### VERSION HISTORY

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<th>Version #</th>
<th>Implemented By</th>
<th>Revision Date</th>
<th>Approved By</th>
<th>Approval Date</th>
<th>Reason</th>
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<tbody>
<tr>
<td>1.0</td>
<td>Melinda Thomas</td>
<td>4/21/15</td>
<td></td>
<td></td>
<td>Initial draft</td>
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<tr>
<td>2.0</td>
<td>Leah Eisenstein</td>
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<td>Updated navigation in the Merlin outbreak module and new Merlin reports</td>
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INTRODUCTION

1.1 Purpose
Since November 2014, Florida has been monitoring travelers returning from West African countries impacted by Ebola virus disease (EVD). County health departments (CHD) have been asked to conduct in-person temperature monitoring for these travelers for 21 days following departure from the impacted country. CHDs that have been tasked with monitoring travelers have entered data into Merlin outbreak #1860. A new version of the outbreak survey will be released the evening of 4/16/15 in order to make data entry more intuitive, effective, and efficient. This guidance document discusses the new survey and new Ebola traveler monitoring reports. This document assumes the reader has a Merlin account and is familiar with basic Merlin use. To request access to Merlin, contact the Merlin Helpdesk (Merlin.Helpdesk@FLhealth.gov).

1.2 Key Points
- The Florida Department of Health (DOH), Bureau of Epidemiology (BOE) is requesting that all travelers returning from a county impacted by the Ebola Virus Disease (EVD) have their temperature and symptoms monitored for 21 days after they were potentially last exposed to EVD.
  - Upon receiving a notification from the CDC via Epi-X, the BOE will immediately distribute traveler information to the county health departments (CHDs) of residence for monitoring, and will create a profile for the traveler(s) within the Merlin outbreak #1860.
    - Notify the BOE (850-245-4401) about any travelers from impacted countries that are received from sources other than Epi-X.
  - Additional details on the traveler monitoring protocol can be found in the “Guidance for 21-day County Health Department Monitoring of Travelers from Countries Currently Experiencing an Outbreak of Ebola Virus Disease” available at http://www.floridahealth.gov/diseases-and-conditions/ebola/_documents/ebola-guidance-monitoring-travelers-full.pdf
- Once the Merlin outbreak profile has been created, complete as many of the Ebola traveler monitoring survey questions as possible upon initial notification. As more information is gathered during the monitoring period, update the survey.
  - Once a day, before 5:00PM, survey questions, and the Daily Symptom and Temperature Log should be updated in the Merlin outbreak #1860 by the respective CHD.
  - Entering temperature and symptom monitoring data into Merlin on weekends or holidays is not required, but travelers should still be monitored during this time.
- A new, more intuitive version of the Ebola traveler monitoring survey in the Merlin outbreak #1860 has been released.
New Ebola traveler monitoring reports have been added to the Merlin analysis tab to summarize the data in the Merlin outbreak #1860.

1.3 Definitions

- **Active monitoring:** A traveler in contact with a risk factor Ebola who is returning to Florida will be monitored by the local CHD for 21 days following their exposure.
  - Day 0 of the 21-day monitoring period is the day the person was last in contact with a risk factor (i.e., date of last exposure). Day 1 is the day after the date of last exposure.
  - Monitoring consists of recording the temperature of the traveler and noting any symptoms, while in the presence of the traveler. This will be done twice a day, once in the morning and once at night, with no less than 10 hours between the visits, while the traveler remains in the Florida county.

- **Business exempt:** A person who: 1. Is an airline employee (pilot or crew) that during the course of travel never left the airport grounds and never stayed overnight in an impacted country, OR an employee on a ship who never disembarked from the ship while in an impacted country, AND 2. Has had no contact with a known or suspected EVD case.
  - Business exempt people will not be monitored for 21 days. However, they should self-monitor, and if they develop any symptoms, report this to their local CHD.
  - This traveler status is usually determined by the CHD and then confirmed with a regional epidemiologist or the on-call travel wrangler.

