COVID-19 Safety Guide

Revised November 13, 2020

Office of Environmental Health and Safety
www.southeastern.edu/coronavirus
SafeCampus@southeastern.edu
Watch for Symptoms

People with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure:

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Fever
- Chills
- Muscle or body aches
- Sore throat
- Headache
- Congestion or runny nose
- Nausea, vomiting or diarrhea
- New loss of taste or smell
Dear Students, Faculty and Staff,

As Southeastern has adapted to operating in the COVID-19 global pandemic, many modifications have been made to how we work and learn on campus. The safety of all faculty, staff and students comes first. This Safety Guide is intended to share some of the guiding principles under which we now operate as we respond to the current situation.

The university’s policies and protocols for responding to COVID-19 are rooted in safety. Our plans are aligned with Governor John Bel Edward’s phased reopening plans and follow recommendations from the federal government, the Centers for Disease Control and Prevention, and the Louisiana Department of Health.

This document is intended to be a guide for safe campus operations, and some units will continue to require specialized policies and procedures not covered here.

If you have questions or comments about returning to campus, please consult with your instructor or department head, e-mail safecampus@southeastern.edu or visit Southeastern’s COVID-19 website.

Thank you,

Jeremy Brignac
Faculty & Staff Leave

Faculty and staff who, because of age, underlying health conditions or other factors, are at increased risk of infection or risk of more severe infection-related health outcomes may request an alternate work arrangement. This may also apply if an employee has someone in a high risk category as a member of their household. Documentation may be required. Additional information on the Alternate Work Arrangement Process and Form can be found at [http://www.southeastern.edu/admin/hr/policies_procedures/index.html](http://www.southeastern.edu/admin/hr/policies_procedures/index.html).

Families First Coronavirus Response Act (FFCRA):

The Families First Coronavirus Response Act (FFCRA) was signed into federal law on March 18, 2020, and is effective from April 1, 2020 through December 31, 2020. Under this Act, faculty, staff, graduate assistants and student workers affected by COVID-19 may be entitled to additional paid time off. Included in the law are two new paid leave provisions:

- Emergency Paid Sick Leave (EPSL)
- Emergency Family and Medical Leave (EFMLEA)

Additional information, including guidelines and flow charts, can be found at the following: [http://www.southeastern.edu/admin/hr/policies_procedures/index.html](http://www.southeastern.edu/admin/hr/policies_procedures/index.html) If employees or supervisors have any questions or need further assistance, please contact the Office of Human Resources at [hr@southeastern.edu](mailto:hr@southeastern.edu).
Health & Safety Guidance
COVID-19 Protocol

In order to help ensure a safe campus, it is imperative that all faculty, staff, and students continue to participate in the process including following established protocols and informing individuals and offices as established in protocol documents.

Everyone should self-monitor for COVID-19 symptoms such as fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Those who develop any of these symptoms should remain off campus, notify the appropriate university officials (supervisor, instructors, University Health Center) and their Health Care Provider, and follow the guidance provided. Students living on campus should stay in their room and notify University Housing as well.

Anyone who appears to have COVID-19 symptoms (described above) or who becomes sick during the day with COVID-19 symptoms, should immediately separate from others, return home if possible and seek medical attention. They should follow all protocols in informing the appropriate individuals and/or departments.

Anyone who believes they may have been exposed to COVID-19 should contact the University Health Center or their personal Health Care Provider and follow the guidance provided.

A complete Student COVID-19 Protocol can be found here and the Faculty/Staff Protocol can be found here. These documents provide detailed instructions on what to do in the event of a positive test for COVID-19, or a possible exposure to COVID-19.

The University Health Center can be reached at 549-2242 or health@southeastern.edu.
Personal Safety Practices

All employees and students must adhere to the following preventative actions.

**Wash your hands often.**
Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitizer stations will be available throughout university buildings.

Avoid touching your eyes, nose and mouth with unwashed hands.

**Avoid close contact.**
Avoid close contact with people who are sick, and put distance between yourself and others. **Stay at least 6 feet (about 2 arms’ length) from other people.** Remember that some people without symptoms may be able to spread the virus.

Avoid shaking hands.

Avoid encroaching on the personal space of others.

Avoid touching high-touch surfaces when feasible.

