone or by returning it by return mail and then permanently delete the communication from your system. Thank you.

From: Christina Stephens
Sent: Mon, 2 Mar 2020 15:09:21 -0600
To: Tonya Joiner
Cc: Mark Cooper; Stephen Russo
Subject: RE: LDH Staffing Change

Is Bob playing an active role with messaging and the coronavirus, given that he is in OPH now? LDH certainly could be in the center of media attention for awhile, depending on the levels of COVID-19 we see here.

Thanks, Christina

From: Tonya Joiner
Sent: Monday, March 2, 2020 2:07 PM
To: Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Mark Cooper <Mark.Cooper@la.gov>; Stephen Russo <Stephen.Russo@LA.GOV>
Subject: LDH Staffing Change

Good afternoon Christina:

I know everything is crazy right now at least more than usual. However, I wanted to communicate to you that Kelly Zimmerman has been offered a communications director position in Medicaid and she has accepted. As you know, Kelly has been such a tremendous asset to the department and we believe she has done an amazing job over the past four years. Although, I will be very sad to see Kelly leave the Office of the Secretary, I have great comfort and confidence that she will continue to serve the department well by bringing her experience, skill set and work ethic to the Medicaid program. Kelly will have her own comms team to manage and will get a significant increase in pay, which as I understand is her reasons for accepting the position.

Steve and I have a call with Dr. Phillips scheduled for tomorrow morning and will update her on the opening in BMAC and follow her guidance as it relates to filling the position.

Please contact me if you have any questions or concerns regarding this matter.

Regards,
Tonya

TONYA OZENE JOINER
Chief of Staff
Office of the Secretary
Tonya.joiner@la.gov
Telephone: (225) 342-9001
Facsimile: (225) 342-3738
Cell: (225) 329-6886



CONFIDENTIALITY NOTICE: This communication contains information intended for the use of the individuals to whom it is addressed and may contain information that is privileged, confidential or exempt from other disclosure under applicable law. If you are not the intended recipient, you are notified that any disclosure, printing, copying, distribution or use of the contents is prohibited. If you have received this in error, please notify the sender immediately by telephone or by returning it by return mail and then permanently delete the communication from your system. Thank you.

From: Kelly Zimmerman
Sent: Wed, 11 Mar 2020 15:32:52 -0500
To: Christina Stephens;Aly Neel;Shauna Sanford
Cc: Tonya Joiner
Subject: RE: Protocol for public reporting going forward

We are working on a nice dashboard, but will post this chart for this evening at 5:30. Moving forward, numbers will be updated twice daily at 9 am and 4:30 pm.

Presumptive Positive Test Results	9
CDC Confirmed Positive Cases	0
Parish of Residence	Iberia: 1 Jefferson: 1 Orleans: 7
Deaths	0

From: Christina Stephens <Christina.Stephens@LA.GOV>
Sent: Wednesday, March 11, 2020 3:31 PM
To: Aly Neel <Aly.Neel@LA.GOV>; Shauna Sanford <Shauna.Sanford@la.gov>
Cc: Kelly Zimmerman <Kelly.Zimmerman@la.gov>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: RE: Protocol for public reporting going forward

Okay – this is going to be put up this evening?

From: Aly Neel
Sent: Wednesday, March 11, 2020 12:45 PM
To: Christina Stephens <Christina.Stephens@LA.GOV>; Shauna Sanford <Shauna.Sanford@la.gov>
Cc: Kelly Zimmerman <Kelly.Zimmerman@la.gov>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: Re: Protocol for public reporting going forward

Hello again:

Please see attached our recommendation for the website. I've removed total PUIs tested for now while we sort out definitions with the lab.

Thanks,
Aly

From: Aly Neel
Sent: Wednesday, March 11, 2020 11:18:16 AM
To: Christina Stephens; Shauna Sanford

Cc: Kelly Zimmerman; Tonya Joiner

Subject: Protocol for public reporting going forward

Dear team:

As discussed on our call just now, please find below the working protocol for public reporting on COVID-19.

- 7:30/8AM Daily SITREP is circulated
- Going forward all updates on case count will be shared on our website two times per day, at 9AM and 4:30PM. Information that will be shared:
 - Total # PUI tests
 - # deaths (with location)
 - # confirmed (with location)
 - # presumptive positive (with location)
 - # negative
 - Additional updates on presumptive positive/confirmed cases
- LDH/GO will release a press statement only when there are major developments, i.e., in the case of a confirmed cluster or death. In the case of death, there will also be a press conference.
- LDH will work with GO on notifying parish presidents on a case-by-case basis for now.

Let me know if I'm missing anything.

Thanks all,
Aly

From: Aly Neel
Sent: Wed, 11 Mar 2020 12:44:35 -0500
To: Christina Stephens;Shauna Sanford
Cc: Kelly Zimmerman;Tonya Joiner
Subject: Re: Protocol for public reporting going forward
Attachments: Case Count for Website Recommendation.docx

Hello again:

Please see attached our recommendation for the website. I've removed total PUIs tested for now while we sort out definitions with the lab.

Thanks,

Aly

From: Aly Neel

Sent: Wednesday, March 11, 2020 11:18:16 AM

To: Christina Stephens; Shauna Sanford

Cc: Kelly Zimmerman; Tonya Joiner

Subject: Protocol for public reporting going forward

Dear team:

As discussed on our call just now, please find below the working protocol for public reporting on COVID-19.

- 7:30/8AM Daily SITREP is circulated
- Going forward all updates on case count will be shared on our website two times per day, at 9AM and 4:30PM. Information that will be shared:
 - Total # PUI tests
 - # deaths (with location)
 - # confirmed (with location)
 - # presumptive positive (with location)
 - # negative
 - Additional updates on presumptive positive/confirmed cases
- LDH/GO will release a press statement only when there are major developments, i.e., in the case of a confirmed cluster or death. In the case of death, there will also be a press conference.
- LDH will work with GO on notifying parish presidents on a case-by-case basis for now.

Let me know if I'm missing anything.

Thanks all,

Aly

COVID-19 Website Update Recommendations

COVID-19 Case Counts

Last updated: XXDate XXTime

Presumptive Positive Test Results	6
CDC Confirmed Positive Cases	0
Parish of Residence	Orleans: 5 Jefferson: 1
Deaths	0

Additional updates:

- LDH believes the first presumptive positive case announced on March 9 (Jefferson Parish resident) was community-acquired and is not travel-related.

Note: we discussed including hospital. However, we know there will soon be cases in which a person is confirmed positive but is not hospitalized. So, recommendation from our lab is not to include where hospitalized (hospitals are already self-reporting this, anyway; and public health has never reported where a patient is hospitalized).

From: Christina Stephens
Sent: Wed, 11 Mar 2020 15:30:51 -0500
To: Aly Neel;Shauna Sanford
Cc: Kelly Zimmerman;Tonya Joiner
Subject: RE: Protocol for public reporting going forward

Okay – this is going to be put up this evening?

From: Aly Neel
Sent: Wednesday, March 11, 2020 12:45 PM
To: Christina Stephens <Christina.Stephens@LA.GOV>; Shauna Sanford <Shauna.Sanford@la.gov>
Cc: Kelly Zimmerman <Kelly.Zimmerman@la.gov>; Tonya Joiner <Tonya.Joiner@la.gov>
Subject: Re: Protocol for public reporting going forward

Hello again:

Please see attached our recommendation for the website. I've removed total PUIs tested for now while we sort out definitions with the lab.

Thanks,
Aly

From: Aly Neel
Sent: Wednesday, March 11, 2020 11:18:16 AM
To: Christina Stephens; Shauna Sanford
Cc: Kelly Zimmerman; Tonya Joiner
Subject: Protocol for public reporting going forward

Dear team:

As discussed on our call just now, please find below the working protocol for public reporting on COVID-19.

- 7:30/8AM Daily SITREP is circulated
- Going forward all updates on case count will be shared on our website two times per day, at 9AM and 4:30PM. Information that will be shared:
 - Total # PUI tests
 - # deaths (with location)
 - # confirmed (with location)
 - # presumptive positive (with location)
 - # negative
 - Additional updates on presumptive positive/confirmed cases

- LDH/GO will release a press statement only when there are major developments, i.e., in the case of a confirmed cluster or death. In the case of death, there will also be a press conference.
- LDH will work with GO on notifying parish presidents on a case-by-case basis for now.

Let me know if I'm missing anything.

Thanks all,
Aly

From: Cindy Rives
Sent: Sat, 14 Mar 2020 02:32:24 +0000
To: Matthew Block
Cc: Mark Cooper; Casey Tingle
Subject: Re: Rep. GG (LA-06)

Thanks will do.

Sent from my iPhone

On Mar 13, 2020, at 9:16 PM, Matthew Block <Matthew.Block@la.gov> wrote:

Matthew F. Block
Executive Counsel to the Governor
matthew.block@la.gov

Begin forwarded message:

From: "Graves, Garret" <RepGG@mail.house.gov>
Date: March 13, 2020 at 7:36:00 PM CDT
To: Matthew Block <Matthew.Block@la.gov>
Subject: FW: Rep. GG (LA-06)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Wanted you to look through some of this. It is a draft of the 2nd emergency coronavirus supplemental. We have flagged some sections where the state would have to make a request. Thought you might want to start working on some of this.

Current version is 108 pages.

<20200313204453808.pdf>

From: Cindy.Rives@la.gov
Sent: Fri, 13 Mar 2020 21:32:20 -0500
To: Matthew Block
Cc: Mark Cooper; Casey Tingle
Subject: Re: Rep. GG (LA-06)

Thanks will do.

Sent from my iPhone

On Mar 13, 2020, at 9:16 PM, Matthew Block <Matthew.Block@la.gov> wrote:

Matthew F. Block
Executive Counsel to the Governor
matthew.block@la.gov

Begin forwarded message:

From: "Graves, Garret" <RepGG@mail.house.gov>
Date: March 13, 2020 at 7:36:00 PM CDT
To: Matthew Block <Matthew.Block@la.gov>
Subject: FW: Rep. GG (LA-06)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Wanted you to look through some of this. It is a draft of the 2nd emergency coronavirus supplemental. We have flagged some sections where the state would have to make a request. Thought you might want to start working on some of this.

Current version is 108 pages.

<20200313204453808.pdf>

From: Omar Khalid
Sent: Wed, 11 Mar 2020 17:16:09 -0500
To: Christina Stephens
Cc: Aly Neel;David Timoll
Subject: Re: Surgeon General Visit - Press Conference tomorrow morning
Attachments: image001.png

That's correct.

Omar Khalid
Chief of Staff
Office of Public Health
Louisiana Department of Health
225.953.2784

Sent from mobile

On Mar 11, 2020, at 5:13 PM, Christina Stephens <Christina.Stephens@la.gov> wrote:

Thank you – so Mayor Broome and the two parish pairesidents?

From: Omar Khalid
Sent: Wednesday, March 11, 2020 4:39 PM
To: Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; David Timoll <David.Timoll@la.gov>
Subject: FW: Surgeon General Visit - Press Conference tomorrow morning

Christina--just received word below that Mayor Cantrell will not be attending the press conference tomorrow.

From: Catrina M. Simmons <cmsimmons@nola.gov>
Sent: Wednesday, March 11, 2020 4:38 PM
To: Omar Khalid <Omar.Khalid@LA.GOV>; Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>
Subject: RE: Surgeon General Visit - Press Conference tomorrow morning

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good afternoon Omar,

I was just informed that Mayor Cantrell will not be attending the press conference tomorrow.

Thanks,

Catrina Simmons-Steib
Director of Scheduling
Office of the Mayor LaToya Cantrell | City of New Orleans
1300 Perdido St 2E04
New Orleans, LA 70112
cmsimmons@nola.gov
O: 504-658-4900

From: Katrina M. Simmons
Sent: Wednesday, March 11, 2020 1:48 PM
To: Omar Khalid <Omar.Khalid@LA.GOV>; Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>
Subject: RE: Surgeon General Visit - Press Conference tomorrow morning

Yes, Mayor is confirmed.
Thanks Omar

Catrina Simmons-Steib
Director of Scheduling
Office of the Mayor LaToya Cantrell | City of New Orleans
1300 Perdido St 2E04
New Orleans, LA 70112
cmsimmons@nola.gov
O: 504-658-4900

From: Omar Khalid <Omar.Khalid@LA.GOV>
Sent: Wednesday, March 11, 2020 1:23 PM
To: Katrina M. Simmons <cmsimmons@nola.gov>; Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>
Subject: RE: Surgeon General Visit - Press Conference tomorrow morning

Hi Katrina, we are working out some details but this is what we have so far. We are asking that the 9:15 meeting be attended by only Mayor Cantrell and Dr. Avegno or her designee as space will be limited. I'm happy to answer any additional questions, please let me know if we can confirm this so I can let the Gov's office know. Thanks for your assistance with this!

Thanks,
Omar

Thursday March 12:

09:15 AM – 09:45 AM Discussion with Governor John Bel Edwards (State Capitol 4th floor, Governor's office 900 North 3rd Street; Baton Rouge, Louisiana)

- Opportunity to talk about the status of COVID-19 in Louisiana prior to press event
- Mayor Cantrell, Mayor Broome, President Lee Sheng, President Cooper
- Area hospital executives (5 max)

This will be an informal, unstructured opportunity for the participants to discuss the situation with the Governor and Surgeon General, with a small group of hospital executives in attendance. Please limit staff to one for this discussion

09:45 AM – 10:15 AM Press Event with Governor John Bel Edwards (State Capitol 4th floor, Governor's office 900 North 3rd Street; Baton Rouge, Louisiana)

- Proposed Run of Show:
- 9:45 Welcome and opening comments by Governor Edwards
- 9:55 Introductory comments by Surgeon General RADM Jerome Adams, MD
- 10:05 questions fielded by Governor Edwards and the Surgeon General

From: Catrina M. Simmons <cmsimmons@nola.gov>

Sent: Wednesday, March 11, 2020 12:08 PM

To: Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>; Omar Khalid

<Omar.Khalid@LA.GOV>

Subject: RE: Surgeon General Visit - Press Conference tomorrow morning

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good afternoon Omar,

Can you forward a run of show or agenda for the press conference?

Thanks,

Catrina Simmons-Steib

Director of Scheduling

Office of the Mayor LaToya Cantrell | City of New Orleans

1300 Perdido St 2E04

New Orleans, LA 70112

cmsimmons@nola.gov

O: 504-658-4900

From: Katrina M. Simmons

Sent: Wednesday, March 11, 2020 11:46 AM

To: Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>

Subject: RE: Surgeon General Visit - Press Conference tomorrow morning

Good Morning Dr. Avegno,

I spoke to the mayor and have placed the press conference on the mayor's calendar.

Thanks,

Catrina Simmons-Steib

Director of Scheduling

Office of the Mayor LaToya Cantrell | City of New Orleans

1300 Perdido St 2E04

New Orleans, LA 70112

cmsimmons@nola.gov

O: 504-658-4900

From: Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>

Sent: Wednesday, March 11, 2020 9:53 AM

To: Katrina M. Simmons <cmsimmons@nola.gov>

Subject: Fwd: Surgeon General Visit - Press Conference tomorrow morning

Please see urgent request for the mayor tomorrow -

From: Omar Khalid <Omar.Khalid@LA.GOV>
Sent: Wednesday, March 11, 2020 9:51 AM
To: Jennifer L. Avegno M.D.
Cc: Alexander Billioux; Joseph Kanter
Subject: Surgeon General Visit - Press Conference tomorrow morning

Good Morning Dr. Avegno,

My thoughts are definitely with you, I can imagine how challenging these days are like for you and your team.