- **Repeat traveler:** A traveler that has completed a previous active monitoring period and was then in contact with a risk factor again, thereby requiring an additional active monitoring period in Florida.
  - This person will require a new survey in the outbreak record for each new 21-day active monitoring period.
2 GETTING STARTED

2.1 Overview

BOE staff will immediately create a profile for a new traveler within the Merlin outbreak #1860 after they receive a notification from the CDC via Epi-X. The BOE will forward the notification to the CHD of residence for monitoring, at which point the CHD can access the traveler’s profile as described in the section below.

- Additional details on the traveler monitoring protocol can be found in the “Guidance for 21-day County Health Department Monitoring of Travelers from Countries Currently Experiencing an Outbreak of Ebola Virus Disease” available at http://www.floridahealth.gov/diseases-and-conditions/ebola/_documents/ebola-guidance-monitoring-travelers-full.pdf
- Notify the BOE (850-245-4401) about any travelers from impacted countries that are received from sources other than Epi-X.
- CHDs will not be responsible for creating new Profiles within the Ebola Virus Disease (EVD) Travelers outbreak record.
- If you believe a profile is missing from the Ebola Virus Disease (EVD) Travelers outbreak record, please notify your regional epidemiologist/laboratory liaison.

2.2 Accessing a Traveler’s Profile:

Go to the Merlin outbreak module by clicking the Outbreak tab from the Merlin home page.

Merlin outbreak #1860 will show in the section “Not Yet Submitted for Review-Ongoing Investigation” for every county who has a traveler. Click on the outbreak number to enter the outbreak.

NOTE: Merlin outbreak #1860 is currently on every county’s outbreak task list, accessed by clicking the “Outbreak” tab. Please do not submit the outbreak, as this will remove it from every county’s outbreak task list.
Alternatively, to access outbreak #1860 directly from the Merlin home page, type "O1860" in the "Search" box and click the arrow.

Do NOT click the "Submit" button, as this will remove the outbreak from every county's outbreak task list.
Ebola Traveler Monitoring Data Entry Guidance (Version 2.0)

Once in Merlin outbreak #1860, click the “People” option in the top menu to access the Profile search page. Search for and select an existing outbreak Profile within the outbreak record. You can search for the Profile by the traveler’s name, or by the People ID.

After selecting the Profile, scroll down to the Survey Questions section and click the link for the survey.

**NOTE:** If the person is a repeat traveler (i.e., has completed an active monitoring period and then has been re-exposed to a risk factor, and will be monitored an additional time in Florida), you may need to choose the most recent survey on their profile screen.
3 EBOLA TRAVELER MONITORING SURVEY

3.1 Survey Guidance

- Once the Merlin outbreak profile for a traveler has been created, complete as many of the survey questions for the traveler as possible upon initial notification.
- After contacting and interviewing the traveler, enter and update the data in the Merlin outbreak profile.
  - Information used to create the profile is obtained from the CDC and may not be correct. After interviewing with the traveler, immediately update any data in the Merlin outbreak record that is found to be incorrect.
    - If you find Day 0 (latest date exposed to any risk factor) to be incorrect in the profile, please immediately notify your regional epidemiologist/laboratory liaison.
    - Information obtained during the interview with the traveler will determine their Florida traveler monitoring status (i.e., if they will be monitored in Florida or if they will not be monitored because they are business exempt or never actually came to Florida).
- As more information is gathered during the monitoring period for a traveler that will be monitored in Florida, update the survey.
  - Once a day, before 5:00PM, survey questions, and the Daily Symptom and Temperature Log should be updated in the Merlin outbreak #1860 by the respective CHD.
  - Entering temperature and symptom monitoring data into Merlin on weekends or holidays is not required, but travelers should still be monitored during this time.