Avoid gathering in groups without following appropriate protocols.
Cover your mouth and nose with a face covering when around others.

Face mask/coverings are required as outlined in the Face Mask/Coverings Policy. The policy is found at http://www.southeastern.edu/resources/policies/policy_detail/face_coverings.html. Always wear a face covering in any situation where you cannot adequately physically distance yourself from others. Continue to keep about 6 feet between yourself and others. The face covering is not a substitute for physical distancing.

Students, faculty and staff should bring their own face coverings to campus. Disposable masks will be made available in each building should an individual forget their own cloth mask. Disposable masks should be discarded when soiled.

Wear a face covering when you go out of your personal workspace, vehicle or living space, especially inside of buildings. The face covering is meant to protect other people in case you are infected. You could spread COVID-19 even if you do not feel sick.

Cover coughs and sneezes.

If you are in a private setting and do not have on your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash.

Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Stay home if you are sick.
Clean and disinfect.
Clean AND disinfect frequently touched surfaces daily.

University housekeeping staff will continue to use disinfectants daily on high-touch surfaces. These areas include, but are not limited to the following: entryway touchpoints, doorknobs, water fountains with refillable bottle stations (other water fountains will be disabled), elevator panels/call buttons, stairwell handrails and restroom fixtures (sinks, faucets, toilets, towel dispensers, etc.).

Disinfecting wipes will be available in computer labs and other student areas with high touch surfaces. Use them to wipe down high-touch surfaces before use.

Minimize the sharing of office equipment to the greatest extent possible. Supervisors should make cleaning and disinfecting supplies available to employees and ensure frequent wiping down of office common spaces.

Individual employees should take care of any additional desired cleaning in their personal workspaces, including wiping down their desks, tables, phones, keyboards, light switches, etc.
Office Safety Practices

Meetings
Convening in groups increases the risk of viral transmission. **Meetings should be held in whole or part using the extensive range of available collaboration tools** (e.g. Google Meet, Zoom, telephone, etc.).

In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room’s capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

During your time on site, you are encouraged to communicate with your co-workers as needed by e-mail, instant message, telephone or other available technology, rather than face-to-face when feasible.

Restrooms
Use of restrooms should be limited based on size to ensure at least 6 feet of distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.
Elevators

Due to physical distancing requirements, no more than 1-2 people should be in an elevator at a time, so please use the stairs whenever possible. Remember to wear your mask or face covering when using the stairs. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers upon departing the elevator.

Signage has been placed on all elevators throughout campus.
Meals

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

Designated dining areas on campus have been modified so that the spacing of seating is in keeping with social distancing guidelines. Faculty, staff and students are also encouraged to eat food only in such designated dining areas, eat outside or take food back to private spaces, such as offices or residence hall rooms.

Sanitize your hands before and after using shared appliances like refrigerators and microwaves. After use, wipe appliances down and immediately wash your hands.

Office kitchens and breakrooms may not be used for communal gathering or dining in. Use of communal coffee pots and water fountains is discouraged.

Southeastern’s food service partner, Aramark, established a fall reopen plan for food service operations on campus. An overview of the plan components can be found at http://www.southeastern.edu/about/safe-campus/covid-19/assets/aramark_reopen.pdf.

More detailed information can be found in the dining FAQs here. http://www.southeastern.edu/admin/dining/dining_faqs_fall_2020/index.html
Safety Guidelines

TIPS FOR A SAFE RETURN TO CAMPUS

- **Wear face masks** in buildings and confined spaces if you are with at least one other person.
- **Practice social distancing** in all situations, ensuring a minimum 6 ft. buffer between individuals.
- **Wash hands frequently** with soap and water. Use hand sanitizer if no soap or water is available.
- **Clean and disinfect** surfaces, handles, knobs, and other places that are touched often.

If you experience symptoms such as fever, cough, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of smell or taste, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea contact the University Health Center at 985-549-2242. In case of emergency, contact University Police at 985-549-2222.

- **No crowding** in small areas. Individuals in confined spaces should generally have 110 square feet around them (this is a space of approximately 10’ x 10’).