As you know we are working with the Office of the Surgeon General of the United States to schedule a visit to Louisiana. While this was intended to be a routine visit when originally planned, the spread of COVID-19 has meant that we have had to do some scrambling to change and add some events.

The Surgeon General will now be holding a press conference with Governor Edwards tomorrow morning at **9:15am-10:15am** at the Governor's office at the Capitol. We would like for the Mayors/Parish Presidents of areas with presumptive positives for COVID-19 cases to be in attendance, with an opportunity to meet privately with the Governor and Surgeon General and other municipal leaders. Of course this is very short notice, but due to the rapid developments of this situation and the profile of the event, we would be very grateful if Mayor Cantrell could attend. So far Mayor Broome has been invited and Parish President Lee Sheng has confirmed. We are also reaching out to Parish President Cooper in St. Tammany.

Schedule:

9:00

9:15 meeting with Governor Edwards, Surgeon General Adams, and Mayors Cantrell and Broome/Presidents Lee Sheng and Cooper

9:30 Press Conference

Happy to discuss this further by phone if you'd like.

Thanks,

Omar Khalid

Pronouns: He/Him/His

Chief of Staff

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

omar.khalid@la.gov

225-953-2784

<image001.png>





From: Christina Stephens
Sent: Wed, 11 Mar 2020 17:13:57 -0500
To: Omar Khalid
Cc: Aly Neel;David Timoll
Subject: RE: Surgeon General Visit - Press Conference tomorrow morning

Thank you – so Mayor Broome and the two parish paresidents?

From: Omar Khalid
Sent: Wednesday, March 11, 2020 4:39 PM
To: Christina Stephens <Christina.Stephens@LA.GOV>
Cc: Aly Neel <Aly.Neel@LA.GOV>; David Timoll <David.Timoll@la.gov>
Subject: FW: Surgeon General Visit - Press Conference tomorrow morning

Christina--just received word below that Mayor Cantrell will not be attending the press conference tomorrow.

From: Catrina M. Simmons <cmsimmons@nola.gov>
Sent: Wednesday, March 11, 2020 4:38 PM
To: Omar Khalid <Omar.Khalid@LA.GOV>; Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>
Subject: RE: Surgeon General Visit - Press Conference tomorrow morning

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good afternoon Omar,

I was just informed that Mayor Cantrell will not be attending the press conference tomorrow.

Thanks,

Catrina Simmons-Steib
Director of Scheduling
Office of the Mayor LaToya Cantrell | City of New Orleans
1300 Perdido St 2E04
New Orleans, LA 70112
cmsimmons@nola.gov
O: 504-658-4900

From: Catrina M. Simmons
Sent: Wednesday, March 11, 2020 1:48 PM
To: Omar Khalid <Omar.Khalid@LA.GOV>; Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>
Subject: RE: Surgeon General Visit - Press Conference tomorrow morning

Yes, Mayor is confirmed.
Thanks Omar

Catrina Simmons-Steib
Director of Scheduling

Office of the Mayor LaToya Cantrell | City of New Orleans
1300 Perdido St 2E04
New Orleans, LA 70112
cmsimmons@nola.gov
O: 504-658-4900

From: Omar Khalid <Omar.Khalid@LA.GOV>

Sent: Wednesday, March 11, 2020 1:23 PM

To: Katrina M. Simmons <cmsimmons@nola.gov>; Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>

Subject: RE: Surgeon General Visit - Press Conference tomorrow morning

Hi Katrina, we are working out some details but this is what we have so far. We are asking that the 9:15 meeting be attended by only Mayor Cantrell and Dr. Avegno or her designee as space will be limited. I'm happy to answer any additional questions, please let me know if we can confirm this so I can let the Gov's office know. Thanks for your assistance with this!

Thanks,
Omar

Thursday March 12:

09:15 AM – 09:45 AM Discussion with Governor John Bel Edwards (State Capitol 4th floor, Governor's office 900 North 3rd Street; Baton Rouge, Louisiana)

- Opportunity to talk about the status of COVID-19 in Louisiana prior to press event
- Mayor Cantrell, Mayor Broome, President Lee Sheng, President Cooper
- Area hospital executives (5 max)

This will be an informal, unstructured opportunity for the participants to discuss the situation with the Governor and Surgeon General, with a small group of hospital executives in attendance. Please limit staff to one for this discussion

09:45 AM – 10:15 AM Press Event with Governor John Bel Edwards (State Capitol 4th floor, Governor's office 900 North 3rd Street; Baton Rouge, Louisiana)

- Proposed Run of Show:
- 9:45 Welcome and opening comments by Governor Edwards
- 9:55 Introductory comments by Surgeon General RADM Jerome Adams, MD
- 10:05 questions fielded by Governor Edwards and the Surgeon General

From: Catrina M. Simmons <cmsimmons@nola.gov>

Sent: Wednesday, March 11, 2020 12:08 PM

To: Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>; Omar Khalid <Omar.Khalid@LA.GOV>

Subject: RE: Surgeon General Visit - Press Conference tomorrow morning

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Good afternoon Omar,

Can you forward a run of show or agenda for the press conference?

Thanks,

Catrina Simmons-Steib

Director of Scheduling

Office of the Mayor LaToya Cantrell | City of New Orleans

1300 Perdido St 2E04

New Orleans, LA 70112

cmsimmons@nola.gov

O: 504-658-4900

From: Catrina M. Simmons

Sent: Wednesday, March 11, 2020 11:46 AM

To: Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>

Subject: RE: Surgeon General Visit - Press Conference tomorrow morning

Good Morning Dr. Avegno,

I spoke to the mayor and have placed the press conference on the mayor's calendar.

Thanks,

Catrina Simmons-Steib

Director of Scheduling

Office of the Mayor LaToya Cantrell | City of New Orleans

1300 Perdido St 2E04

New Orleans, LA 70112

cmsimmons@nola.gov

O: 504-658-4900

From: Jennifer L. Avegno M.D. <Jennifer.Avegno@nola.gov>

Sent: Wednesday, March 11, 2020 9:53 AM

To: Katrina M. Simmons <cmsimmons@nola.gov>

Subject: Fwd: Surgeon General Visit - Press Conference tomorrow morning

Please see urgent request for the mayor tomorrow -

From: Omar Khalid <Omar.Khalid@LA.GOV>

Sent: Wednesday, March 11, 2020 9:51 AM

To: Jennifer L. Avegno M.D.

Cc: Alexander Billioux; Joseph Kanter

Subject: Surgeon General Visit - Press Conference tomorrow morning

Good Morning Dr. Avegno,

My thoughts are definitely with you, I can imagine how challenging these days are like for you and your team.

As you know we are working with the Office of the Surgeon General of the United States to schedule a visit to Louisiana. While this was intended to be a routine visit when originally planned, the spread of COVID-19 has meant that we have had to do some scrambling to change and add some events.

The Surgeon General will now be holding a press conference with Governor Edwards tomorrow morning at **9:15am-10:15am** at the Governor's office at the Capitol. We would like for the Mayors/Parish Presidents of areas with presumptive positives for COVID-19 cases to be in attendance, with an opportunity to meet privately with the Governor and Surgeon General and other municipal leaders. Of course this is very short notice, but due to the rapid developments of this situation and the profile of the event, we would be very grateful if Mayor Cantrell could attend. So far Mayor Broome has been invited and Parish President Lee Sheng has confirmed. We are also reaching out to Parish President Cooper in St. Tammany.

Schedule:

9:00

9:15 meeting with Governor Edwards, Surgeon General Adams, and Mayors Cantrell and Broome/Presidents Lee Sheng and Cooper

9:30 Press Conference

Happy to discuss this further by phone if you'd like.

Thanks,

Omar Khalid

Pronouns: He/Him/His

Chief of Staff

Office of Public Health

Louisiana Department of Health

628 North 4th Street

Baton Rouge, LA 70802

omar.khalid@la.gov

225-953-2784



From: Aly Neel
Sent: Thu, 5 Mar 2020 20:21:17 -0600
To: Christina Stephens; Alexander Billioux; Jimmy Guidry (LDH)
Cc: Mike Steele; Casey Tingle
Subject: Re: Trigger for school closures?

Christina, see our guidance below.

Short answer: Potential school closures and cleanings are in our plans should we need them but in this situation that would not be our recommendation.

More information:

- Where there has been a student in a school with COVID-19 we could certainly look at closing and cleaning, but triggering for that would be someone in the school with COVID-19, not just in the community. The latter doesn't make sense to us because COVID-19 would still be in the community and no closer or farther from the school.
- Specifically, the circumstance(s) that would prompt us to suggest school closures would be first, when we have detected that children within the school are actively transmitting an infection at the school, causing an outbreak and significant disruption. Secondly, we might consider the suggestion if a significant number of students or faculty were out, and normal school activities simply could not continue. In any of these circumstances, we would suggest a thorough school cleaning.
- Dr. Guidry does have authority here re closing the school, but usually it's a partnership in which OPH gives advice and the school official closes the school.

Hope this helps!

Aly

From: Christina Stephens
Sent: Thursday, March 5, 2020 2:48:59 PM
To: Aly Neel; Alexander Billioux; Jimmy Guidry (LDH)
Cc: Mike Steele; Casey Tingle
Subject: Trigger for school closures?

Hello – We have seen some news out Tennessee that they closed all of the county's schools to decontaminate them because a man in the county has COVID-19. It doesn't seem to be connected to the school, but some parents have been told that it is part of the plan for school there to shut down for two days to be cleaned.

Someone in our office is asking if 1) this is something that we have in our plans for schools and 2) what the trigger for closing school would be.

https://www.wsmv.com/news/williamson_county/williamson-county-schools-to-close-friday-monday-in-response-to/article_f0d0110e-5f01-11ea-9ad6-cf79dc9a1496.html

<https://www.newschannel5.com/news/williamson-county-schools-to-close-for-cleaning-after-first-confirmed-tenn-case-of-coronavirus>

Thanks, Christina

From: EOCWATCH
Sent: Thu, 12 Mar 2020 08:37:52 -0500
To: Tonya Joiner;Stephen Russo;Alexander Billioux;Frank Welch;Kelly Zimmerman;Omar Khalid;Robert Johannessen;INACTIVE - Christina Stephens;Shauna Sanford
Subject: SitRep 3/12/20
Attachments: COVID-19 Summary_031220_0730.docx

[See attached SitRep.](#)

[Sundee](#)

From: Sundee Winder <Sundee.Winder@LA.GOV>
Sent: Thursday, March 12, 2020 8:33 AM
To: EOCWATCH <DHHEOC40@LA.GOV>
Subject: SitRep 3/12/20

Novel Coronavirus 2019 (COVID-19)**Daily Summary** | 3/12/20 at 0730**Table 1: US Case Counts**

United States		Updated	3/11/20 at 0700
CDC Case Counts			
Total Cases	New Cases	Total Deaths	New Deaths
938	291	29	4

Source: CDC <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>

Note: For consistency, the national case counts reported by the Louisiana Department of Health will follow the counts reported daily, M-F, by the CDC. This information might be different from reports by news organizations that update more frequently.

Table 2: Louisiana Testing and Results

Updated		3/12/20 at 0700	
Laboratory Testing			
	Number of Persons Under Investigation (PUI) Tests Negative	Number of Presumptive Positive Persons	CDC Confirmed Cases
New Results (on 3/11)	13	7	0
Cumulative Results (as of 3/12 700)	38	13	0

Source: OPH Infectious Disease Epidemiology Section and OPH Laboratory

Table 3: General Information Line

General Information Line Calls on 3/11/20 from 800 to 1630	
Calls	Cumulative Count
112	549

Note: Bureau of Community Preparedness staffs the general information line Monday through Friday from 8:00 am until 4:30 pm. The phone number for this line is 855-523-2652.

Calls = Number of calls received and answered during the Operational Period of 8 to 4:30 pm.

Voice messages received outside of regular business hours are returned and captured in the call count the following day.

Updates and Headlines

Updates

Public Health declaration issued on 3/11/20

State announces 13 presumptive positive cases on 3/11/20

211 activated and liaison will report to LDH EOC on 3/12/20

Headlines

[Louisiana coronavirus count rises to 13 as virus spreads across state](#) | The Advocate

[Caddo officials release information on Coronavirus case in the parish](#) | KSLA-TV

[Latest: 13 presumptive positive coronavirus cases in Louisiana; public health emergency issued](#) | WDSU-TV

[Three of Louisiana's 13 coronavirus patients are residents of same New Orleans senior living facility](#) | WBRZ-TV

[Map shows coronavirus cases in Louisiana, Texas and beyond](#) | The Advertiser

[LSU says it has no coronavirus cases, classes unaffected at this time](#) | WBRZ-TV

[Coronavirus and Louisiana: 5 big stories to know, from 13 confirmed cases to empty stadiums](#) | The Advocate

[Coronavirus in Louisiana: See this map to view patient locations, more details](#) | nola.com

[Coronavirus clusters swell on both sides of the US](#) | Associated Press

[NBA suspends its season after player tests positive for coronavirus](#) | CNN

From: EOCWATCH
Sent: Fri, 13 Mar 2020 07:40:27 -0500
To: Tonya Joiner;Stephen Russo;Alexander Billioux;Frank Welch;Kelly Zimmerman;Omar Khalid;Robert Johannessen;Shauna Sanford;Aly Neel;Cindy Rives;David Timoll;Jimmy Guidry (LDH);Joseph Kanter;Lauren Gleason (LDH);Mark A Thomas;Michelle Miley;Pam Diez;Rosanne Prats;Ashley Peak;INACTIVE - Christina Stephens;Melinda Richard
Cc: EOCWATCH
Subject: SitRep 3/13
Attachments: COVID-19 Summary_031320_0730.docx

See attached SitRep.

Sundée
E: eocwatch@la.gov
P: 225.354.3570

Novel Coronavirus 2019 (COVID-19)

Daily Summary | 3/13/20 at 0730

Table 1: US Case Counts

United States		Updated	3/13/20 at 0700
CDC Case Counts			
Total Cases	New Cases	Total Deaths	New Deaths
1,215	277	36	7

Source: CDC <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>

Note: For consistency, the national case counts reported by the Louisiana Department of Health will follow the counts reported daily, M-F, by the CDC. This information might be different from reports by news organizations that update more frequently.

Table 2: Louisiana Testing and Results

Louisiana		Updated	3/13/20 at 0700
Laboratory Testing			
	Number of Persons Under Investigation (PUI) Tests Negative	Number of Presumptive Positive Persons	CDC Confirmed Cases
New Results (on 3/12)	23	20	0
Cumulative Results (as of 3/13 700)	61	33	0

Source: OPH Infectious Disease Epidemiology Section and OPH Laboratory

Table 3: General Information Line

General Information Line Calls on 3/12/20 from 800 to 1630	
Calls	Cumulative Count
257	806

Note: Bureau of Community Preparedness staffs the general information line Monday through Friday from 8:00 am until 4:30 pm. The phone number for this line is 855-523-2652.

Calls = Number of calls received and answered during the Operational Period of 8 to 4:30 pm.

Voice messages received outside of regular business hours are returned and captured in the call count the following day.

