Road Map To Fall 2020

Your Guide To A Safe And Successful Semester
FROM THE CHANCELLOR

Dear LSUE Community and Family,

As we move forward into a new and history making academic year, I am pleased to share with you the LSUE Roadmap to Fall 2020. This Roadmap is the result of hundreds of hours of reflection, discussion and planning from our LSUE leadership team, the Return to Work (RTW) Committee comprised of LSUE students, faculty and staff, LSU executive leadership and the Emergency Operations Center. We believe this plan will keep our LSUE community and family as safe and healthy as possible while providing the best environment for learning and teaching.

COVID-19 presents a unique set of challenges and we will match our actions and behaviors to meet these challenges. As a result, we will be wearing masks, practicing social distancing, providing a full range of instructional options while ensuring that the services needed for effective daily operations are in place. The health and safety of all who comprise LSUE is our number one priority.

Together we will begin this academic year safely and successfully; and together we will navigate what lies ahead. I am deeply grateful to the many people whose work has made this planning document a reality. Thank you.

Sincerely,

Nancee Sorenson, Ed.D.
Chancellor
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All decisions and protocols for reopening campus are driven by the safety and well-being of our students, faculty, staff, and visitors. Safety will continue to be our guidepost. Our intention for fall 2020 is to have campus open and return to in-person, traditional classes whenever possible.

Maintaining physical distancing and enhanced cleaning procedures, placing capacity restrictions on classrooms and common spaces, and staggering faculty/staff workdays and/or encouraging remote work for applicable positions are among the precautions we will take.

We will proceed according to federal and state guidelines while adhering to recommendations from the Centers for Disease Control and Prevention (CDC). Likewise, we are monitoring our own phased approach to reopening campus, as well as the state’s reopening decisions and outcomes.

*It is extremely important to understand that plans are fluid and subject to alteration based on the evolving nature of COVID-19. LSUE will continue to follow local, state, federal, and CDC guidelines to protect the health and well-being of the LSUE community.
General Health And Safety

All decisions and protocols for reopening campus are driven by the safety and well-being of our students, faculty, staff, and visitors. Safety will continue to be our guidepost. Our intention for fall 2020 is to have campus open and return to in-person, traditional classes whenever possible.

FACE COVERING PROTOCOL

In preparation for the Fall 2020 semester and considering all information in reference to COVID-19 and the current situation, as well as being prepared for the future situation, the following guidelines in regards to face coverings will be in effect for LSUE effective immediately and it will be effective until further guidance:

• Face coverings will be required in classrooms, lab settings, etc.

• Face coverings will be required in all common areas of buildings on campus where strict social distancing cannot be maintained for an extended period of time.

• Face coverings will not be required in outdoor areas of campus, unless in a large group setting where social distancing or other protocols cannot be maintained.

• Face coverings will not be required in private offices generally. However, when interacting with others, masks will be used when interaction within 6 feet for extended periods cannot be avoided.

• Face coverings will not be required when consuming food or drink.

• This will apply to all persons on campus (students, faculty, staff and visitors)

• Everyone is encouraged to utilize their own personal mask or face covering.

• SGA will be providing LSUE branded masks for students.

• We will be providing similar branded masks to employees.

• We will be providing plain disposable masks in locations of each building on campus to be distributed out for individuals who do not have or forget their mask or face covering.

PHYSICAL DISTANCING

Maintain physical distancing of six feet whenever possible.

FACE COVERINGS

Face covering use is required on campus in public spaces, especially when it is not possible to maintain appropriate physical distancing of at least six feet, such as entering and exiting campus buildings, moving through hallways, using common rooms, in classrooms, and frequenting other shared spaces.

HAND WASHING/SANITIZER

Wash your hands often with soap and water for at least 20 seconds or, if hand washing is not feasible, use hand sanitizer with at least 60 percent alcohol.

COUGHING/SNEEZING ETIQUETTE

Remember, if you have to cough or sneeze, do so into a tissue or the inside of your elbow rather than your hands. This will help to minimize the spread of germs as you touch doorknobs and surfaces.

CLEANING

We will continue to operate using the increased cleaning protocols recommended by the CDC to ensure that all campus buildings are cleaned and disinfected consistent with that guidance.
LSU EUNICE COVID-19 MONITORING SYSTEM

According to the CDC, testing, contact tracing, and isolation are among the effective ways to manage COVID-19. LSU has put together a plan to help slow the spread and protect the campus community from this virus, including return to campus form, daily symptom checking, COVID-19 testing, and contact tracing.

The safe resumption of operations at LSUE requires the entire campus community of faculty, staff, and students to each individually do their part. Everyone must participate in the following steps to enable the efficient identification and swift containment of potential COVID-19 outbreaks.