THANK YOU FOR HELPING US TO ENSURE A SAFE AND HEALTHY RESIDENTIAL COMMUNITY.
Campus Cleaning Protocols
Facilities Cleaning Protocols

In-house janitorial services, as well as outsourced services, are following consistent cleaning protocols.

Routine Cleaning:

Trash/debris will be removed, and all restrooms will be cleaned and disinfected thoroughly.

Processes include replacing expendable restroom supplies; emptying trash; cleaning and relining waste receptacles regularly; high dusting; cleaning of the sinks, mirrors, counter tops, walls, and bright work; disinfecting commodes/urinals; wet mopping floors; and spraying down shower stalls and benches where applicable.

Additional Cleaning Protocols:

Enhanced cleaning utilizes approved cleaners and disinfectants along with tools that compliment the cleaning process including multi-surface cleaners that help reduce the number of germs, dirt and contaminants on surfaces.

Wipe down high touch and high use areas throughout the day, including counter tops, elevator control panels, handrails, door handles and knobs, push bars, stall doors, toilet handles, drink and food vending machines.

Disposable cleaning cloths and paper towels are being used where possible to remove contaminants. Where appropriate, color coded microfiber cleaning cloths will be used to disinfect surfaces, minimizing the risk of cross-contamination.
Facilities Cleaning Protocols

Chemicals and Disinfectants:

Appropriate chemicals that adhere to EPA list N guidance for use against SARS-CoV-2, the virus that causes COVID-19, are being utilized in cleaning and disinfection, including Comet Disinfecting Cleaner With Bleach, Fiberlock Technologies Shockwave RTU, and Betco’s Quat Stat 5 Disinfectant.

Staff Training:

Personnel were trained and are being reminded to regularly wash hands to reduce cross contamination and improve personal hygiene.

Consistent with other staff, janitorial staff and contractors are wearing PPE to conduct and complete job tasks and will practice ongoing social distancing.

Exposed Office/Work Areas:

Human Resources is reporting all positive cases to the Office of Environmental Health and Safety. The Director of Environmental Health and Safety assesses the location(s) associated with the exposure and initiates cleaning protocols based on the outcome of that assessment.
Facilities Cleaning Protocols

As additional members of the campus community are returned, protocols will be adjusted as needed and appropriate.

A critical part of the disinfection process is allowing the proper dwell time for the disinfectant to work and allowing the proper amount of time for custodians to clean/disinfect high use and high touch areas. Special consideration is needed to determine the cleaning processes and to what extent there will be groups of people utilizing and sharing common areas, including classrooms.

Additional oversight and signoffs are being captured ensuring work is performed timely and frequently.

Outside janitorial providers were required to submit company-specific protocols to ensure consistent expectations and accountability.
Current Cleaning Program

Southeastern’s staff and partners are following a regular deep cleaning protocol of campus. After an initial deep cleaning in March, efforts continue daily.
Building Disinfection Solutions
Southeastern has deployed multiple systems to disinfect both surface and airborne viral particles.

Suspected Post COVID-19 Room Contamination
A **UV-C room sterilizer** will be utilized to allow for sterilization of a specific room after a known or suspected case of COVID-19. This utilizes UV-C technology to treat a large area with a high-level dosage. UV-C is ultraviolet light in the wavelength range of 200-280 nanometers. This kills microbes (viruses, bacteria, mold) by altering DNA structure. Microbes are rendered inert in seconds to minutes depending on output strength.

This system is portable and will allow one staff person to treat a contaminated room in a relatively short period of time.
Building Disinfection Solutions

Ongoing Surface Contaminant Sterilization System

The **VHP (Vapor Hydrogen Peroxide) system** is intended to continuously disinfect surface areas in a room as well as minimize some of the airborne pollutants that bond with the VHP molecules. It is installed and used in areas with higher surface contamination risk regardless of population level. Examples include: Food Service areas and University Housing.

Ongoing Air Contaminant Disinfectant Systems

Southeastern has employed three systems throughout campus that operate on a continual and automatic basis.

1. **Troffer System:** This provides continual disinfection/cleaning of the air and is used in areas with lower surface contamination risk and higher population levels leading to a higher air contamination risk. It is a multi-stage process that achieves a 99.9% removal of common airborne pathogens using Activated Carbon and HEPA filtration as well as UV (C) LEDs. It helps address mold, bacteria and viruses. This is deployed in high student load areas – such as Garrett Hall Lobby; and high load, higher risk areas – such as UPD Sergeants Desk Room, Rec Center, Music/Vocal Rooms.