Table 4: LA 211 Phone Calls

211 Calls on 3/12/20 from 700 to 1900	
Calls	Cumulative Count
158	191

Note: LA 211 is operational 24/7 to answer calls from the public.

Updates and Headlines

Updates

LA 211 has been activated to receive calls from the general public

OPH Lab established an COVID email address (COVIDLAB@LA.GOV) for provider lab questions

Headlines

[THE LATEST: Presumptive positive cases of coronavirus reported in La.](#) | WAFB-TV

[Latest: Louisiana now has 19 coronavirus cases; most are in New Orleans](#) | WDSU-TV

[Coronavirus in Louisiana: 4 big stories, from changes at universities to frustration with testing](#) | The Advocate

[Louisiana Coronavirus Updates: 19 presumed cases, 15 in Orleans](#) | WWL-TV

[64 tested for coronavirus in Louisiana, but South Korea tests 15,000 daily: 'I am very concerned'](#) | nola.com

[What some shoppers in Lafayette are saying about coronavirus](#) | KLFY-TV

[Most coronavirus patients recover, stoill anxiety, fear loom](#) | Associated Press

From: Casey Tingle
Sent: Thu, 12 Mar 2020 12:36:42 -0500
To: Wong, Michael
(Kennedy);Preston_Robinson@Kennedy.senate.gov;James_Quinn@cassidy.senate.gov;peter.hunter@mail.house.gov;Luke.Letlow@mail.house.gov;Sawyer, Paul;Kathee.Facchiano@mail.house.gov;Hayden.Haynes@mail.house.gov;Trokey, Claire;Trowbridge, Fred;Miller, Megan (Bel);Ted.Verrill@mail.house.gov;Eby, Michael (Cassidy);Vicknair, Jay (Kennedy);Cambon, Allen;Bernhard, James;Cavell, David;McNabb, Brian (Cassidy);Chautin, John;Leslie.Quinn@mail.house.gov;Walecki, Jack;Morris, Brad;Steinsholt, Natalie;Christina Stephens;Alexander Billioux;Rosanne Prats;Casey Tingle;Jimmy Guidry (LDH);Christopher Guilbeaux;Tina Vanichchagorn;Aly Neel;Mike Steele
Subject: State Briefing on COVID-19
Attachments: 25 JBE 2020 COVID-19.pdf, COVID-19 Summary_031220_0730.pdf

This call will provide updates from state on COVID-19 response activities. Attached are LDH's Daily Summary and the Governor's Declaration. The link below is the site with the latest guidance for the public.

<http://ldh.la.gov/coronavirus/>

Dial:
USA 215 861 0674
USA 8883982342 (US Toll Free)
Conference code: 198611



EXECUTIVE DEPARTMENT

PROCLAMATION NUMBER 25 JBE 2020

PUBLIC HEALTH EMERGENCY - COVID-19

- WHEREAS,** the Louisiana Health Emergency Powers Act, La. R.S. 29:760, et seq., confers upon the Governor of the State of Louisiana emergency powers to deal with public health emergencies, including an occurrence or imminent threat of an illness or health condition that is believed to be caused by the appearance of a novel or previously controlled or eradicated infectious agent or biological toxin, in order to ensure that preparations of this state will be adequate to deal with such emergencies or disasters and to preserve the health and lives of the people of the State of Louisiana;
- WHEREAS,** when the Governor after consultation with the public health authority determines that a public health emergency has occurred, or the threat thereof is imminent, La. R.S. 29:766(A) empowers him to declare a state of emergency by executive order or proclamation;
- WHEREAS,** the U.S. Centers for Disease Control and Prevention ("CDC") is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in many other countries, including in the United States. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19");
- WHEREAS,** according to the CDC's website, person-to-person spread has been subsequently reported in countries outside China, including in the United States. Some international destinations now have apparent community spread with the virus that causes COVID-19, as do some parts of the United States. Community spread means some people have been infected and it is not known how or where they became exposed;
- WHEREAS,** on January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a "public health emergency of international concern" (PHEIC). On January 31, 2020, Health and Human Services Secretary Alex M. Azar II declared a public health emergency (PHE) for the United States to aid the nation's healthcare community in responding to COVID-19;
- WHEREAS,** a World Health Organization statement released March 7, 2020 stated that the global number of confirmed cases of COVID-19 has surpassed 100,000;
- WHEREAS,** as of March 11, 2020, the CDC's website reports that 38 states, including the District of Columbia, have reported cases of COVID-19 to CDC, for a total of 938 confirmed cases, and that states have reported 29 deaths resulting from COVID-19;

- WHEREAS,** on March, 11, 2020, the World Health Organization designated the COVID-19 outbreak as a worldwide pandemic;
- WHEREAS,** on March, 9, 2020, a Louisiana resident, pursuant to CDC protocol, was tested for COVID-19, with the test being presumptively positive;
- WHEREAS,** in the last two days, several more Louisiana residents have tested presumptively positive for COVID-19;
- WHEREAS,** the State of Louisiana has reason to believe that COVID-19 may be spread amongst the population by various means of exposure, therefore posing a high probability of widespread exposure and a significant risk of substantial future harm to a large number of Louisiana citizens;
- WHEREAS,** the Governor of the State of Louisiana has consulted with the public health authority regarding COVID-19;
- WHEREAS,** the Governor, after such consultation, finds that a threat of a public health emergency is imminent;
- WHEREAS,** a declaration of public health emergency is necessary to allow state agencies to thoroughly prepare for any eventuality related to public health needs and deploy additional resources to assist local authorities, if necessary; and
- WHEREAS,** the Secretary of the Department of Health and the State Health Officer have requested that a public health emergency be declared.

NOW THEREFORE, I, JOHN BEL EDWARDS, Governor of the State of Louisiana, by virtue of the authority vested by the Constitution and the laws of the state of Louisiana, do hereby order and direct as follows:

- SECTION 1:** Pursuant to the Louisiana Health Emergency Powers Act, La. R.S. 29:760, et seq., a statewide public health emergency is declared to exist in the State of Louisiana as a result of the imminent threat posed to Louisiana citizens by COVID-19, which has created emergency conditions that threaten the lives and health of the citizens of the State.
- SECTION 2:** The Governor's Office of Homeland Security and Emergency Preparedness and Secretary of the Department of Health are hereby expressly empowered to take any and all actions authorized under the Louisiana Health Emergency Powers Act, La. R.S. 29:760 et seq. in relation to this public health emergency.
- SECTION 3:** The Secretary of the Department of Health and/or the State Health Officer are hereby expressly empowered to take any and all actions authorized thereto under Titles 29 and 40 of the Louisiana Revised Statutes and under the State Sanitary Code (LAC Title 51) in relation to this public health emergency.
- SECTION 4:** Pursuant to La. R.S. 29:724(D)(1), the Louisiana Procurement Code (La. R.S. 39:1551, *et seq.*) and Louisiana Public Bid Law (La. R.S. 38:2211, *et seq.*) and their corresponding rules and regulations are hereby suspended for the purpose of the procurement of any good or services necessary to respond to this emergency.
- SECTION 5:** Pursuant to La. R.S. 29:732(A), prices charged or value received for goods and services sold may not exceed the prices ordinarily charged for comparable goods and services in the same market area at or immediately before the time of the state of emergency, unless the price by the seller is attributable to fluctuations in applicable commodity markets, fluctuations in applicable regional or national market trends, or to reasonable expenses and charges and attendant business risk

incurred in procuring or selling the goods or services during the state of emergency.

SECTION 6: In addition to any authority conferred generally herein or by law, the Governor's Office of Homeland Security and Emergency Preparedness, through consultation with the Secretary of the Department of Health, shall have the primary jurisdiction, responsibility and authority for:

1. Planning and executing public health emergency assessment, mitigation, preparedness response, and recovery for the state;
2. Coordinating public health emergency response between state and local authorities;
3. Collaborating with relevant federal government authorities, elected officials of other states, private organizations or companies;
4. Coordinating recovery operations and mitigation initiatives subsequent to public health emergencies;
5. Organizing public information activities regarding public health emergency response operations; and
6. Taking any other measures deemed necessary and proper, as authorized by law.

SECTION 7: The following travel restrictions will apply to all state employees:

- A. All state employees intending to travel beyond the continental United States shall review the CDC's website at <http://wwwnc.cdc.gov/travel/notices> to determine if the country to be visited has been identified as posing a threat of contracting COVID-19;
- B. All state employees traveling on state business to areas designated as Warning Level 2 or Level 3 or above by the CDC are hereby directed to cancel or postpone these trips; all employees traveling internationally to other countries are hereby required to obtain specific authorization from the Commissioner of Administration;
- C. All state employees intending to travel internationally for non-official reasons are hereby directed to notify their supervisor and Human Resources Director of the travel as soon as possible, but in no event later than forty-eight (48) hours prior to travel, and immediately upon return to the United States;
- D. All state employees with household members who intend to travel or have traveled to areas designated as Warning Level 2 or Level 3 or above by the CDC are hereby directed to notify their supervisor and Human Resources Director of the travel as soon as possible, but in no event later than forty-eight (48) hours prior to the household member's departure, to state the household member's expected date of return, and to notify their supervisor and Human Resources Director immediately upon the household member's actual return to the United States; and
- E. All state employees shall notify their supervisor and Human Resources Director if the employee or a household member develops symptoms associated with COVID-19.

SECTION 8: The Civil Service Commission and the Division of Administration are hereby directed to develop a set of guidelines for state employees who are infected with COVID-19 or under quarantine for possible exposure to COVID-19. Such guidelines shall include direction for the management of sick leave by state

employees and provide for direction, if possible, for the employee to work remotely. The guidelines developed by the Civil Service Commission and the Division of Administration shall be put into effect by this order.

SECTION 9: All orders allowing for visitation by the parent of a foster child that resides in a home that is quarantined or isolated due to COVID-19 are hereby suspended. The Department of Child and Family Services is hereby ordered to make all reasonable efforts to allow for alternative visitation.

SECTION 10: This Proclamation shall be disseminated promptly by means reasonably calculated to bring its contents to the attention of the general public. The Proclamation shall also be promptly filed with the Governor's Office of Homeland Security and Emergency Preparedness, with the Department of Health, Office of Public Health, and with the Secretary of State.

SECTION 11: All departments, commissions, boards, agencies and officers of the State, or any political subdivision thereof, are authorized and directed to cooperate in actions the State may take in response to the effects of this event.

SECTION 12: This order is effective upon signature and shall remain in effect from Wednesday, March 11, 2020 to Thursday, April 9, 2020, unless terminated sooner.



IN WITNESS WHEREOF, I have set my hand officially and caused to be affixed the Great Seal of Louisiana in the City of Baton Rouge on this 11th day of March, 2020.

A handwritten signature in black ink, appearing to read "John Bel Edwards", is written over a horizontal line.

GOVERNOR OF LOUISIANA

**ATTEST BY THE SECRETARY
OF STATE**

A handwritten signature in blue ink, appearing to read "B. Kelly", is written over a horizontal line.

SECRETARY OF STATE

Novel Coronavirus 2019 (COVID-19)

Daily Summary | 3/12/20 at 0730

Table 1: US Case Counts

United States		Updated	3/11/20 at 0700
CDC Case Counts			
Total Cases	New Cases	Total Deaths	New Deaths
938	291	29	4

Source: CDC <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>

Note: For consistency, the national case counts reported by the Louisiana Department of Health will follow the counts reported daily, M-F, by the CDC. This information might be different from reports by news organizations that update more frequently.

Table 2: Louisiana Testing and Results

Updated		3/12/20 at 0700	
Laboratory Testing			
	Number of Persons Under Investigation (PUI) Tests Negative	Number of Presumptive Positive Persons	CDC Confirmed Cases
New Results (on 3/11)	13	7	0
Cumulative Results (as of 3/12 700)	38	13	0

Source: OPH Infectious Disease Epidemiology Section and OPH Laboratory

Table 3: General Information Line

General Information Line Calls on 3/11/20 from 800 to 1630	
Calls	Cumulative Count
112	549

Note: Bureau of Community Preparedness staffs the general information line Monday through Friday from 8:00 am until 4:30 pm. The phone number for this line is 855-523-2652.

Calls = Number of calls received and answered during the Operational Period of 8 to 4:30 pm.

Voice messages received outside of regular business hours are returned and captured in the call count the following day.

Updates and Headlines

Updates

Public Health declaration issued on 3/11/20

State announces 13 presumptive positive cases on 3/11/20

211 activated and liaison will report to LDH EOC on 3/12/20

Headlines

[Louisiana coronavirus count rises to 13 as virus spreads across state](#) | The Advocate

[Caddo officials release information on Coronavirus case in the parish](#) | KSLA-TV

[Latest: 13 presumptive positive coronavirus cases in Louisiana; public health emergency issued](#) | WDSU-TV

[Three of Louisiana's 13 coronavirus patients are residents of same New Orleans senior living facility](#) | WBRZ-TV

[Map shows coronavirus cases in Louisiana, Texas and beyond](#) | The Advertiser

[LSU says it has no coronavirus cases, classes unaffected at this time](#) | WBRZ-TV

[Coronavirus and Louisiana: 5 big stories to know, from 13 confirmed cases to empty stadiums](#) | The Advocate

[Coronavirus in Louisiana: See this map to view patient locations, more details](#) | nola.com

[Coronavirus clusters swell on both sides of the US](#) | Associated Press

[NBA suspends its season after player tests positive for coronavirus](#) | CNN

From: Casey Tingle
Sent: Thu, 12 Mar 2020 17:36:43 +0000
To: Casey Tingle; Wong, Michael
(Kennedy); Preston_Robinson@Kennedy.senate.gov; James_Quinn@cassidy.senate.gov; peter.hunter@mail.house.gov; Luke.Letlow@mail.house.gov; Sawyer, Paul; Kathee.Facchiano@mail.house.gov; Hayden.Haynes@mail.house.gov; Trokey, Claire; Trowbridge, Fred; Miller, Megan (Bel); Ted.Verrill@mail.house.gov; Eby, Michael (Cassidy); Vicknair, Jay (Kennedy); Cambon, Allen; Bernhard, James; Cavell, David; McNabb, Brian (Cassidy); Chautin, John; Leslie.Quinn@mail.house.gov; Walecki, Jack; Morris, Brad; Steinsholt, Natalie; Christina Stephens; Alexander Billioux; Rosanne Prats; Jimmy Guidry (LDH); Christopher Guilbeaux; Tina Vanichchagorn; Aly Neel; Mike Steele
Subject: State Briefing on COVID-19
Attachments: 25 JBE 2020 COVID-19.pdf, COVID-19 Summary_031220_0730.pdf

This call will provide updates from state on COVID-19 response activities. Attached are LDH's Daily Summary and the Governor's Declaration. The link below is the site with the latest guidance for the public.