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01 **Return To Campus Form**

Faculty, staff, and students will be required to fill out a return to campus form. This electronic form is a one-time questionnaire where you will be asked to provide contact, demographic, and LSUE affiliated information.

Additionally, you will be asked to think about and provide information regarding health-related plans should you begin to experience any COVID-19 related symptoms or come into close contact with someone who has tested positive for the virus. This information will help LSUE prepare and plan for a safe return to campus and to provide assistance to you, should you need it.

02 **Daily Symptom Checking**

The LSUE community will be required to self-monitor their symptoms daily. Faculty, staff, and students will be required to respond to a daily symptom check request that will be sent via text message or can be accessed through a web-based application.

The daily symptom checker requires respondents to take a one- to two-minute assessment of their symptoms. Once respondents have provided information about their symptoms, they will be provided with feedback.

03 **COVID-19 Testing**

Testing for SARS COVID-19 is a critical component of keeping everyone safe and healthy. Faculty, staff, and students should get tested for the virus if they have symptoms associated with COVID-19 or have been in close contact with someone who has tested positive for COVID-19. To ensure the health and safety of the LSUE community, it is essential that everyone is aware of the testing opportunities that are available through their health care provider and in the community.

Anyone who tests positive for COVID-19 will need to self-isolate. LSUE faculty, staff, and students who test positive for COVID-19 should report their results in their daily symptom checker application. Once a respondent has indicated that they have tested positive for COVID-19, they will be prompted to fill out a contact tracing form.

04 **Contact Tracing**

Contact tracing plays an important role in slowing the spread of COVID-19. Consequently, once someone has tested positive for COVID-19, they will be required to provide information about the people who they have been in close contact with. At LSUE, contact tracing is done through an automated system where respondents can input this information through a web-based application. If additional information is needed or someone does not provide this information, they will be contacted.

05 **Identifying Contacts**

Those identified as being close contacts of a person who has tested positive will be notified via email or by phone and directed to reach out to their health care provider.
HEALTH AND SAFETY: A GUIDE FOR EMPLOYEES

Returning to campus requires some adaptation of how we conduct business. As a community, we are driven to collaborate, and that spirit of sharing a common cause can work to our benefit as we look out for one another in a new capacity and rise to protect the well-being of our colleagues and students. As such, the following protocols have been implemented to provide the safest possible work environment for those on campus.

SAFETY PROTOCOLS

LSUE is committed to safety protocols, which are outlined on page 4, to help keep you healthy.

- Face coverings must be worn in public spaces and when the job or circumstances place you within six feet of another person. Each employee should provide their own face covering.

- Stay home if you experience any signs of illness or feel sick.

- Any in-person meetings must have fewer than 10 people. Otherwise, the meeting should be held via a virtual platform such as Teams or Zoom. As mentioned above, face coverings should be worn when in public spaces.

- Employees who are working remotely should follow risk management policies for working at an alternate location.

- Be sure to complete your symptom checker task every morning.

- Although we understand the difficulties that arise during this ongoing situation, faculty and staff will not be permitted to bring children with them to campus.

HIGH-RISK EMPLOYEES

LSUE is concerned about the health of our employees and understands that while everyone is at risk for getting COVID-19 if exposed to the virus, certain populations may be at greater risk for serious complications, according to the CDC. Among those are older adults, particularly those 65 or older, and people with underlying health conditions such as:

Chronic kidney disease; Chronic obstructive pulmonary disease (COPD), asthma, or other lung impairments; Immunocompromised conditions; Heart conditions; Diabetes; Obesity (BMI of 30 or higher); Sickle cell disease; High blood pressure; Cystic fibrosis

Please refer to the CDC website for more information on underlying conditions and COVID-19. If you have a documented health issue that you believe prohibits your return to campus, contact the Office of Human Resource Management to discuss accommodations and leave.
LEAVE POLICIES
LSU leave policies have been updated recently and are broader than prior to the pandemic. If you have been exposed to COVID-19 and are subject to a self-isolate or isolation order, are experiencing symptoms of COVID-19, have been diagnosed with COVID-19, are caring for an immediate family member as a result of COVID-19, or are caring for a child as a result of loss of care due to COVID-19 and are unable to report to the physical premises for work or perform work remotely, you may use your personal accrued sick, annual, and/or compensatory time accordingly for full pay. You may also be eligible for Emergency Paid Sick Leave (EPSL) under the Families First Coronavirus Response Act (FFCRA) if you meet certain criteria. Visit lsu.edu/hrm for more information.

REMOTE WORK ARRANGEMENTS
Employees who are interested in remote work arrangements should consult their supervisor. FASOP HR-03 is LSU and LSUE’s new policy on remote working that gives guidance and outlines the various criteria to be considered when an employee wishes to work remotely. It is important to understand that in order for an employee to work remotely, their department head and leadership within their chain of command must agree their position is a good fit and approve them to work remotely. For situations in which an employee is jointly appointed and reports to more than one unit/supervisor, it is recommended that leadership within both units discuss and support the arrangement prior to its execution as best practice.