3.2 Survey Overview

The Ebola traveler monitoring survey includes the following sections:
1. Outbreak People Detail
2. Clinical
3. Symptoms
4. Contacts
5. Survey
6. Laboratory Results
7. Specimens
8. Documents

3.2.1 Outbreak People Detail Section

The Outbreak People Detail section includes demographic and contact information for the traveler.
- When the profile is created by BOE, this section will be filled in with information received by the CDC via Epi-X.
• Review the information in this section and update if you have more accurate information after contacting and interviewing the traveler.
• The address and county should be completed with information regarding where the traveler is staying in Florida during the monitoring period and will need to be updated if the traveler moves to another county.

3.2.2 Clinical Section
The Clinical section can be left blank, or you can complete it, if you choose.
3.2.3 Symptoms Section
The Symptoms section can be left blank, or you can complete it, if you choose.

To add symptoms, select symptoms and then click the Add button.
- You can select multiple symptoms at one time by holding down the Control (Ctrl) button when selecting.

3.2.4 Contacts Section
The Contacts section does not need to completed.

3.2.5 Survey Section
Several questions have been removed and redesigned to streamline the survey. A table has been added for the 21-day temperature and symptom log.

3.2.5.1 Survey Questions
Verify any information entered by the BOE when the profile was created and complete questions missing information.
- Question 1: Indicate whether the CHD has made contact with the traveler.
  - NOTE: For the traveler to show up correctly in the Ebola traveler monitoring reports, the question must be answered as soon as possible after contact with traveler has been made.
Questions 2 - 5: Specify and describe which risk factors the traveler has been in contact with and the last dates exposed.

- **NOTE**: BOE will enter risk factor data, including last dates exposed, based on information obtained from the CDC. If you find any incorrect information after interviewing the traveler, update this information in the profile as soon as possible and let your regional epidemiologist/lab liaison know.

- Question 6: Select the traveler’s Florida risk category (Low, High, or Unknown).

  - If the traveler is high risk, specify the exposure.
Ebola Traveler Monitoring Data Entry Guidance (Version 2.0)

- **Question 7: Select the monitoring status for the traveler.**
  - **NOTE:** This question must be answered for the traveler to show up correctly in the Ebola traveler monitoring reports.
  - If the traveler is business exempt (see definition above), select “Will not be monitored in Florida; business exemption.”
  - If the traveler never actually arrived in Florida, select “Will not be monitored in Florida; never coming to Florida.”
  - If the traveler will be monitored in Florida, select “Will be monitored in Florida.”

- **Question 8: Verify the date for Day 0 (latest date exposed to any risk factor).**
  - **NOTE:** This question can only be edited by Admin level users. Changing the answer to this question will automatically change the dates in the temperature and symptom log but the data does not shift with the dates. This would leave the data offset.
  - If you find Day 0 (latest date exposed to any risk factor) to be incorrect in the profile, please immediately notify your regional epidemiologist/laboratory liaison.

3.2.5.2 21-Day Temperature and Symptom Log
For each day of the 21-day monitoring period, enter the traveler’s temperature, any symptoms, and the jurisdiction information for both the morning and evening monitorings.

3.2.5.3 Additional Notes
3.2.6 Laboratory Results Section
The Laboratory Results section can be left blank.

3.2.7 Specimens Section
The Specimens section can be left blank.

3.2.8 Documents Section
The Documents section can be left blank, or you can complete it, if you choose.
4 EBOLA TRAVELER MONITORING REPORTS
Under the Analysis tab, new Ebola specific reports have been added under Event Specific Reports.

4.1 State - Traveler Monitoring Summary
The State Traveler Monitoring Summary provides aggregate counts of all the travelers that are currently monitored, have completed their monitoring, or were not monitored because they were never in Florida.

4.1.1 Table 1: Traveler Monitoring Statuses
The Traveler Monitoring Statuses table provides aggregate counts of travelers by their monitoring statuses.
4.1.2. Table 2: Travelers Confirmed in Florida by Initiating County
The Travelers Confirmed in Florida by Initiating County table provides aggregate counts of travelers with confirmed arrival in Florida by initiating county. The table includes total counts of travelers by initiating county as well as counts of travelers currently being monitored by initiating county.