<http://ldh.la.gov/coronavirus/>

Dial:
USA 215 861 0674
USA 8883982342 (US Toll Free)
Conference code: 198611



EXECUTIVE DEPARTMENT

PROCLAMATION NUMBER 25 JBE 2020

PUBLIC HEALTH EMERGENCY - COVID-19

- WHEREAS,** the Louisiana Health Emergency Powers Act, La. R.S. 29:760, et seq., confers upon the Governor of the State of Louisiana emergency powers to deal with public health emergencies, including an occurrence or imminent threat of an illness or health condition that is believed to be caused by the appearance of a novel or previously controlled or eradicated infectious agent or biological toxin, in order to ensure that preparations of this state will be adequate to deal with such emergencies or disasters and to preserve the health and lives of the people of the State of Louisiana;
- WHEREAS,** when the Governor after consultation with the public health authority determines that a public health emergency has occurred, or the threat thereof is imminent, La. R.S. 29:766(A) empowers him to declare a state of emergency by executive order or proclamation;
- WHEREAS,** the U.S. Centers for Disease Control and Prevention ("CDC") is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in many other countries, including in the United States. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19");
- WHEREAS,** according to the CDC's website, person-to-person spread has been subsequently reported in countries outside China, including in the United States. Some international destinations now have apparent community spread with the virus that causes COVID-19, as do some parts of the United States. Community spread means some people have been infected and it is not known how or where they became exposed;
- WHEREAS,** on January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a "public health emergency of international concern" (PHEIC). On January 31, 2020, Health and Human Services Secretary Alex M. Azar II declared a public health emergency (PHE) for the United States to aid the nation's healthcare community in responding to COVID-19;
- WHEREAS,** a World Health Organization statement released March 7, 2020 stated that the global number of confirmed cases of COVID-19 has surpassed 100,000;
- WHEREAS,** as of March 11, 2020, the CDC's website reports that 38 states, including the District of Columbia, have reported cases of COVID-19 to CDC, for a total of 938 confirmed cases, and that states have reported 29 deaths resulting from COVID-19;

- WHEREAS,** on March, 11, 2020, the World Health Organization designated the COVID-19 outbreak as a worldwide pandemic;
- WHEREAS,** on March, 9, 2020, a Louisiana resident, pursuant to CDC protocol, was tested for COVID-19, with the test being presumptively positive;
- WHEREAS,** in the last two days, several more Louisiana residents have tested presumptively positive for COVID-19;
- WHEREAS,** the State of Louisiana has reason to believe that COVID-19 may be spread amongst the population by various means of exposure, therefore posing a high probability of widespread exposure and a significant risk of substantial future harm to a large number of Louisiana citizens;
- WHEREAS,** the Governor of the State of Louisiana has consulted with the public health authority regarding COVID-19;
- WHEREAS,** the Governor, after such consultation, finds that a threat of a public health emergency is imminent;
- WHEREAS,** a declaration of public health emergency is necessary to allow state agencies to thoroughly prepare for any eventuality related to public health needs and deploy additional resources to assist local authorities, if necessary; and
- WHEREAS,** the Secretary of the Department of Health and the State Health Officer have requested that a public health emergency be declared.

NOW THEREFORE, I, JOHN BEL EDWARDS, Governor of the State of Louisiana, by virtue of the authority vested by the Constitution and the laws of the state of Louisiana, do hereby order and direct as follows:

- SECTION 1:** Pursuant to the Louisiana Health Emergency Powers Act, La. R.S. 29:760, et seq., a statewide public health emergency is declared to exist in the State of Louisiana as a result of the imminent threat posed to Louisiana citizens by COVID-19, which has created emergency conditions that threaten the lives and health of the citizens of the State.
- SECTION 2:** The Governor's Office of Homeland Security and Emergency Preparedness and Secretary of the Department of Health are hereby expressly empowered to take any and all actions authorized under the Louisiana Health Emergency Powers Act, La. R.S. 29:760 et seq. in relation to this public health emergency.
- SECTION 3:** The Secretary of the Department of Health and/or the State Health Officer are hereby expressly empowered to take any and all actions authorized thereto under Titles 29 and 40 of the Louisiana Revised Statutes and under the State Sanitary Code (LAC Title 51) in relation to this public health emergency.
- SECTION 4:** Pursuant to La. R.S. 29:724(D)(1), the Louisiana Procurement Code (La. R.S. 39:1551, et seq.) and Louisiana Public Bid Law (La. R.S. 38:2211, et seq.) and their corresponding rules and regulations are hereby suspended for the purpose of the procurement of any good or services necessary to respond to this emergency.
- SECTION 5:** Pursuant to La. R.S. 29:732(A), prices charged or value received for goods and services sold may not exceed the prices ordinarily charged for comparable goods and services in the same market area at or immediately before the time of the state of emergency, unless the price by the seller is attributable to fluctuations in applicable commodity markets, fluctuations in applicable regional or national market trends, or to reasonable expenses and charges and attendant business risk

incurred in procuring or selling the goods or services during the state of emergency.

SECTION 6: In addition to any authority conferred generally herein or by law, the Governor's Office of Homeland Security and Emergency Preparedness, through consultation with the Secretary of the Department of Health, shall have the primary jurisdiction, responsibility and authority for:

1. Planning and executing public health emergency assessment, mitigation, preparedness response, and recovery for the state;
2. Coordinating public health emergency response between state and local authorities;
3. Collaborating with relevant federal government authorities, elected officials of other states, private organizations or companies;
4. Coordinating recovery operations and mitigation initiatives subsequent to public health emergencies;
5. Organizing public information activities regarding public health emergency response operations; and
6. Taking any other measures deemed necessary and proper, as authorized by law.

SECTION 7: The following travel restrictions will apply to all state employees:

- A. All state employees intending to travel beyond the continental United States shall review the CDC's website at <http://wwwnc.cdc.gov/travel/notices> to determine if the country to be visited has been identified as posing a threat of contracting COVID-19;
- B. All state employees traveling on state business to areas designated as Warning Level 2 or Level 3 or above by the CDC are hereby directed to cancel or postpone these trips; all employees traveling internationally to other countries are hereby required to obtain specific authorization from the Commissioner of Administration;
- C. All state employees intending to travel internationally for non-official reasons are hereby directed to notify their supervisor and Human Resources Director of the travel as soon as possible, but in no event later than forty-eight (48) hours prior to travel, and immediately upon return to the United States;
- D. All state employees with household members who intend to travel or have traveled to areas designated as Warning Level 2 or Level 3 or above by the CDC are hereby directed to notify their supervisor and Human Resources Director of the travel as soon as possible, but in no event later than forty-eight (48) hours prior to the household member's departure, to state the household member's expected date of return, and to notify their supervisor and Human Resources Director immediately upon the household member's actual return to the United States; and
- E. All state employees shall notify their supervisor and Human Resources Director if the employee or a household member develops symptoms associated with COVID-19.

SECTION 8: The Civil Service Commission and the Division of Administration are hereby directed to develop a set of guidelines for state employees who are infected with COVID-19 or under quarantine for possible exposure to COVID-19. Such guidelines shall include direction for the management of sick leave by state

employees and provide for direction, if possible, for the employee to work remotely. The guidelines developed by the Civil Service Commission and the Division of Administration shall be put into effect by this order.

- SECTION 9:** All orders allowing for visitation by the parent of a foster child that resides in a home that is quarantined or isolated due to COVID-19 are hereby suspended. The Department of Child and Family Services is hereby ordered to make all reasonable efforts to allow for alternative visitation.
- SECTION 10:** This Proclamation shall be disseminated promptly by means reasonably calculated to bring its contents to the attention of the general public. The Proclamation shall also be promptly filed with the Governor's Office of Homeland Security and Emergency Preparedness, with the Department of Health, Office of Public Health, and with the Secretary of State.
- SECTION 11:** All departments, commissions, boards, agencies and officers of the State, or any political subdivision thereof, are authorized and directed to cooperate in actions the State may take in response to the effects of this event.
- SECTION 12:** This order is effective upon signature and shall remain in effect from Wednesday, March 11, 2020 to Thursday, April 9, 2020, unless terminated sooner.



IN WITNESS WHEREOF, I have set my hand officially and caused to be affixed the Great Seal of Louisiana in the City of Baton Rouge on this 11th day of March, 2020.

A handwritten signature in black ink, appearing to read "John Bel Edwards", is written over a horizontal line.

GOVERNOR OF LOUISIANA

**ATTEST BY THE SECRETARY
OF STATE**

A handwritten signature in blue ink, appearing to read "B. Kelly Boudreaux", is written over a horizontal line.

SECRETARY OF STATE

Novel Coronavirus 2019 (COVID-19)**Daily Summary** | 3/12/20 at 0730**Table 1: US Case Counts**

United States		Updated	3/11/20 at 0700
CDC Case Counts			
Total Cases	New Cases	Total Deaths	New Deaths
938	291	29	4

Source: CDC <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>

Note: For consistency, the national case counts reported by the Louisiana Department of Health will follow the counts reported daily, M-F, by the CDC. This information might be different from reports by news organizations that update more frequently.

Table 2: Louisiana Testing and Results

Updated		3/12/20 at 0700	
Laboratory Testing			
	Number of Persons Under Investigation (PUI) Tests Negative	Number of Presumptive Positive Persons	CDC Confirmed Cases
New Results (on 3/11)	13	7	0
Cumulative Results (as of 3/12 700)	38	13	0

Source: OPH Infectious Disease Epidemiology Section and OPH Laboratory

Table 3: General Information Line

General Information Line Calls on 3/11/20 from 800 to 1630	
Calls	Cumulative Count
112	549

Note: Bureau of Community Preparedness staffs the general information line Monday through Friday from 8:00 am until 4:30 pm. The phone number for this line is 855-523-2652.

Calls = Number of calls received and answered during the Operational Period of 8 to 4:30 pm.

Voice messages received outside of regular business hours are returned and captured in the call count the following day.

Updates and Headlines

Updates

Public Health declaration issued on 3/11/20

State announces 13 presumptive positive cases on 3/11/20

211 activated and liaison will report to LDH EOC on 3/12/20

Headlines

[Louisiana coronavirus count rises to 13 as virus spreads across state](#) | The Advocate

[Caddo officials release information on Coronavirus case in the parish](#) | KSLA-TV

[Latest: 13 presumptive positive coronavirus cases in Louisiana; public health emergency issued](#) | WDSU-TV

[Three of Louisiana's 13 coronavirus patients are residents of same New Orleans senior living facility](#) | WBRZ-TV

[Map shows coronavirus cases in Louisiana, Texas and beyond](#) | The Advertiser

[LSU says it has no coronavirus cases, classes unaffected at this time](#) | WBRZ-TV

[Coronavirus and Louisiana: 5 big stories to know, from 13 confirmed cases to empty stadiums](#) | The Advocate

[Coronavirus in Louisiana: See this map to view patient locations, more details](#) | nola.com

[Coronavirus clusters swell on both sides of the US](#) | Associated Press

[NBA suspends its season after player tests positive for coronavirus](#) | CNN

From: Casey Tingle
Sent: Wed, 4 Mar 2020 13:28:05 -0600
To: Preston_Robinson@Kennedy.senate.gov;James_Quinn@cassidy.senate.gov;peter.hunter@mail.house.gov;Luke.Letlow@mail.house.gov;Sawyer, Paul;Kathe.Facchiano@mail.house.gov;Hayden.Haynes@mail.house.gov;Trokey, Claire;Trowbridge, Fred;Miller, Megan (Bel);Ted.Verrill@mail.house.gov;Eby, Michael (Cassidy);Vicknair, Jay (Kennedy);Cambon, Allen;Bernhard, James;Cavell, David;McNabb, Brian (Cassidy);Chautin, John;Leslie.Quinn@mail.house.gov;Walecki, Jack;Morris, Brad;Christina Stephens;Alexander Billioux;Rosanne Prats;Casey Tingle;Jimmy Guidry (LDH);Christopher Guilbeaux;Tina Vanichchagorn;Aly Neel;Stephen Russo;Mike Steele
Subject: State Briefing on COVID-19
Attachments: Covid-19 FAQs 03022020 3.12PM.DOCX, COVID-19_Business_Guidance .docx, LawEnforcement_COVID-19.docx, Colleges_Universities_COVID-19.docx

Briefing for Louisiana Congressional Delegation on the latest state efforts on COVID-19.

Conference Call Info:
USA 215 861 0674
USA 8883982342 (US Toll Free)
Conference code: 198611

Attached are several informational pieces that may be helpful for your offices.

Let me know if there are any questions.

Thank you,

Casey Tingle
Deputy Director
Governor's Office of Homeland Security and Emergency Preparedness
225-485-7451

10 Frequently Asked Questions About Novel Coronavirus (COVID-19)

Because the situation continues to evolve, this document will be regularly updated. The information below reflects the situation as of 03/02/2020.

Q: Are there any confirmed cases in Louisiana?

A: As of 03/02/20, there are no confirmed cases in Louisiana.

Q: What is the current situation?

A: While the CDC now expect community spread in some parts of the U.S., the immediate threat to the U.S. remains low. We are not seeing the same level of spread other countries are seeing. That said, it is important to be prepared, which is what we have been doing since the outbreak in mainland China.

Q: What is the protocol in place for responding to a pandemic like COVID-19?

A: COVID-19 in many ways behaves similarly to influenza. The CDC recommends using the Pandemic Influenza Preparedness plan as our model for the response because COVID-19 in many ways behaves similarly to influenza. The Louisiana Department of Health has been working on our Pandemic Preparedness Plan for the last 15 years, and we have been preparing for COVID-19 since early January 2020. The Governor directed the formation of a COVID-19 Task Force with representation from state agencies and federal partners key to preparing for a COVID-19 outbreak to guide updating pandemic flu and continuity of operations planning documents and advise the Unified Command Group.

Q: What have you been doing as far as monitoring people who may have been exposed?

A: Our first priority was to ensure we were monitoring any travelers who returned to Louisiana from visiting China, where many of the cases have occurred, and especially Wuhan, the city that experienced the largest outbreak. We touch base with those travelers each day and ask about their symptoms during a 14-day period of observation. We are also ensuring that travelers know the destinations where non-essential travel should be avoided.

Q: Do we have the capability to test?

A: We do have the capability to test for COVID-19 in-state. Providers should contact the Office of Public Health Division's Infectious Disease Epidemiology Program (IDePi). Testing is prioritized for individuals that meet clinical and risk criteria.

Q: What's the next major step in the Department's plan for responding to an outbreak?

A: Mirroring the federal government's response, we are moving from a 'containment' approach in which we focused on restricting travel from the outbreak area in Wuhan city and Hubei province in China and monitoring returning travelers from other parts of China, to a 'mitigation' approach in which we anticipate and plan for person-to-person transmission in the community somewhere in the United States and ensure state and local governments, health care providers, schools, businesses, and community members are adequately prepared to take action to reduce the spread of COVID-19. We don't want people to be alarmed, but we do want them to be prepared. We also want businesses and health care facilities to be prepared to make sure people are safe and protected so we can avoid an unnecessary spread, including planning now for actions that can be taken to avoid the spread of infections such as mandatory teleworking and canceling unnecessary large gatherings.

Q: What are you doing to make sure hospitals are prepared?

A: LDH has been working with Louisiana Hospital Association (LHA) and the ESF8 Network to prepare hospitals for an outbreak and ensure they have the proper supplies needed as well as protocols are in place for anyone treated who tests positive. We haven't had any indication that hospitals don't have what they need on the supply side.

Q: Is it safe to receive a package from any area where COVID-19 has been reported?

A: Yes. The likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperature is also low.

Q: Are you in regular contact with the federal government?

A: Yes. We are in very regular contact with the CDC and HHS; we're currently averaging several calls per week just with the CDC. In addition we have standing calls across state health departments and a standing call internally in Louisiana. This is all very important so that we all have the latest data, are on the same page, and can adapt our plans as conditions change.

Q: Should individuals and families have a plan if an outbreak occurs?