2. **Ultra HEPA filter systems:** These are portable air filtration systems that filter particles at the viral size. These are deployed in D Vickers, Clark, Tinsley and Dyson halls.

3. **Bipolar ionization technology:** These systems ionize air molecules that attach to and deactivate harmful substances like bacteria, mold, allergens, and viruses. These are being installed in every classroom/office building (except Clark, Tinsley, and Dyson) and multi-purpose spaces such as the Student Union.
Location Modifications
Building Access & Supplies

Current Building Access
All buildings are open to faculty, staff, students and visitors with some modifications. Signage has been installed and will be updated as appropriate.

Building Signage
Visual cues such as floor decals
Elevator signage
Face Mask Signage

Building Safety Supplies
Building coordinators may request supplies to assist social distancing and other needs through the Office of Environmental Health and Safety (safecampus@southeastern.edu).

Supplies May Include
Hand Sanitizer
Face Masks
Disinfectant Wipes
Building Signage

THIS BUILDING IS OPEN

Please use the main entrance TO THE LEFT

FACE MASKS REQUIRED INSIDE
FACE MASKS
REQUIRED BEYOND THIS POINT

If you do not have a mask, free masks are available at the table inside this main entrance.
Building Modifications

Kleenstation hand sanitizer dispensers were placed in key high traffic locations throughout campus. See the product video at https://youtu.be/ZSwaXOqtOYs.

Social distancing stickers have been placed on floors where customers are serviced, or groups may congregate.
Building Modifications

Building modifications have been and will continue to be made as determined by the Office of Environmental Health and Safety (safecampus@southeastern.edu).

Modifications include installation of sneeze guards to create a barrier for service desks in high traffic areas and a drive through drop off for textbook returns for students to limit personal interaction and ensure social distancing. Other modifications are being made as necessary.
Frequently Asked Questions
FAQs:

Q. What if I believe I have been exposed to COVID-19, have COVID-19 symptoms or have tested positive for COVID-19?
A protocol document found at http://www.southeastern.edu/admin/hr/policies_procedures/exposure/index.html has been established outlining the appropriate action for COVID-19 exposure. This protocol is based on current public health guidance.

Q. What about leave if I or an immediate family member has been diagnosed with COVID-19?
Faculty and staff who are sick, or have a family member who is sick, may qualify for leave under the Families First Coronavirus Response Act (FFCRA). Such leave may include Emergency Paid Sick Leave (EPSL) or Emergency Family Medical Leave (EFMLA) under certain circumstances. Additional information can be found on the Human Resources web site at http://www.southeastern.edu/admin/hr/policies_procedures/index.html. Questions regarding this leave can also be forwarded to hr@southeastern.edu.

Q. Are Graduate Assistants and Student Workers eligible for Families First Coronavirus Response Act (FFCRA) leave?
All employees, including faculty, staff, graduate assistants and student workers, may be eligible for up to two weeks (80 hours for full-time; prorated for part-time) of Emergency Paid Sick Leave (EPSL) if they meet certain criteria outlined in the Families First Coronavirus Response Act. Additional information can be found on the Human Resources website at http://www.southeastern.edu/admin/hr/policies_procedures/index.html. Questions regarding this leave can also be forwarded to hr@southeastern.edu.
Q. Will there be daily health checks/temperature screenings?
No. The CDC considers these types of screening an optional strategy. At this time, Southeastern will not be conducting these screenings for the general population, although they may be utilized in certain circumstances.

Q. Does the university have the capability to test for COVID-19?
The University Health Center provides rapid antigen testing as well as RT-PCR testing. Rapid results are available in 15 minutes. Nasal swabs for RT-PCR testing are collected at the UHC and sent to a local lab for processing. Most results are available in 24-48 hours. Faculty and staff who think they may need to be tested should inquire with their Health Care Provider or the University Health Center at 985-549-2242.

Q. Does the university have the capability to do antibody testing to find out if someone has already been exposed to COVID-19?
The university does not have plans to provide antibody testing. Depending on when someone was infected and the timing of the test, the test may not find antibodies in someone with a current COVID-19 infection. It is also unclear if those antibodies can provide protection (immunity) against getting infected again.