<table>
<thead>
<tr>
<th>County</th>
<th>Total</th>
<th>Currently Monitored</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAY</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BREVARD</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>BROWARD</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>CHARLOTTE</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CITRUS</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CLAY</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>COLIER</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>COLUMBIA</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>DADE</td>
<td>54</td>
<td>11</td>
</tr>
<tr>
<td>DUVAL</td>
<td>12</td>
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</tr>
<tr>
<td>ESCAMBIA</td>
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</tr>
<tr>
<td>FLAGLER</td>
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<tr>
<td>HERNANDO</td>
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</tr>
<tr>
<td>HILLSBOROUGH</td>
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<tr>
<td>INDIAN RIVER</td>
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</tr>
<tr>
<td>LAKE</td>
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<tr>
<td>LEE</td>
<td>7</td>
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</tr>
<tr>
<td>LEON</td>
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<tr>
<td>MANATEE</td>
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<td></td>
</tr>
<tr>
<td>MARION</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MARTIN</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MONROE</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>NASSAU</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>OKALOOGA</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>ORANGE</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>OSCEOLA</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>PALM BEACH</td>
<td>20</td>
<td>3</td>
</tr>
<tr>
<td>PINELLAS</td>
<td>18</td>
<td>2</td>
</tr>
<tr>
<td>POLK</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PUTNAM</td>
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<td></td>
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<tr>
<td>ST. JOHNS</td>
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</tr>
<tr>
<td>ST. LUCIE</td>
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<td>SARASOTA</td>
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</tr>
<tr>
<td>SEMINOLE</td>
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</tr>
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<td>SUTHER</td>
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</tr>
<tr>
<td>VOLUSIA</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>WALTON</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>311</td>
<td>34</td>
</tr>
</tbody>
</table>

4.1.3 Drilldown functionality
The State Traveler Monitoring Summary contains drilldown functionality. Clicking on a number in the report will generate a list line of the travelers included in that count.
4.2 State - Traveler Line List
The State Traveler Line List is a line list of all the travelers that are currently monitored, have completed their monitoring, or were never monitored because they were never in Florida.

- **NOTE:** Clicking on the Total count in the State Traveler Monitoring Summary will also generate this line list.

4.3 State - Follow Up Report
The State Follow Up Report is designed for state-level users to view daily action items for traveler monitoring, but CHDs may find the information useful.

4.4 State - Validation Report
The State Validation Report is for state-level users to identify missing or invalid data, but CHDs may find the information useful.
4.5 County - Monitoring Days Report
The County Monitoring Days Report is designed for CHD-level users to see how many travelers have been in their county, how many days those travelers were monitored in that county, how many temperature observations were recorded for those days, and how many of the expected temperatures recordings were completed. Users are able to specify which counties to include in the report.

<table>
<thead>
<tr>
<th>County Name</th>
<th>Number of Travelers Monitored</th>
<th>Total Jurisdiction Days</th>
<th>AM Temp Observations</th>
<th>PM Temp Observations</th>
<th>Total Temp Observations</th>
<th>Total Expected Temp Observations</th>
<th>Percent of Expected Temp Observations Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALACHUA</td>
<td>18</td>
<td>251.0</td>
<td>249</td>
<td>253</td>
<td>502</td>
<td>502</td>
<td>100.0%</td>
</tr>
<tr>
<td>BAKER</td>
<td>1</td>
<td>0.5</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>100.0%</td>
</tr>
<tr>
<td>BAY</td>
<td>6</td>
<td>81.5</td>
<td>79</td>
<td>84</td>
<td>163</td>
<td>163</td>
<td>100.0%</td>
</tr>
<tr>
<td>BRADFORD</td>
<td>1</td>
<td>0.5</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

4.6 County - Follow Up Report
The County Follow Up Report is designed for CHD-level users to view daily action items for traveler monitoring. Users are able to specify which counties to include in the report.