Travel Medicine

Title: Travel Medicine
Publication date: 8/2/2013
Effective date: 11/30/2008

BRIEF

Policy Summary

The Travel Medicine Policy at Berkeley Lab promotes safe business travel for Laboratory staff by providing medical information, limited medical supplies, and limited immunizations for common travel hazards. More unusual vaccines are provided through referrals to approved travel medicine clinics.

Who Should Read This Policy

- All Laboratory employees planning international travel for business purposes
- Supervisors of Laboratory employees who travel internationally
- Travel Office staff

To Read the Full Policy, Go To:

The POLICY tab on this wiki page

To Read the ES&H Program Details, Go To:

http://www.lbl.gov/ehs/pub3000/CH03.html

Contact Information

Laboratory Medical Director, Health Services

or

Health Services Program Manager

Policy

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POLICY

A. Purpose

The Travel Medicine Policy at Lawrence Berkeley National Laboratory (Berkeley Lab) promotes safe business travel for Laboratory staff.

B. Persons Affected

All Laboratory employees and supervisors planning international travel for business purposes

C. Exceptions
D. Policy Statement

Berkeley Lab’s Health Services advises all Laboratory employees anticipating international business travel to:

1. Review the Centers for Disease Control and Prevention (CDC) Travelers’ Health Web site for guidance on travel vaccinations and notices for relevant destinations.
2. Contact Health Services for advice on where to obtain needed supplies and/or vaccinations and to schedule an appointment if needed.
   a. Vaccination planning appointments should be six weeks or more before travel.
   b. Berkeley Lab will pay for business-related travel clinic costs with authorization from the traveling employee’s manager.
   c. Berkeley Lab can make recommendations but does not pay for non-business travel medicine costs.
   d. Travelers to a foreign accelerator facility or Antarctica should be aware that medical certifications are sometimes required to work at those facilities. Read the invitation carefully. Berkeley Lab Health Services can assist with this process, but two weeks of lead time are required.

E. Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Laboratory Medical Director</td>
<td>• Maintains a list of approved travel clinics</td>
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<td></td>
<td>• Ensures a payment/reimbursement process is in place for a Berkeley Lab employee wishing to use a travel clinic prior to business-related travel</td>
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<tr>
<td>Laboratory employees planning international travel</td>
<td>• Review the CDC Travelers’ Health Web site</td>
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<td>• Contact Berkeley Lab Health Services to get recommendations for travel clinics and to start the travel clinic and vaccination fee reimbursement process</td>
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F. Definitions/Acronyms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>CDC</td>
<td>Centers for Disease Control and Prevention</td>
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G. Recordkeeping Requirements

None

H. Implementing Documents

<table>
<thead>
<tr>
<th>Document number</th>
<th>Title</th>
<th>Type</th>
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<tr>
<td>02.13.002.001</td>
<td>Health Services</td>
<td>Procedure</td>
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I. Contact Information

Laboratory Medical Director, Health Services

or

Health Services Program Manager

J. Revision History

<table>
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<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
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<td>Rewrite for RPM (policy)</td>
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Document Information

DOCUMENT INFORMATION
Title: Travel Medicine

Document number: 02.13.004.000
Revision number: 1
Publication date: 8/2/2013
Effective date: 11/30/2008
Next review date: 8/2/2016
Policy Area: Health Services Programs

Source Requirements Documents

10 CFR 851, Appendix A, Worker Safety and Health Program, Functional Areas

Implementing Documents

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