There are actions we all can take as individuals to be prepared for COVID-19. The same actions you take to prevent the spread of flu put you in a good position for any respiratory illness - cover your cough, wash your hands (especially after being in public spaces, shaking hands), stay home if you are sick, and get your flu shot! Individuals and families should also monitor the CDC COVID-19 website for updated travel advisories before making plans to travel internationally.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

Louisiana Business,

This interim guidance is based on what is currently known [about the coronavirus disease 2019 \(COVID-19\)](#). The Centers for Disease Control and Prevention (CDC) will update this interim guidance as needed and as additional information becomes available.

CDC is working across the Department of Health and Human Services and across the U.S. government in the public health response to COVID-19. Much is unknown about how the virus that causes COVID-19 spreads. Current knowledge is largely based on what is known about similar coronaviruses.

CDC industry guidance

- [Resources for airlines](#)
- [Resources for the ship industry](#)

Coronavirus

Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats and bats. Rarely, animal coronaviruses can infect people and then spread between people, such as with MERS-CoV and SARS-CoV. The virus that causes COVID-19 is spreading from person to person in China and some limited person-to-person transmission has been reported in countries outside China, including the United States. However, respiratory illnesses like seasonal influenza, are currently widespread in many U.S. communities.

The following interim guidance may help prevent workplace exposures to acute respiratory illnesses, including COVID-19, in non-healthcare settings. The guidance also provides planning considerations if there are more widespread, community outbreaks of COVID-19.

To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of people with confirmed COVID-19. There is much more to learn about the transmissibility, severity and other features of COVID-19, and investigations are ongoing. Updates are available on CDC's webpage at www.cdc.gov/coronavirus/covid19.

Recommended strategies for employers to use now

- **Actively encourage sick employees to stay home:**
 - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever and any other symptoms for at least 24 hours, without the use of

Page 1 of 7

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
 - Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
 - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
 - Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
 - Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- **Separate sick employees:**
 - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
 - Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#) and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
 - Provide tissues and no-touch disposal receptacles for use by employees.
 - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60% to 95% alcohol, or wash their hands with soap and warm water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
 - Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
- **Perform routine environmental cleaning:**
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - No additional disinfection beyond routine cleaning is recommended at this time.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls and desks) can be wiped down by employees before each use.
- **Advise employees before traveling to take certain steps:**
 - Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
 - Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
 - Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
 - If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates and military facilities do not have the legal authority, capability and resources to evacuate or give medicines, vaccines or medical care to private U.S. citizens overseas.
- **Current Guidance for students/staff who recently returned from a place where COVID-19 is spreading (03/04/2020):**
 - Monitor current travel advisories at [COVID-19 Information for Travelers](#). This guidance changes almost daily, so our recommendations should always be cross-checked before implementing.
 - Current CDC guidance states that a traveler who returns from an area with a Level 3 travel advisory (currently China, Iran, Italy and South Korea) but is asymptomatic, should stay home and monitor their health for 14 days after returning to the United States. These individuals should not return to school or work for 14 days. They should monitor their health with twice daily temperature checks and monitor

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

for respiratory symptoms (cough, shortness of breath). If they develop fever (>101) or respiratory symptoms, they should immediately call their healthcare provider and report their recent travel.

- The CDC is recommending that anyone returning from an area with a level 2 travel advisory (currently Japan) where COVID-19 is spreading locally, should monitor their health for 14 days after their return and follow guidance listed on the CDC website at: [COVID-19 Information for Travelers](#). All returning travelers should also follow common sense practices:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Stay home if you do become sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- After 14 days, all well returning travelers can return to normal activity.

- **Additional measures in response to currently occurring sporadic importations of COVID-19:**

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

Planning for a possible COVID-19 outbreak in the U.S.

The severity of illness or how many people will fall ill from COVID-19 is unknown at this time. If there is evidence of a COVID-19 outbreak in the U.S., employers should plan to be able to respond in a flexible way to varying levels of severity and be prepared to refine their business response plans as needed. For the general American public, such as workers in non-healthcare settings and where it is unlikely that work tasks create an increased risk of exposures to COVID-19, the immediate health risk from COVID-19 is considered low. The CDC and its partners will continue to monitor national and international data on the severity of illness caused by COVID-19, will disseminate the results of these ongoing surveillance assessments and will make additional recommendations as needed.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

Planning considerations

All employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak in the US. They should identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains. Some of the key considerations when making decisions on appropriate responses are:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where the business is located;
- Impact of disease on employees that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness.
 - Employers should plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
 - Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
 - Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
- Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan based on the condition in each locality.
- Coordination with [state](#) and [local](#) health officials is strongly encouraged for all businesses so that timely and accurate information can guide appropriate responses in each location where their operations reside. Since the intensity of an outbreak may differ according to geographic location, local health officials will be issuing guidance specific to their communities.

Important considerations for creating an infectious disease outbreak response plan:

All employers should be ready to implement strategies to protect their workforce from COVID-19 while ensuring continuity of operations. During a COVID-19 outbreak, all sick employees should stay home and away from the workplace, respiratory etiquette and hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly.

- **Employers should:**

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- Ensure the plan is flexible and involve your employees in developing and reviewing your plan.
- Conduct a focused discussion or exercise using your plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.
- Share your plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.
- Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce and associations to improve community response efforts.

Recommendations for an infectious disease outbreak response plan:

- Identify possible work-related exposure and health risks to your employees. OSHA has more information on how to [protect workers from potential exposures](#) to COVID-19.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the [Department of Labor's](#) and the [Equal Employment Opportunity Commission's](#) websites).
- Explore whether you can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. For employees who are able to telework, supervisors should encourage employees to telework instead of coming into the workplace until symptoms are completely resolved. Ensure that you have the information technology and infrastructure needed to support multiple employees who may be able to work from home.
- Identify essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.
- Set up authorities, triggers and procedures for activating and terminating the company's infectious disease outbreak response plan, altering business operations (e.g., possibly changing or closing operations in affected areas) and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.
- Establish a process to communicate information to employees and business partners on your infectious disease outbreak response plans and latest COVID-19 information. Anticipate employee fear, anxiety, rumors and misinformation, and plan communications accordingly.
- In some communities, early childhood programs and K-12 schools may be dismissed, particularly if COVID-19 worsens. Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school. Businesses and other employers should prepare to institute flexible workplace and leave policies for these employees.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- Local conditions will influence the decisions that public health officials make regarding community-level strategies; employers should take the time now to learn about plans in place in each community where they have a business.
- If there is evidence of a COVID-19 outbreak in the U.S., consider canceling nonessential business travel to additional countries per [travel guidance](#) on the CDC website.
 - Travel restrictions may be enacted by other countries which may limit the ability of employees to return home if they become sick while on travel status.
 - Consider cancelling large work-related meetings or events.

Engage [state](#) and [local](#) health departments to confirm channels of communication and methods for dissemination of local outbreak information.

Resources

- For the most up-to-date information, visit www.cdc.gov/covid19.
- For more information about COVID-19 in Louisiana visit: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)
- For questions from the general public about COVID-19 call: (855)-523-2652

CDC guidance

- [COVID-19 Website](#)
- [What You Need to Know About COVID-19](#)
- [What to Do If You Are Sick With COVID-19](#)

What Law Enforcement Personnel Need to Know about Coronavirus Disease 2019 (COVID-19)

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The outbreak first started in China, but cases have been identified in a growing number of other areas, including the United States.

Patients with COVID-19 have had mild to severe respiratory illness.

- Data suggests that symptoms may appear in as few as 2 days or as long as 14 days after exposure to the virus that causes COVID-19.
- Symptoms can include fever, cough, difficulty breathing, and shortness of breath.
- The virus causing COVID-19 is called SARS-CoV-2. It is thought to spread mainly from person-to-person via respiratory droplets among close contacts. Respiratory droplets are produced when an infected person coughs or sneezes and can land in the mouths or noses, or possibly be inhaled into the lungs, of people who are nearby. Close contact may include:
 - Being within approximately 6 feet of an individual with COVID-19 for a prolonged period of time.
 - Having direct contact with body fluids (such as blood, phlegm, and respiratory droplets) from an individual with COVID-19.

To protect yourself from exposure

- If possible, maintain a distance of at least 6 feet.
- Practice proper hand hygiene. Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available and illicit drugs are NOT suspected to be present, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Do not touch your face with unwashed hands.
- Have a trained Emergency Medical Service/ Emergency Medical Technician (EMS/EMT) assess and transport anyone you think might have COVID-19 to a healthcare facility.
- Ensure only trained personnel wearing appropriate personal protective equipment (PPE) have contact with individuals who have or may have COVID-19.
- Learn your employer's plan for exposure control and participate in all-hands training on the use of PPE for respiratory protection, If available.

Recommended Personal Protective Equipment (PPE)

Law enforcement who must make contact with individuals confirmed or suspected to have COVID-19 should follow [CDC's Interim Guidance for EMS](#). Different styles of PPE may be necessary to perform operational duties. These alternative styles (i.e. coveralls) must provide protection that is at least as great as that provided by the minimum amount of PPE recommended.

The minimum PPE recommended is:

- A single pair of disposable examination gloves,
- Disposable isolation gown or single-use/disposable coveralls*,
- Any NIOSH-approved particulate respirator (i.e., N-95 or higher-level respirator), and
- Eye protection (i.e., goggles or disposable face shield that fully covers the front and sides of the face)

*If unable to wear a disposable gown or coveralls because it limits access to duty belt and gear, ensure duty belt and gear are disinfected after contact with individual.

If close contact occurred during apprehension

- Clean and disinfect duty belt and gear prior to reuse using a household cleaning spray or wipe, according to the product label.
- Follow standard operating procedures for the containment and disposal of used PPE.
- Follow standard operating procedures for containing and laundering clothes. Avoid shaking the clothes.

For law enforcement personnel performing daily routine activities, the immediate health risk is considered low. Law enforcement leadership and personnel should follow [CDC's Interim General Business Guidance](#).

Resources

- For the most up-to-date information, visit www.cdc.gov/covid19.
- For more information about COVID-19 in Louisiana visit: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)
- For questions from the general public about COVID-19 call: (855)-523-2652

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

Louisiana Higher Education Administrator,

This interim guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19).

The U.S. Centers for Disease Control and Prevention (CDC) will update this guidance as needed and as additional information becomes available. Please check the following CDC website periodically for updated interim guidance: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Health officials are taking steps to prevent community spread of COVID-19 into U.S. communities. Institutions of higher education (IHE) can play an important role in this effort. Through collaboration and coordination with local health departments, IHE should disseminate information about the disease and its potential transmission to their students, staff and faculty. IHE should prepare to prevent the spread of COVID-19 among their students, staff and faculty should local health officials identify such a need.

IHE should continue to collaborate, share information and review plans with local health officials to help protect their entire IHE community, including those who may be at risk for severe disease with COVID-19. IHE plans should be designed to minimize disruption to teaching and learning and protect students and staff from social stigma and discrimination.

Who is this guidance for?

This interim guidance is intended to help administrators of public and private institutions of higher education prevent the spread of COVID-19 among students, staff and faculty. IHE include a diverse set of American colleges and universities: two- or four-year; public, private nonprofit or private for-profit; and comprehensive, research-focused or special mission. IHE administrators are individuals who make policies and procedures, set educational aims and standards, and direct programming of institutions of higher education. Administrators include a range of higher education leaders and managers, such as department chairs/heads, deans, presidents and provosts.

Why is this guidance being issued?

Information provided should help IHE and their partners understand how to help prevent the transmission of COVID-19 among students, faculty and staff. It also aims to help IHE react quickly should a case be identified. The guidance includes considerations to help administrators plan for the continuity of teaching, learning and research if there is community spread of COVID-19 and address concerns related to COVID-19 associated stigma.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

What is the role of IHE in responding to COVID-19?

COVID-19 is a respiratory illness caused by a novel (new) virus, and we are learning more about it every day. There is currently no vaccine to protect against COVID-19. At this point, the best way to prevent infection is to avoid being exposed to the virus that causes it. Stopping transmission (spread) of the virus through everyday practices is the best way to keep people healthy. Learn more about [COVID-19](#).

IHE, working together with local health departments, have an important role in slowing the spread of disease. IHE's efforts will help ensure students, staff and faculty have safe and healthy environments in which to learn and work. IHE welcome students, staff, faculty and visitors from throughout the community. All of these people may have close contact in IHE settings, often sharing spaces, equipment and supplies.

Some individuals are experiencing stigma and discrimination in the United States related to COVID-19. This includes people of Chinese and Asian descent, as well as some returning travelers and emergency responders who may have been exposed to the virus. It is important for IHE to provide accurate and timely information about COVID-19 to students, staff and faculty to minimize the potential for stigma on college and university campuses. It is also important to provide mental health support to promote resilience among those groups affected by stigma regarding COVID-19. CDC has [information](#) IHE can share to reduce COVID-19 associated fear and stigma.

Guidance for IHE that do not have COVID-19 identified in their community

To prepare for possible community transmission of COVID-19, the most important thing for IHE to do now is **plan and prepare**. As the global outbreak evolves, IHE should prepare for the possibility of community-level outbreaks. IHE want to **be ready** if COVID-19 does appear in their communities.