EVENTS
To further promote a safe environment on campus, all meetings and events during the fall 2020 semester will be limited to 100 in-person attendees. Additionally, all indoor meetings and events will be limited to a maximum of 50 percent capacity of the room or meeting location. All in-person attendees will be required to follow CDC guidelines for physical distancing and face coverings, when appropriate.

All meetings and events over 10 in-person attendees will require written approval. Departments and off-campus organizations will be given guidance on how to submit an event for approval from the the LSUE Department of Police.
HEALTH AND SAFETY: A GUIDE FOR STUDENTS

Despite the challenges we have all faced in 2020, our primary goal remains the same: to protect your well-being and deliver on our promise of a top-tier education. As a member of one of the most accomplished and diverse classes LSUE has ever welcomed, we know you will do your part to protect the well-being of your fellow students, just as we all do our part to protect yours. Whether you are taking classes on campus or remotely, our expectation is that you follow the guidelines set forth in this document.

Adaptations to the academic calendar, classroom settings, and other facets of campus life are outlined as follows.

SAFETY PROTOCOLS
LSUE is committed to safety protocols, which are outlined on page 5, to help keep you healthy.

• Face coverings must be worn in the classroom and in any public spaces, particularly when circumstances place you within six feet of another person. Students should provide their own face covering.

• Stay home if you experience any signs of illness or feel sick.

• Take care to follow health and safety guidelines in your living spaces and during social interactions.

• Be sure to complete your symptom checker task every morning.

• Although we understand the difficulties that arise during this ongoing situation, students will not be permitted to bring children with them to campus.

ACADEMIC CALENDAR

The LSUE academic calendar has not been adjusted and can be found at

http://lsue.catalog.acalog.com/content.php?catoid=14&navoid=814

*Please Note We are making updates to the fall course offerings to allow for proper physical distancing, which may result in room changes to some scheduled courses and/or making some additional courses remote. You may see some of these changes to your schedule as we make these updates, and LSU will let you know once the updates are complete.
CLASSROOM GUIDELINES

Classrooms will abide by a maximum of 50 percent occupancy rate, face coverings will be required, classroom podiums will be situated more than six feet away from student seating and there will be enhanced cleaning throughout the buildings.

Mandatory Masks/Face Coverings in buildings or when social distancing on campus is not possible.

HIGH-RISK STUDENTS

LSUE is concerned about the health of our students and understands that while everyone is at risk for getting COVID-19 if exposed to the virus, certain populations may be at greater risk for serious complications, according to the CDC. Among those are older adults, particularly those 65 or older, and people with underlying health conditions such as:

- Chronic kidney disease
- Chronic obstructive pulmonary disease (COPD), asthma, or other lung impairments
- Immunocompromised conditions
- Heart conditions
- Diabetes
- Obesity (BMI of 30 or higher)
- Sickle cell disease
- High blood pressure
- Cystic fibrosis

Please refer to the CDC website for more information on underlying conditions and COVID-19. If you have a documented health issue, LSU encourages you to take active measures to ensure your safety.

STUDENT RESOURCES

The following student resources have been altered in order to accommodate new safety protocols for fall 2020. This is not an exhaustive list of resources available to you, so please reach out to your academic advisor, Student Affairs, or the appropriate department if you need assistance. We are here to help your fall semester go smoothly and ensure you excel academically.

Student Health - WellSmart Health Clinic, an Opelousas General Health System partner, is continuing to provide care and support to students via both telehealth and on-campus. If you are experiencing symptoms related to COVID-19 or if you believe you might have been in close contact with someone who has tested positive for COVID-19, please contact the clinic for instructions (337-457-6110).

LSUE Dining will offer limited seating and take-away options. No self-service will be offered at this time. Dining staff will take extra precautions to keep themselves and students safe and use Plexiglas barriers to separate cashiers and guests when physical distancing is not allowed due to limited space. Facilities will be thoroughly cleaned multiple times each day, surfaces will be continuously cleaned and disinfected, and hand sanitizer will be available.
LeDoux Library is currently open for students during regular business hours and by appointment for our community patrons. Precautions are being taken, and all University safety protocols will be followed. Access to digital resources are available as usual, and remote assistance is available through the “Chat With Your Librarian” widget at https://www.lsue.edu/library. Please visit the library website for up-to-date information about hours of operation and any changes to our services.

The HPRE Center will have its weight room and pool open; however, precautions will be taken for safety. Building capacity will be limited to 25 percent. Each fitness area will have a limited capacity for the space and guests are expected to practice appropriate physical distancing. Facemasks shall be worn at all times except when participants are in the pool.
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