Q. Can the university prohibit me from coming to work (Faculty, Staff, GA or Student Worker) if I am known to have contracted COVID-19 or to have had close contact with someone who has?
Yes. The university is obligated to make every reasonable effort to provide a safe workplace and may take necessary and reasonable steps to minimize health risks for the entire campus community, including requiring that you not come to work if you have been diagnosed with, or have been exposed to, COVID-19.
Q. What if I have been told by a healthcare provider that I need to be isolated or quarantined due to exposure?
Telecommuting may be considered and used where feasible and approved by the supervisor. Supervisors should consult with Human Resources to assist with this assessment if they are unclear how to handle work-from-home arrangements for faculty or staff.

If telecommuting is not feasible, you may qualify for leave under the Families First Coronavirus Response Act (FFCRA). Such leave may include Emergency Paid Sick Leave (EPSL) or Emergency Family Medical Leave (EFMLA) under certain circumstances. Additional information can be found on the Human Resources website at http://www.southeastern.edu/admin/hr/policies_procedures/index.html. Questions regarding this leave can also be forwarded to hr@southeastern.edu.

Q. What if I am considered high risk for contracting COVID-19 or have an immediate family member that is high risk?
If you are at increased risk of infection or risk of more severe infection-related health outcomes due to underlying health conditions or other factors, or have someone with such factors in your household, you should seek guidance from your Health Care Provider.

Faculty and staff may be allowed to work remotely or for other accommodations. This may also apply if an employee has someone in a high risk category as a member of their household. Documentation may be required. Additional information on the Alternate Work Arrangement Process and Form can be found at http://www.southeastern.edu/admin/hr/policies_procedures/index.html.
Q. Why can’t I continue to telecommute indefinitely? My job can be done remotely, so I don’t really need to be on site.
Southeastern Louisiana University is a bricks-and-mortar university that offers a full campus experience. This caring and excellence in personal interaction is at the heart of what we do. Our students and our community expect us to be here to provide educational and other services in person to the extent it is possible to safely do so.

Q. Will the university provide face coverings?
Initial supplies of face coverings were made available. Currently, each person is responsible for their own face coverings. Face coverings will be required as outlined in the Face Mask/Coverings Policy found at http://www.southeastern.edu/resources/policies/policy_detail/face_coverings.html. Disposable masks will also be made available to departments should you need a mask and do not have your cloth mask with you.

Q. Will the university provide cleaning supplies for offices?
Additional supplies may be requested, as needed, by emailing safecampus@southeastern.edu.
Resources
Education and Training

There will be various opportunities to communicate expectations and information to faculty/staff to ensure all employees remain informed. COVID related communications will also be maintained on the University's COVID-19 website at http://www.southeastern.edu/coronavirus.

Educational documents will also be shared including routine safety documents that will be communicated similar to quarterly safety reports by the Office of Environmental Health and Safety. The number and frequency of these safety communications will vary based on current needs.

Other education/training opportunities include, but are not limited to the following:

**Centers for Disease Control and Prevention**

- What to do if you are sick - https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

**Louisiana Department of Health & Hospitals**


**Louisiana State Civil Service Comprehensive Public Training Program (CPTP-SCS Preventing COVID-19)**

This web-based training covers how the virus spreads and what state employees can do to avoid the virus both in the office and at home via handwashing, face covering, cleaning and disinfecting, physical distancing and more.

Even though this training is offered by State Civil Service, it is open to all state employees. Employees can access the training at the following site: http://ldh.la.gov/index.cfm/page/3938 using their “H#”. If you need assistance in obtaining your H# or with accessing the training, please contact a Human Resource representative at hr@southeastern.edu.
If you have questions or comments about returning to work on site, please e-mail safecampus@southeastern.edu.

For details about the university’s overall response to the COVID-19 pandemic, visit www.southeastern.edu/coronavirus.

For information about the State of Louisiana’s response, visit the Louisiana Department of Health’s website at http://ldh.la.gov/Coronavirus/

For federal guidance from the Centers for Disease Control and Prevention (CDC), visit www.cdc.gov/coronavirus/2019-nCoV.