IHE administrators nationwide can take steps now to help stop or slow the spread of respiratory infectious diseases, including COVID-19:

- **Review, update and implement emergency operations plans (EOPs).** This should be done in collaboration with local health departments, the IHE's university system and other relevant partners. Focus on components, or annexes, of the plans that address infectious disease outbreaks.
 - Ensure the plan is updated to include strategies to reduce the spread of a wide variety of infectious diseases. Effective strategies build on everyday policies and practices.
 - Ensure the plan emphasizes preventive actions for students and staff. Emphasize actions individuals can take including, staying home when sick, appropriately covering coughs and sneezes, cleaning frequently touched surfaces and washing hands often.
 - CDC has workplace resources including guidance posters with messages for staff about [staying home when sick](#) and how to [avoid spreading germs at work](#).
 - Ensure handwashing strategies include washing with soap and water for at least 20 seconds or using a hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- CDC offers several free handwashing resources that include [health promotion materials](#) and information on [proper handwashing technique](#).
 - Reference key resources while reviewing, updating, and implementing the EOP.
 - Multiple federal agencies have developed resources on school planning principles and a 6-step process for creating plans to build and continually foster safe and healthy school communities *before, during* and *after* possible emergencies. IHE may find this [guidance for developing high-quality emergency operations](#) plans helpful.
 - Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center's [website](#) contains free resources, trainings and TA for schools, including IHE, and their community partners, including many tools and resources on emergency planning and response to infectious disease outbreaks.
 - **Develop information-sharing systems with partners.**
 - Institutional information systems should be used for day-to-day reporting on information such as absenteeism or changes in student health center traffic to detect and respond to an outbreak.
 - Local health officials should be a key partner in information sharing.
- **Current Guidance for students/staff who recently returned from a place where COVID-19 is spreading (03/04/2020):**
 - Monitor current travel advisories at [COVID-19 Information for Travelers](#). This guidance changes almost daily, so our recommendations should always be cross-checked before implementing.
 - Current CDC guidance states that a traveler who returns from an area with a Level 3 travel advisory (currently China, Iran, Italy and South Korea) but is asymptomatic, should stay home and monitor their health for 14 days after returning to the United States. These individuals should not return to school or work for 14 days. They should monitor their health with twice daily temperature checks and monitor for respiratory symptoms (cough, shortness of breath). If they develop fever (>101) or respiratory symptoms, they should immediately call their healthcare provider and report their recent travel.
 - The CDC is recommending that anyone returning from an area with a level 2 travel advisory (currently Japan) where COVID-19 is spreading locally, should monitor their health for 14 days after their return and follow guidance listed on the CDC website at: [COVID-19 Information for Travelers](#). All returning travelers should also follow common sense practices:
 - Avoid close contact with people who are sick.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- Stay home if you do become sick.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
 - Clean and disinfect frequently touched objects and surfaces.
 - After 14 days, all well returning travelers can return to normal activity.
- **Monitor and plan for absenteeism.**
 - Review attendance and sick leave policies. Students, staff and faculty should not attend class or work when sick. Allow them to stay home to care for sick household members. Make accommodations (e.g., extended due dates, electronic submission of assignments), as possible, for individuals who may be temporarily unable to attend class due to restrictions placed on them related to possible exposure to the virus that causes COVID-19.
 - Identify critical job functions and positions, and plan for alternative coverage by cross-training staff and faculty.
 - Review the usual absenteeism patterns at your institution and on your campus among students, staff and faculty. Consider identifying and implementing processes for faculty and IHE leadership to report noticeable changes in absenteeism, even if subjective, to a designated administrator.
 - Alert local health officials about large increases in student, staff and faculty absenteeism or substantial increases in student health center traffic due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to symptoms of COVID-19).
 - Determine what level of absenteeism will disrupt continuity of teaching, learning, and research.
 - **Establish procedures for students, staff, and faculty who are sick (with any illness) on campus.**
 - Establish procedures to ensure students, staff and faculty who become sick (with any illness) on campus or arrive on campus sick are sent to their place of residence as soon as possible.
 - Keep sick individuals separate from well individuals until they can leave.
 - Sick residents of on-campus housing in communities with no identified COVID-19 and who are not believed to have been exposed to COVID-19 should avoid contact with well individuals while sick.
 - **Ensure IHE health clinics prepare for COVID-19.**
 - Review CDC guidance to help healthcare facilities prepare for COVID-19. Guidance includes [steps to take now](#) and strategies for [preparing for community transmission](#) of COVID-19.
 - **Perform routine environmental cleaning.**
 - Routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label.
 - Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students, staff and faculty before each use.
 - **Create plans to communicate accurate and timely information to the IHE community.**

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- Include strategies for sharing information with staff, students and faculty without increasing fear and [stigma](#). Keeping the community informed with accurate information can counter the spread of misinformation and reduce the potential for fear and stigma.
- Include strategies to communicate steps being taken by the IHE to prepare and how additional information will be shared.
- Include strategies to communicate changes to usual campus schedules or functions.
- Include strategies to communicate information IHE community members can use to [protect themselves](#) from infectious disease, including COVID-19.
- **Review CDC's guidance for businesses and employers.**
 - Review this CDC [guidance](#) to identify any additional strategies the IHE can use, given its role as an employer.

IHE administrators can also support their IHE community by sharing COVID-19 informational resources with students, staff and faculty. Coordinate with local health officials to determine what type of information is best to share with the IHE community. Consider sharing the following fact sheets and [information sources](#):

- Information about COVID-19 available through [state](#) and [local](#) health departments
- General fact sheets to help students, staff, faculty, and their families understand COVID-19 and the steps they can take to protect themselves:
 - [What you need to know about coronavirus disease 2019 \(COVID-19\)pdf](#)
 - [What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#)
 - [Stop the spread of germs – help prevent the spread of respiratory viruses like COVID-19](#)
 - [Share facts about COVID-19 to help prevent stigma](#)
- CDC information for students, staff, and faculty who have recently traveled back to the United States from areas where CDC has identified community spread of coronavirus:
 - A list of countries where community spread of COVID-19 is occurring can be found on the CDC webpage: [Coronavirus Disease 2019 Information for Travel](#)

For guidance for **students, staff or faculty who plan to travel, or have recently traveled, to areas with community spread of COVID-19**, refer to CDC's [FAQ for travelers](#) and COVID-19 travel [website](#). For specific guidance on **foreign exchange and study abroad programs**, see CDC's [guidance on student foreign travel for IHE](#).

Guidance for IHE with identified cases of COVID-19 in their community

If local health officials report that there are cases of COVID-19 in the community, IHE need to take additional steps in **response** to prevent further spread of the disease. The first step for IHE in this situation is to talk with local health officials.

Determine if, when and for how long the IHE may need to suspend classes and postpone or cancel events and activities.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

Temporarily suspending classes is a strategy to stop or slow the further spread of COVID-19 in communities. When classes are suspended, IHE may stay open for staff or faculty (unless ill) while students temporarily stop attending in-person classes. Keeping the IHE facilities open a) allows faculty to develop and deliver lessons and materials electronically, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts.

IHE administrators should work in close collaboration with local health officials and the IHE's university system to make class suspension and event and activity cancellation decisions. IHE are not expected to make decisions about suspending classes or canceling events on their own. IHE can seek specific guidance from local health officials to determine if, when and for how long to take these steps. Class suspension and event and activity (e.g., on-campus sporting, theater and music events) cancellation may be recommended for at least 14 days, or possibly longer if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.

If a student, staff or faculty member attended class or was active on campus prior to being confirmed as a COVID-19 case:

- **Local health officials may recommend temporary class suspension and event or activity cancellation.** Individuals may be considered active on campus if they had attended class, work, work-study or some other type of gathering or event (e.g., student meetings, recreational activities) on campus. Local health officials' recommendations for the scope (e.g., all campuses in a university system or only select campuses) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the impacted community.
- **IHE should work with the local health department and other relevant leadership to communicate the possible COVID-19 exposure.** This communication to the IHE community should align with the communication plan in the IHE's emergency operations plan. In such a circumstance, it is critical to maintain confidentiality of the student, staff member or faculty member as required by the [Americans with Disabilities Act](#) and the [Family Education Rights and Privacy Act](#).
- **IHE administrators should seek guidance from local health officials to determine when students, staff and faculty should return to campus and what additional steps are needed for the IHE community.** In addition, students, staff and faculty who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to campus.

If classes are suspended, IHE can consider the following steps:

- **Temporarily cancel extracurricular group activities and large events.**
 - Cancel or postpone events such as club meetings, performances, social events, athletic team practices and sporting events.
- **Discourage students, staff and faculty from gathering or socializing anywhere.**
 - Discourage gatherings at places like at a friend's house, a favorite restaurant or a local coffee shop.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- **Ensure continuity of education and research.**
 - Review continuity plans, including plans for the continuity of teaching, learning and research. Implement e-learning plans and distance learning options as feasible and appropriate.
 - Ensure continuity plans address how to temporarily postpone, limit or adapt research-related activities (e.g., study recruitment or participation, access to labs) in a manner that protects the safety of researchers, participants, facilities, and equipment.
 - Consider the following approaches:
 - Use of existing infrastructure and services (e.g., Blackboard, Skype, Zoom) to support efficient transition of classes from in-person to distance-based formats. This may include using strategies such as faculty check-ins, recorded class meetings or lectures, and live class meetings.
 - Other student support services such as online library services, print materials available online, phone- or internet-based counseling support, or study groups enabled through digital media.
 - IHE will need to determine, in consultation with their university system:
 - How to convert face-to-face lessons into online lessons and how to train faculty to do so.
 - How to triage technical issues if faced with limited IT support and staff
 - How to deal with the potential lack of students' access to computers and the Internet at home or in temporary housing.
 - **Ensure continuity of safe housing.**
 - **Work in close collaboration with local health officials to make all decisions related to on-campus housing.**
 - **If cases of COVID-19 have not been identified among residents of on-campus community housing,** students may be allowed to remain in on-campus housing. In this situation, educate housing residents on the precautions they should take to help protect themselves when there is community spread of COVID-19. Residents should follow any more specific recommendations provided by local health officials.
 - **If cases of COVID-19 have been identified among residents of on-campus community housing, work with local health officials to take additional precautions.** Individuals with COVID-19 may need to be moved to temporary housing locations. These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials. [Close contacts](#) of the individuals with COVID-19 may also need temporary housing so that they can self-quarantine and monitor for symptoms. Consult with local health officials to determine when, how, and where to move ill residents. Information on providing home care to individuals with COVID-19 who do not require hospitalization is available on CDC's [website](#).
 - Residents identified with COVID-19 or identified as contacts of individuals with COVID-19 should not necessarily be sent to their permanent homes off-campus. Sending sick residents to their permanent homes could be unfeasible, pose logistical challenges or pose risk of transmission to others either on the way to the home or once there. IHEs should work with local health officials to determine appropriate housing for the period in which they need to self-isolate and monitor for symptoms or worsening symptoms.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- Remember to consider all types of IHE-affiliated housing when making response plans. Distinct housing types (e.g., residence halls, apartments, fraternity and sorority houses) and situations (e.g., housing owned and run by the IHE, housing on the IHE campus but not run by the IHE) may require tailored approaches.
- Ensure any staff remaining to support students in on-campus housing receive necessary training to protect themselves and residents from spread of COVID-19. Staff should also be trained on how to respond if a resident becomes ill.
- **Ensure continuity of meal programs.**
 - Consult with local health officials to determine strategies for modifying food service offerings to the IHE community.
 - Consider ways to distribute food to students, particularly those who may remain on campus, while classes or other events and activities are dismissed.
 - If there is community spread of COVID-19, design strategies to avoid food distribution in settings where people might gather in a group or crowd. Consider options such as “grab-and-go” bagged lunches or meal delivery.
 - Consider if and how existing dining services should be scaled back or adapted. For example, an IHE may close some of or all its cafeterias/cafes to discourage students, staff and faculty from gathering in group settings.
 - If on-campus housing residents have been relocated to temporary alternative housing, consider how meals can be provided to these students. Work with local health officials to determine strategies for providing meals to residents with COVID-19 or who are being monitored because of contact with persons with COVID-19.
 - Ensure any staff remaining on campus to support food services receive necessary training to protect themselves and those they serve from spread of COVID-19.
- **Consider if and when to stop, scale back or modify other support services on campus.**
 - Consider alternatives for providing students with essential medical and social services. Identify ways to ensure these services are provided while classes are dismissed or students are in temporary housing.
 - Identify other types of services provided to students, staff and faculty (e.g., library services, cleaning services). Consider ways to adapt these to minimize risk of COVID-19 transmission while maintaining services deemed necessary.
 - **Help counter [stigma](#) and promote resilience on campus.**
 - Share facts about COVID-19 through trusted dissemination channels to counter the spread of misinformation and mitigate fear.
- Speak out against negative behaviors, including negative statements on social media about groups of people.
- Develop plans to support students, staff and faculty who may feel overwhelmed by COVID-19 and associated events on campus.
 - Ensure continuity of mental health services, such as offering remote counseling. Encourage students to call 911 or the National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255) if they are feeling overwhelmed with emotions such as sadness, depression, anxiety or feeling like wanting to harm themselves or others.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

Guidance for student foreign travel for IHE

This guidance is for Institutes of Higher Education with students participating in foreign exchange or study abroad programs.

Consider postponing or canceling student foreign exchange programs.

Given the global outbreak of COVID-19, IHE should **consider** postponing or canceling upcoming student foreign exchange programs. IHE should **consider** asking current program participants to return to their home country. Those overseeing student foreign exchange programs should be aware that students may face unpredictable circumstances, travel restrictions, challenges in returning home or accessing health care while abroad.

IHEs should **consider** asking students participating in study abroad programs to return to the United States. IHEs should work with state and local public health officials to determine the best approach for when and how (e.g., chartered transportation for countries or areas assessed as high-risk for exposure) their study abroad students might return. All plans for returning study abroad students should be designed to protect participants from stigma and discrimination.

The COVID-19 situation is dynamic. Given the speed of spread and the number of countries experiencing human-to-human transmission, IHEs should evaluate the risks associated with choosing to maintain programs abroad and take the appropriate proactive measures. IHEs that continue to maintain programs abroad should monitor [cdc.gov/COVID-19](https://www.cdc.gov/COVID-19) for additional information.

Resources

- For the most up-to-date information, visit www.cdc.gov/covid19.
- For more information about COVID-19 in Louisiana visit: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)
- For questions from the general public about COVID-19 call: (855)-523-2652

From: Casey Tingle
Sent: Wed, 4 Mar 2020 19:28:06 +0000
To: Casey
Tingle;Preston_Robinson@Kennedy.senate.gov;James_Quinn@cassidy.senate.gov;peter.hunter@mail.h
ouse.gov;Luke.Letlow@mail.house.gov;Sawyer,
Paul;Kathe.Facchiano@mail.house.gov;Hayden.Haynes@mail.house.gov;Trokey, Claire;Trowbridge,
Fred;Miller, Megan (Bel);Ted.Verrill@mail.house.gov;Eby, Michael (Cassidy);Vicknair, Jay
(Kennedy);Cambon, Allen;Bernhard, James;Cavell, David;McNabb, Brian (Cassidy);Chautin,
John;Leslie.Quinn@mail.house.gov;Walecki, Jack;Morris, Brad;Christina Stephens;Alexander
Billioux;Rosanne Prats;Jimmy Guidry (LDH);Christopher Guilbeaux;Tina Vanichchagorn;Aly Neel;Stephen
Russo;Mike Steele
Subject: State Briefing on COVID-19
Attachments: Covid-19 FAQs 03022020 3.12PM.DOCX, COVID-19_Business_Guidance .docx,
LawEnforcement_COVID-19.docx, Colleges_Universities_COVID-19.docx

Briefing for Louisiana Congressional Delegation on the latest state efforts on COVID-19.

Conference Call Info:
USA 215 861 0674
USA 8883982342 (US Toll Free)
Conference code: 198611

Attached are several informational pieces that may be helpful for your offices.

Let me know if there are any questions.

Thank you,

Casey Tingle
Deputy Director
Governor's Office of Homeland Security and Emergency Preparedness
225-485-7451

10 Frequently Asked Questions About Novel Coronavirus (COVID-19)

Because the situation continues to evolve, this document will be regularly updated. The information below reflects the situation as of 03/02/2020.

Q: Are there any confirmed cases in Louisiana?

A: As of 03/02/20, there are no confirmed cases in Louisiana.

Q: What is the current situation?

A: While the CDC now expect community spread in some parts of the U.S., the immediate threat to the U.S. remains low. We are not seeing the same level of spread other countries are seeing. That said, it is important to be prepared, which is what we have been doing since the outbreak in mainland China.

Q: What is the protocol in place for responding to a pandemic like COVID-19?

A: COVID-19 in many ways behaves similarly to influenza. The CDC recommends using the Pandemic Influenza Preparedness plan as our model for the response because COVID-19 in many ways behaves similarly to influenza. The Louisiana Department of Health has been working on our Pandemic Preparedness Plan for the last 15 years, and we have been preparing for COVID-19 since early January 2020. The Governor directed the formation of a COVID-19 Task Force with representation from state agencies and federal partners key to preparing for a COVID-19 outbreak to guide updating pandemic flu and continuity of operations planning documents and advise the Unified Command Group.

Q: What have you been doing as far as monitoring people who may have been exposed?

