

# COVID-19 PROTOCOLS AND PROCEDURES

*\* These are subject to change at any time.*

## SAFETY

- Masks are required in all indoor locations on campus if six feet of distance can't be maintained. Wear masks properly over nose and mouth.
- Please continue to maintain 6 feet of physical distance whenever possible.
- Cover all coughs and sneezes.
- Wash hands thoroughly and often or use hand sanitizer.

## COVID-19 VACCINATIONS

Free COVID-19 vaccines will be available on campus at the LSUA Health Center beginning August 2nd, in preparation for the upcoming Fall semester. Walk-ins or appointments will be accepted. LSUA has developed a vaccination incentive program that will be implemented prior to the beginning of the Fall semester, that will offer chances to win prizes for staff, faculty and students that have either taken the vaccine or initiate their first dose of the vaccine.

## 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 LSUA community, it is essential that everyone is aware of the testing opportunities that are available at the Health Center.

Covid-19 tests are available on campus at the LSUA Health Center, located on the first floor in Coughlin Hall (Nursing Building). Test detects an active COVID-19 infection. It is administered using a nasal swab in the front of the nostril. The health center hours are listed below:

### **LSUA Health Center Hours of Operation**

Monday - Friday, 8:00 a.m. - 4:30 p.m.

Closed 12:00 p.m. - 12:30 p.m. for lunch

(P): 318.427.0110

## SANITATION & CLEANING

Intensified cleaning has been implemented on campus according to CDC guidance, and cleaning protocols are being updated as new information is released by the CDC and others.

Building services custodial staff received updated training on the proper disinfecting training techniques required for this enhanced cleaning. The custodial staff will be conducting normal routine cleaning of bathrooms, hallways, offices, common areas, classrooms, teaching areas, break rooms, and conference rooms.

In addition, the custodial staff will clean frequently touched surfaces on a daily basis. The minimum frequency of cleaning for high touch areas include:

- Twice daily for elevators, stairways, and restrooms
- Once daily for doorknobs, light switches, and break rooms

At minimum, classrooms will be cleaned once a day, including doorknobs, light switches, chairs, and desks, as well as other hard surfaces. Classrooms are also fogged with sanitizing chemicals and the campus is planning to have UV sanitation equipment installed on the HVAC systems across campus buildings with classrooms. Additionally, LSUA has begun the process of installing touchless toilets, urinals, faucets, soap dispensers, and hand sanitizing dispensers in all campus buildings to reduce the incidence of surface contacts.

## PROTOCOL BASED ON TESTING, REPORTED SYMPTOMS, AND/OR EXPOSURE

Faculty, staff, and students who receive a positive COVID-19 test result are REQUIRED to report their positive case to Chad Gauthier, LSUA's Safety & Risk Manager. Communication from that office to the employee or student will contain the following information based on the specific case.

### Confirmed Positive

Immediate self-isolation\* until the below criteria are met:

- 10 days have passed since the onset of symptoms and
- 24 hours have passed without fever (without the use of fever reducing medications) and
- Symptoms have improved

If possible, stay away from others, especially people who are at a higher risk for getting very sick from COVID-19. Students who need to isolate should contact each faculty member for each class and let them know you are in temporary isolation status and they should provide the course work to you so that you do not fall behind.

## Close Contact / Exposure

CDC defines Close Contact as:

Individual who has had close contact (<6 feet) for  $\geq 15$  minutes with some one that meets the following criteria:

- Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory- confirmed or a clinically compatible illness)
- Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation).

To be released from quarantine after 10 days, you must meet the below criteria:

- You must not have experienced any signs or symptoms of COVID-19 since your last close contact to the positive case
- If you have or develop symptoms, immediately self-isolate and contact your healthcare provider.
- You are required to fill out the daily symptom checker every day for 14 days after your last close contact with a positive case
- Continue to wear a face mask, practice social distancing, use proper hygiene, etc.
- People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
- People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms.

## DAILY SYMPTOM CHECKER

The LSUA community will be required to self-monitor their symptoms daily. Faculty, staff, and students will be encouraged to respond to the daily symptom check request on the days they need to report symptoms, close contacts, and positive results. The daily symptom checker will be sent via email. Once respondents have provided information about their symptoms, they will be provided with feedback on their ability to come to campus. At this time, LSUA has the Daily Symptom Checker turned off. Our plan is to have the daily symptom checker turned back on beginning August 2, 2021.

***If someone within the LSUA community who tested positive for COVID-19 in the past 14 days forgot to identify you as a close contact,*** you will subsequently not receive a notification about being a close contact. Therefore, you must self-report using the Daily Symptom Checker.

***If you were in close contact of someone who tested positive for COVID-19 outside of the LSUA community*** (i.e., family, friends, neighbors, etc), you must self-report using the Daily Symptom Checker.

## 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 LSUA, contact tracing is done through emails and phone calls from the Safety & Risk Manager. Emails are used primarily, however if additional information is needed they will be contacted by phone as well.

## CLASSES

**Summer session** classrooms will abide by a maximum 50 percent occupancy rate; **fall semester** classrooms are expected to return to 100 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.

One-way hallways and planned ingress and egress from buildings or classrooms will dictate traffic flow, so please pay attention to directional signage.

## HOUSING

In consultation with campus health professionals, protocols for dealing with sick and well students will be in place. The first option is for the resident to quarantine or isolate at home, if feasible. If not, plans will include quarantine and isolation accommodations. We will have a limited amount of housing units that will be kept offline for COVID isolation purposes.

Students in isolation on campus will be provided the following resources and amenities:

- Students are provided essential health and wellness services while in isolation and quarantine by the Health Center.
- Meals are provided to residents in isolation or quarantine by LSUA Dining.
- Emergency response will be coordinated by LSUA PD to ensure awareness and appropriate response as the situation requires.
- Academic support is coordinated for students in isolation and quarantine by the Department of Student Engagement.
- If a laptop is needed during quarantine, it will be provided by the IET Department.



## DINING

LSUA Dining will offer packaged meals, 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. Facilities will be thoroughly cleaned multiple times each day, surfaces will be continuously cleaned and disinfected, and hand sanitizer will be available at entrances and exits. Dining halls and retail services will have designated entrances and exits, and use plexiglass barriers to separate cashiers and guests when physical distancing is not allowed due to limited space.

## STAFFING AND WORKPLACE

### Physical Modifications

Any department or unit that has an interest for physical modifications of the workspace and building to respond to COVID-19 should first get approval for these modifications and any related expenses from the department head or dean, followed by their vice chancellor. Following these approvals, the department can submit a request to Facility Services for consideration. Once plans are finalized, facility services will work with that department or unit to complete the project.

### Procuring Personal Protective Equipment

The sanitation supplies and PPE to be provided by the University are being procured in bulk quantities and will be available to the campus through Facility Services to ensure the safest possible return to campus experience. The items being procured by the University include the following:

- Hand sanitizer and dispensers
- Sanitary wipes
- Disinfectant spray and dispensers
- Paper towels
- Disposable masks
- Nitrile (non-latex) Gloves

Facility Services staff will deploy and replenish these supplies and commodities in classrooms, labs, and other public access areas as necessary and consistent with current CDC guidance. Any questions on these specific items should be directed to [candyd@lsua.edu](mailto:candyd@lsua.edu).

## LEAVE POLICIES

If an employee has been exposed to COVID-19 and is subject to a quarantine or isolation order, is experiencing symptoms of COVID-19, has been diagnosed with COVID-19 or is caring for an immediate family member as a result of COVID-19, or is 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, they may use their personal accrued sick, annual, and/or compensatory time accordingly for full pay.