A: Our first priority was to ensure we were monitoring any travelers who returned to Louisiana from visiting China, where many of the cases have occurred, and especially Wuhan, the city that experienced the largest outbreak. We touch base with those travelers each day and ask about their symptoms during a 14-day period of observation. We are also ensuring that travelers know the destinations where non-essential travel should be avoided.

Q: Do we have the capability to test?

A: We do have the capability to test for COVID-19 in-state. Providers should contact the Office of Public Health Division's Infectious Disease Epidemiology Program (IDePi). Testing is prioritized for individuals that meet clinical and risk criteria.

Q: What's the next major step in the Department's plan for responding to an outbreak?

A: Mirroring the federal government's response, we are moving from a 'containment' approach in which we focused on restricting travel from the outbreak area in Wuhan city and Hubei province in China and monitoring returning travelers from other parts of China, to a 'mitigation' approach in which we anticipate and plan for person-to-person transmission in the community somewhere in the United States and ensure state and local governments, health care providers, schools, businesses, and community members are adequately prepared to take action to reduce the spread of COVID-19. We don't want people to be alarmed, but we do want them to be prepared. We also want businesses and health care facilities to be prepared to make sure people are safe and protected so we can avoid an unnecessary spread, including planning now for actions that can be taken to avoid the spread of infections such as mandatory teleworking and canceling unnecessary large gatherings.

Q: What are you doing to make sure hospitals are prepared?

A: LDH has been working with Louisiana Hospital Association (LHA) and the ESF8 Network to prepare hospitals for an outbreak and ensure they have the proper supplies needed as well as protocols are in place for anyone treated who tests positive. We haven't had any indication that hospitals don't have what they need on the supply side.

Q: Is it safe to receive a package from any area where COVID-19 has been reported?

A: Yes. The likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperature is also low.

Q: Are you in regular contact with the federal government?

A: Yes. We are in very regular contact with the CDC and HHS; we're currently averaging several calls per week just with the CDC. In addition we have standing calls across state health departments and a standing call internally in Louisiana. This is all very important so that we all have the latest data, are on the same page, and can adapt our plans as conditions change.

Q: Should individuals and families have a plan if an outbreak occurs?

There are actions we all can take as individuals to be prepared for COVID-19. The same actions you take to prevent the spread of flu put you in a good position for any respiratory illness - cover your cough, wash your hands (especially after being in public spaces, shaking hands), stay home if you are sick, and get your flu shot! Individuals and families should also monitor the CDC COVID-19 website for updated travel advisories before making plans to travel internationally.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

Louisiana Business,

This interim guidance is based on what is currently known [about the coronavirus disease 2019 \(COVID-19\)](#). The Centers for Disease Control and Prevention (CDC) will update this interim guidance as needed and as additional information becomes available.

CDC is working across the Department of Health and Human Services and across the U.S. government in the public health response to COVID-19. Much is unknown about how the virus that causes COVID-19 spreads. Current knowledge is largely based on what is known about similar coronaviruses.

CDC industry guidance

- [Resources for airlines](#)
- [Resources for the ship industry](#)

Coronavirus

Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats and bats. Rarely, animal coronaviruses can infect people and then spread between people, such as with MERS-CoV and SARS-CoV. The virus that causes COVID-19 is spreading from person to person in China and some limited person-to-person transmission has been reported in countries outside China, including the United States. However, respiratory illnesses like seasonal influenza, are currently widespread in many U.S. communities.

The following interim guidance may help prevent workplace exposures to acute respiratory illnesses, including COVID-19, in non-healthcare settings. The guidance also provides planning considerations if there are more widespread, community outbreaks of COVID-19.

To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of people with confirmed COVID-19. There is much more to learn about the transmissibility, severity and other features of COVID-19, and investigations are ongoing. Updates are available on CDC's webpage at www.cdc.gov/coronavirus/covid19.

Recommended strategies for employers to use now

- **Actively encourage sick employees to stay home:**
 - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever and any other symptoms for at least 24 hours, without the use of

Page 1 of 7

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
 - Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
 - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
 - Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
 - Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- **Separate sick employees:**
 - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
 - Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#) and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
 - Provide tissues and no-touch disposal receptacles for use by employees.
 - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60% to 95% alcohol, or wash their hands with soap and warm water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
 - Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
- **Perform routine environmental cleaning:**
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - No additional disinfection beyond routine cleaning is recommended at this time.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls and desks) can be wiped down by employees before each use.
- **Advise employees before traveling to take certain steps:**
 - Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
 - Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
 - Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
 - If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates and military facilities do not have the legal authority, capability and resources to evacuate or give medicines, vaccines or medical care to private U.S. citizens overseas.
- **Current Guidance for students/staff who recently returned from a place where COVID-19 is spreading (03/04/2020):**
 - Monitor current travel advisories at [COVID-19 Information for Travelers](#). This guidance changes almost daily, so our recommendations should always be cross-checked before implementing.
 - Current CDC guidance states that a traveler who returns from an area with a Level 3 travel advisory (currently China, Iran, Italy and South Korea) but is asymptomatic, should stay home and monitor their health for 14 days after returning to the United States. These individuals should not return to school or work for 14 days. They should monitor their health with twice daily temperature checks and monitor

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

for respiratory symptoms (cough, shortness of breath). If they develop fever (>101) or respiratory symptoms, they should immediately call their healthcare provider and report their recent travel.

- The CDC is recommending that anyone returning from an area with a level 2 travel advisory (currently Japan) where COVID-19 is spreading locally, should monitor their health for 14 days after their return and follow guidance listed on the CDC website at: [COVID-19 Information for Travelers](#). All returning travelers should also follow common sense practices:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Stay home if you do become sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- After 14 days, all well returning travelers can return to normal activity.

- **Additional measures in response to currently occurring sporadic importations of COVID-19:**

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

Planning for a possible COVID-19 outbreak in the U.S.

The severity of illness or how many people will fall ill from COVID-19 is unknown at this time. If there is evidence of a COVID-19 outbreak in the U.S., employers should plan to be able to respond in a flexible way to varying levels of severity and be prepared to refine their business response plans as needed. For the general American public, such as workers in non-healthcare settings and where it is unlikely that work tasks create an increased risk of exposures to COVID-19, the immediate health risk from COVID-19 is considered low. The CDC and its partners will continue to monitor national and international data on the severity of illness caused by COVID-19, will disseminate the results of these ongoing surveillance assessments and will make additional recommendations as needed.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

Planning considerations

All employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak in the US. They should identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains. Some of the key considerations when making decisions on appropriate responses are:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where the business is located;
- Impact of disease on employees that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness.
 - Employers should plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
 - Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
 - Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
- Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan based on the condition in each locality.
- Coordination with [state](#) and [local](#) health officials is strongly encouraged for all businesses so that timely and accurate information can guide appropriate responses in each location where their operations reside. Since the intensity of an outbreak may differ according to geographic location, local health officials will be issuing guidance specific to their communities.

Important considerations for creating an infectious disease outbreak response plan:

All employers should be ready to implement strategies to protect their workforce from COVID-19 while ensuring continuity of operations. During a COVID-19 outbreak, all sick employees should stay home and away from the workplace, respiratory etiquette and hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly.

- **Employers should:**

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- Ensure the plan is flexible and involve your employees in developing and reviewing your plan.
- Conduct a focused discussion or exercise using your plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.
- Share your plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.
- Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce and associations to improve community response efforts.

Recommendations for an infectious disease outbreak response plan:

- Identify possible work-related exposure and health risks to your employees. OSHA has more information on how to [protect workers from potential exposures](#) to COVID-19.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the [Department of Labor's](#) and the [Equal Employment Opportunity Commission's](#) websites).
- Explore whether you can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. For employees who are able to telework, supervisors should encourage employees to telework instead of coming into the workplace until symptoms are completely resolved. Ensure that you have the information technology and infrastructure needed to support multiple employees who may be able to work from home.
- Identify essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.
- Set up authorities, triggers and procedures for activating and terminating the company's infectious disease outbreak response plan, altering business operations (e.g., possibly changing or closing operations in affected areas) and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.
- Establish a process to communicate information to employees and business partners on your infectious disease outbreak response plans and latest COVID-19 information. Anticipate employee fear, anxiety, rumors and misinformation, and plan communications accordingly.
- In some communities, early childhood programs and K-12 schools may be dismissed, particularly if COVID-19 worsens. Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school. Businesses and other employers should prepare to institute flexible workplace and leave policies for these employees.

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

- Local conditions will influence the decisions that public health officials make regarding community-level strategies; employers should take the time now to learn about plans in place in each community where they have a business.
- If there is evidence of a COVID-19 outbreak in the U.S., consider canceling nonessential business travel to additional countries per [travel guidance](#) on the CDC website.
 - Travel restrictions may be enacted by other countries which may limit the ability of employees to return home if they become sick while on travel status.
 - Consider cancelling large work-related meetings or events.

Engage [state](#) and [local](#) health departments to confirm channels of communication and methods for dissemination of local outbreak information.

Resources

- For the most up-to-date information, visit www.cdc.gov/covid19.
- For more information about COVID-19 in Louisiana visit: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)
- For questions from the general public about COVID-19 call: (855)-523-2652

CDC guidance

- [COVID-19 Website](#)
- [What You Need to Know About COVID-19](#)
- [What to Do If You Are Sick With COVID-19](#)

What Law Enforcement Personnel Need to Know about Coronavirus Disease 2019 (COVID-19)

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The outbreak first started in China, but cases have been identified in a growing number of other areas, including the United States.

Patients with COVID-19 have had mild to severe respiratory illness.

- Data suggests that symptoms may appear in as few as 2 days or as long as 14 days after exposure to the virus that causes COVID-19.
- Symptoms can include fever, cough, difficulty breathing, and shortness of breath.
- The virus causing COVID-19 is called SARS-CoV-2. It is thought to spread mainly from person-to-person via respiratory droplets among close contacts. Respiratory droplets are produced when an infected person coughs or sneezes and can land in the mouths or noses, or possibly be inhaled into the lungs, of people who are nearby. Close contact may include:
 - Being within approximately 6 feet of an individual with COVID-19 for a prolonged period of time.
 - Having direct contact with body fluids (such as blood, phlegm, and respiratory droplets) from an individual with COVID-19.

To protect yourself from exposure

- If possible, maintain a distance of at least 6 feet.
- Practice proper hand hygiene. Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available and illicit drugs are NOT suspected to be present, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Do not touch your face with unwashed hands.
- Have a trained Emergency Medical Service/ Emergency Medical Technician (EMS/EMT) assess and transport anyone you think might have COVID-19 to a healthcare facility.
- Ensure only trained personnel wearing appropriate personal protective equipment (PPE) have contact with individuals who have or may have COVID-19.
- Learn your employer's plan for exposure control and participate in all-hands training on the use of PPE for respiratory protection, If available.

Recommended Personal Protective Equipment (PPE)

Law enforcement who must make contact with individuals confirmed or suspected to have COVID-19 should follow [CDC's Interim Guidance for EMS](#). Different styles of PPE may be necessary to perform operational duties. These alternative styles (i.e. coveralls) must provide protection that is at least as great as that provided by the minimum amount of PPE recommended.

The minimum PPE recommended is:

- A single pair of disposable examination gloves,
- Disposable isolation gown or single-use/disposable coveralls*,
- Any NIOSH-approved particulate respirator (i.e., N-95 or higher-level respirator), and
- Eye protection (i.e., goggles or disposable face shield that fully covers the front and sides of the face)

*If unable to wear a disposable gown or coveralls because it limits access to duty belt and gear, ensure duty belt and gear are disinfected after contact with individual.

If close contact occurred during apprehension

- Clean and disinfect duty belt and gear prior to reuse using a household cleaning spray or wipe, according to the product label.
- Follow standard operating procedures for the containment and disposal of used PPE.
- Follow standard operating procedures for containing and laundering clothes. Avoid shaking the clothes.

For law enforcement personnel performing daily routine activities, the immediate health risk is considered low. Law enforcement leadership and personnel should follow [CDC's Interim General Business Guidance](#).

Resources

- For the most up-to-date information, visit www.cdc.gov/covid19.
- For more information about COVID-19 in Louisiana visit: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)
- For questions from the general public about COVID-19 call: (855)-523-2652

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

Louisiana Higher Education Administrator,

This interim guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19).

The U.S. Centers for Disease Control and Prevention (CDC) will update this guidance as needed and as additional information becomes available. Please check the following CDC website periodically for updated interim guidance: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Health officials are taking steps to prevent community spread of COVID-19 into U.S. communities. Institutions of higher education (IHE) can play an important role in this effort. Through collaboration and coordination with local health departments, IHE should disseminate information about the disease and its potential transmission to their students, staff and faculty. IHE should prepare to prevent the spread of COVID-19 among their students, staff and faculty should local health officials identify such a need.

IHE should continue to collaborate, share information and review plans with local health officials to help protect their entire IHE community, including those who may be at risk for severe disease with COVID-19. IHE plans should be designed to minimize disruption to teaching and learning and protect students and staff from social stigma and discrimination.

Who is this guidance for?

This interim guidance is intended to help administrators of public and private institutions of higher education prevent the spread of COVID-19 among students, staff and faculty. IHE include a diverse set of American colleges and universities: two- or four-year; public, private nonprofit or private for-profit; and comprehensive, research-focused or special mission. IHE administrators are individuals who make policies and procedures, set educational aims and standards, and direct programming of institutions of higher education. Administrators include a range of higher education leaders and managers, such as department chairs/heads, deans, presidents and provosts.

Why is this guidance being issued?

Information provided should help IHE and their partners understand how to help prevent the transmission of COVID-19 among students, faculty and staff. It also aims to help IHE react quickly should a case be identified. The guidance includes considerations to help administrators plan for the continuity of teaching, learning and research if there is community spread of COVID-19 and address concerns related to COVID-19 associated stigma.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

What is the role of IHE in responding to COVID-19?

COVID-19 is a respiratory illness caused by a novel (new) virus, and we are learning more about it every day. There is currently no vaccine to protect against COVID-19. At this point, the best way to prevent infection is to avoid being exposed to the virus that causes it. Stopping transmission (spread) of the virus through everyday practices is the best way to keep people healthy. Learn more about [COVID-19](#).

IHE, working together with local health departments, have an important role in slowing the spread of disease. IHE's efforts will help ensure students, staff and faculty have safe and healthy environments in which to learn and work. IHE welcome students, staff, faculty and visitors from throughout the community. All of these people may have close contact in IHE settings, often sharing spaces, equipment and supplies.

Some individuals are experiencing stigma and discrimination in the United States related to COVID-19. This includes people of Chinese and Asian descent, as well as some returning travelers and emergency responders who may have been exposed to the virus. It is important for IHE to provide accurate and timely information about COVID-19 to students, staff and faculty to minimize the potential for stigma on college and university campuses. It is also important to provide mental health support to promote resilience among those groups affected by stigma regarding COVID-19. CDC has [information](#) IHE can share to reduce COVID-19 associated fear and stigma.

Guidance for IHE that do not have COVID-19 identified in their community

To prepare for possible community transmission of COVID-19, the most important thing for IHE to do now is **plan and prepare**. As the global outbreak evolves, IHE should prepare for the possibility of community-level outbreaks. IHE want to **be ready** if COVID-19 does appear in their communities.

IHE administrators nationwide can take steps now to help stop or slow the spread of respiratory infectious diseases, including COVID-19:

- **Review, update and implement emergency operations plans (EOPs).** This should be done in collaboration with local health departments, the IHE's university system and other relevant partners. Focus on components, or annexes, of the plans that address infectious disease outbreaks.
 - Ensure the plan is updated to include strategies to reduce the spread of a wide variety of infectious diseases. Effective strategies build on everyday policies and practices.
 - Ensure the plan emphasizes preventive actions for students and staff. Emphasize actions individuals can take including, staying home when sick, appropriately covering coughs and sneezes, cleaning frequently touched surfaces and washing hands often.
 - CDC has workplace resources including guidance posters with messages for staff about [staying home when sick](#) and how to [avoid spreading germs at work](#).
 - Ensure handwashing strategies include washing with soap and water for at least 20 seconds or using a hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- CDC offers several free handwashing resources that include [health promotion materials](#) and information on [proper handwashing technique](#).
 - Reference key resources while reviewing, updating, and implementing the EOP.
 - Multiple federal agencies have developed resources on school planning principles and a 6-step process for creating plans to build and continually foster safe and healthy school communities *before, during* and *after* possible emergencies. IHE may find this [guidance for developing high-quality emergency operations](#) plans helpful.
 - Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center's [website](#) contains free resources, trainings and TA for schools, including IHE, and their community partners, including many tools and resources on emergency planning and response to infectious disease outbreaks.
 - **Develop information-sharing systems with partners.**
 - Institutional information systems should be used for day-to-day reporting on information such as absenteeism or changes in student health center traffic to detect and respond to an outbreak.
 - Local health officials should be a key partner in information sharing.
- **Current Guidance for students/staff who recently returned from a place where COVID-19 is spreading (03/04/2020):**
 - Monitor current travel advisories at [COVID-19 Information for Travelers](#). This guidance changes almost daily, so our recommendations should always be cross-checked before implementing.
 - Current CDC guidance states that a traveler who returns from an area with a Level 3 travel advisory (currently China, Iran, Italy and South Korea) but is asymptomatic, should stay home and monitor their health for 14 days after returning to the United States. These individuals should not return to school or work for 14 days. They should monitor their health with twice daily temperature checks and monitor for respiratory symptoms (cough, shortness of breath). If they develop fever (>101) or respiratory symptoms, they should immediately call their healthcare provider and report their recent travel.
 - The CDC is recommending that anyone returning from an area with a level 2 travel advisory (currently Japan) where COVID-19 is spreading locally, should monitor their health for 14 days after their return and follow guidance listed on the CDC website at: [COVID-19 Information for Travelers](#). All returning travelers should also follow common sense practices:
 - Avoid close contact with people who are sick.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- Stay home if you do become sick.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
 - Clean and disinfect frequently touched objects and surfaces.
 - After 14 days, all well returning travelers can return to normal activity.
- **Monitor and plan for absenteeism.**
 - Review attendance and sick leave policies. Students, staff and faculty should not attend class or work when sick. Allow them to stay home to care for sick household members. Make accommodations (e.g., extended due dates, electronic submission of assignments), as possible, for individuals who may be temporarily unable to attend class due to restrictions placed on them related to possible exposure to the virus that causes COVID-19.
 - Identify critical job functions and positions, and plan for alternative coverage by cross-training staff and faculty.
 - Review the usual absenteeism patterns at your institution and on your campus among students, staff and faculty. Consider identifying and implementing processes for faculty and IHE leadership to report noticeable changes in absenteeism, even if subjective, to a designated administrator.
 - Alert local health officials about large increases in student, staff and faculty absenteeism or substantial increases in student health center traffic due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to symptoms of COVID-19).
 - Determine what level of absenteeism will disrupt continuity of teaching, learning, and research.
 - **Establish procedures for students, staff, and faculty who are sick (with any illness) on campus.**
 - Establish procedures to ensure students, staff and faculty who become sick (with any illness) on campus or arrive on campus sick are sent to their place of residence as soon as possible.
 - Keep sick individuals separate from well individuals until they can leave.
 - Sick residents of on-campus housing in communities with no identified COVID-19 and who are not believed to have been exposed to COVID-19 should avoid contact with well individuals while sick.
 - **Ensure IHE health clinics prepare for COVID-19.**
 - Review CDC guidance to help healthcare facilities prepare for COVID-19. Guidance includes [steps to take now](#) and strategies for [preparing for community transmission](#) of COVID-19.
 - **Perform routine environmental cleaning.**
 - Routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label.
 - Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students, staff and faculty before each use.
 - **Create plans to communicate accurate and timely information to the IHE community.**

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- Include strategies for sharing information with staff, students and faculty without increasing fear and [stigma](#). Keeping the community informed with accurate information can counter the spread of misinformation and reduce the potential for fear and stigma.
- Include strategies to communicate steps being taken by the IHE to prepare and how additional information will be shared.
- Include strategies to communicate changes to usual campus schedules or functions.
- Include strategies to communicate information IHE community members can use to [protect themselves](#) from infectious disease, including COVID-19.
- **Review CDC's guidance for businesses and employers.**
 - Review this CDC [guidance](#) to identify any additional strategies the IHE can use, given its role as an employer.

IHE administrators can also support their IHE community by sharing COVID-19 informational resources with students, staff and faculty. Coordinate with local health officials to determine what type of information is best to share with the IHE community. Consider sharing the following fact sheets and [information sources](#):

- Information about COVID-19 available through [state](#) and [local](#) health departments
- General fact sheets to help students, staff, faculty, and their families understand COVID-19 and the steps they can take to protect themselves:
 - [What you need to know about coronavirus disease 2019 \(COVID-19\)pdf](#)
 - [What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#)
 - [Stop the spread of germs – help prevent the spread of respiratory viruses like COVID-19](#)
 - [Share facts about COVID-19 to help prevent stigma](#)
- CDC information for students, staff, and faculty who have recently traveled back to the United States from areas where CDC has identified community spread of coronavirus:
 - A list of countries where community spread of COVID-19 is occurring can be found on the CDC webpage: [Coronavirus Disease 2019 Information for Travel](#)

For guidance for **students, staff or faculty who plan to travel, or have recently traveled, to areas with community spread of COVID-19**, refer to CDC's [FAQ for travelers](#) and COVID-19 travel [website](#). For specific guidance on **foreign exchange and study abroad programs**, see CDC's [guidance on student foreign travel for IHE](#).

Guidance for IHE with identified cases of COVID-19 in their community

If local health officials report that there are cases of COVID-19 in the community, IHE need to take additional steps in **response** to prevent further spread of the disease. The first step for IHE in this situation is to talk with local health officials.

Determine if, when and for how long the IHE may need to suspend classes and postpone or cancel events and activities.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

Temporarily suspending classes is a strategy to stop or slow the further spread of COVID-19 in communities. When classes are suspended, IHE may stay open for staff or faculty (unless ill) while students temporarily stop attending in-person classes. Keeping the IHE facilities open a) allows faculty to develop and deliver lessons and materials electronically, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts.

IHE administrators should work in close collaboration with local health officials and the IHE's university system to make class suspension and event and activity cancellation decisions. IHE are not expected to make decisions about suspending classes or canceling events on their own. IHE can seek specific guidance from local health officials to determine if, when and for how long to take these steps. Class suspension and event and activity (e.g., on-campus sporting, theater and music events) cancellation may be recommended for at least 14 days, or possibly longer if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.

If a student, staff or faculty member attended class or was active on campus prior to being confirmed as a COVID-19 case:

- **Local health officials may recommend temporary class suspension and event or activity cancellation.** Individuals may be considered active on campus if they had attended class, work, work-study or some other type of gathering or event (e.g., student meetings, recreational activities) on campus. Local health officials' recommendations for the scope (e.g., all campuses in a university system or only select campuses) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the impacted community.
- **IHE should work with the local health department and other relevant leadership to communicate the possible COVID-19 exposure.** This communication to the IHE community should align with the communication plan in the IHE's emergency operations plan. In such a circumstance, it is critical to maintain confidentiality of the student, staff member or faculty member as required by the [Americans with Disabilities Act](#) and the [Family Education Rights and Privacy Act](#).
- **IHE administrators should seek guidance from local health officials to determine when students, staff and faculty should return to campus and what additional steps are needed for the IHE community.** In addition, students, staff and faculty who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to campus.

If classes are suspended, IHE can consider the following steps:

- **Temporarily cancel extracurricular group activities and large events.**
 - Cancel or postpone events such as club meetings, performances, social events, athletic team practices and sporting events.
- **Discourage students, staff and faculty from gathering or socializing anywhere.**
 - Discourage gatherings at places like at a friend's house, a favorite restaurant or a local coffee shop.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- **Ensure continuity of education and research.**
 - Review continuity plans, including plans for the continuity of teaching, learning and research. Implement e-learning plans and distance learning options as feasible and appropriate.
 - Ensure continuity plans address how to temporarily postpone, limit or adapt research-related activities (e.g., study recruitment or participation, access to labs) in a manner that protects the safety of researchers, participants, facilities, and equipment.
 - Consider the following approaches:
 - Use of existing infrastructure and services (e.g., Blackboard, Skype, Zoom) to support efficient transition of classes from in-person to distance-based formats. This may include using strategies such as faculty check-ins, recorded class meetings or lectures, and live class meetings.
 - Other student support services such as online library services, print materials available online, phone- or internet-based counseling support, or study groups enabled through digital media.
 - IHE will need to determine, in consultation with their university system:
 - How to convert face-to-face lessons into online lessons and how to train faculty to do so.
 - How to triage technical issues if faced with limited IT support and staff
 - How to deal with the potential lack of students' access to computers and the Internet at home or in temporary housing.
 - **Ensure continuity of safe housing.**
 - **Work in close collaboration with local health officials to make all decisions related to on-campus housing.**
 - **If cases of COVID-19 have not been identified among residents of on-campus community housing,** students may be allowed to remain in on-campus housing. In this situation, educate housing residents on the precautions they should take to help protect themselves when there is community spread of COVID-19. Residents should follow any more specific recommendations provided by local health officials.
 - **If cases of COVID-19 have been identified among residents of on-campus community housing, work with local health officials to take additional precautions.** Individuals with COVID-19 may need to be moved to temporary housing locations. These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials. [Close contacts](#) of the individuals with COVID-19 may also need temporary housing so that they can self-quarantine and monitor for symptoms. Consult with local health officials to determine when, how, and where to move ill residents. Information on providing home care to individuals with COVID-19 who do not require hospitalization is available on CDC's [website](#).
 - Residents identified with COVID-19 or identified as contacts of individuals with COVID-19 should not necessarily be sent to their permanent homes off-campus. Sending sick residents to their permanent homes could be unfeasible, pose logistical challenges or pose risk of transmission to others either on the way to the home or once there. IHEs should work with local health officials to determine appropriate housing for the period in which they need to self-isolate and monitor for symptoms or worsening symptoms.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

- Remember to consider all types of IHE-affiliated housing when making response plans. Distinct housing types (e.g., residence halls, apartments, fraternity and sorority houses) and situations (e.g., housing owned and run by the IHE, housing on the IHE campus but not run by the IHE) may require tailored approaches.
- Ensure any staff remaining to support students in on-campus housing receive necessary training to protect themselves and residents from spread of COVID-19. Staff should also be trained on how to respond if a resident becomes ill.
- **Ensure continuity of meal programs.**
 - Consult with local health officials to determine strategies for modifying food service offerings to the IHE community.
 - Consider ways to distribute food to students, particularly those who may remain on campus, while classes or other events and activities are dismissed.
 - If there is community spread of COVID-19, design strategies to avoid food distribution in settings where people might gather in a group or crowd. Consider options such as “grab-and-go” bagged lunches or meal delivery.
 - Consider if and how existing dining services should be scaled back or adapted. For example, an IHE may close some of or all its cafeterias/cafes to discourage students, staff and faculty from gathering in group settings.
 - If on-campus housing residents have been relocated to temporary alternative housing, consider how meals can be provided to these students. Work with local health officials to determine strategies for providing meals to residents with COVID-19 or who are being monitored because of contact with persons with COVID-19.
 - Ensure any staff remaining on campus to support food services receive necessary training to protect themselves and those they serve from spread of COVID-19.
- **Consider if and when to stop, scale back or modify other support services on campus.**
 - Consider alternatives for providing students with essential medical and social services. Identify ways to ensure these services are provided while classes are dismissed or students are in temporary housing.
 - Identify other types of services provided to students, staff and faculty (e.g., library services, cleaning services). Consider ways to adapt these to minimize risk of COVID-19 transmission while maintaining services deemed necessary.
 - **Help counter stigma and promote resilience on campus.**
 - Share facts about COVID-19 through trusted dissemination channels to counter the spread of misinformation and mitigate fear.
- Speak out against negative behaviors, including negative statements on social media about groups of people.
- Develop plans to support students, staff and faculty who may feel overwhelmed by COVID-19 and associated events on campus.
 - Ensure continuity of mental health services, such as offering remote counseling. Encourage students to call 911 or the National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255) if they are feeling overwhelmed with emotions such as sadness, depression, anxiety or feeling like wanting to harm themselves or others.

Steps Administrators of U.S. Institutions of Higher Education (IHE) Should Take Now to Prepare for Coronavirus Disease 2019 (COVID-19)

Guidance for student foreign travel for IHE

This guidance is for Institutes of Higher Education with students participating in foreign exchange or study abroad programs.

Consider postponing or canceling student foreign exchange programs.

Given the global outbreak of COVID-19, IHE should **consider** postponing or canceling upcoming student foreign exchange programs. IHE should **consider** asking current program participants to return to their home country. Those overseeing student foreign exchange programs should be aware that students may face unpredictable circumstances, travel restrictions, challenges in returning home or accessing health care while abroad.

IHEs should **consider** asking students participating in study abroad programs to return to the United States. IHEs should work with state and local public health officials to determine the best approach for when and how (e.g., chartered transportation for countries or areas assessed as high-risk for exposure) their study abroad students might return. All plans for returning study abroad students should be designed to protect participants from stigma and discrimination.

The COVID-19 situation is dynamic. Given the speed of spread and the number of countries experiencing human-to-human transmission, IHEs should evaluate the risks associated with choosing to maintain programs abroad and take the appropriate proactive measures. IHEs that continue to maintain programs abroad should monitor [cdc.gov/COVID-19](https://www.cdc.gov/COVID-19) for additional information.

Resources

- For the most up-to-date information, visit www.cdc.gov/covid19.
- For more information about COVID-19 in Louisiana visit: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)
- For questions from the general public about COVID-19 call: (855)-523-2652

From: Christina Stephens
Sent: Thu, 5 Mar 2020 14:48:59 -0600
To: Aly Neel;Alexander Billioux;Jimmy Guidry (LDH)
Cc: Mike Steele;Casey Tingle
Subject: Trigger for school closures?

Hello – We have seen some news out Tennessee that they closed all of the county’s schools to decontaminate them because a man in the county has COVID-19. It doesn’t seem to be connected to the school, but some parents have been told that it is part of the plan for school there to shut down for two days to be cleaned.

Someone in our office is asking if 1) this is something that we have in our plans for schools and 2) what the trigger for closing school would be.

https://www.wsmv.com/news/williamson_county/williamson-county-schools-to-close-friday-monday-in-response-to/article_f0d0110e-5f01-11ea-9ad6-cf79dc9a1496.html

<https://www.newschannel5.com/news/williamson-county-schools-to-close-for-cleaning-after-first-confirmed-tenn-case-of-coronavirus>

Thanks, Christina