

Department of Foreign Languages & Literatures Safety Plan
COVID-19 Return to Campus

Unit Leader: Rafael Orozco, Chair

College or supervisory unit: Humanities & Social Sciences

Departmental contact e-mail: forlang@lsu.edu

Buildings: Hodges and Prescott

Rooms: Hodges 301A-357, 423, 443-457 / Prescott: 234, 234A, 226, 216 and 138

Instructions: Please provide details in the grid below on how you propose to meet the requirements listed for safe and effective operations in your department. For units that have multiple locations, complete only one form indicating all locations. Additional information included in Addendum.

Unit leaders are responsible for:

- Making sure all staff working on campus know and understand the requirements
- Making sure all staff and students working remotely have appropriate tasks and expectations
- Requesting appropriate PPE and plexiglass barriers (if needed)
- Helping assure a safe workplace

Physical distancing (separate offices; modified furniture; plexiglass barriers)

Foreign Language Lab

The Director of the Foreign Language Lab (FLL) is the only staff member within the facility and he has his own office. A Graduate Student has an office adjacent to and six feet away from the Director's office. Student workers share an office area and desk, and therefore there will only be one student worker at a time in their office. Furniture in the lobby will be arranged so that guests and visitors will be seated six feet apart. Plexiglass shields will be installed at the student workers' desk for their protection.

Furniture in the five rooms (seminar, film screening, and three computer labs) within the FLL will be arranged in such a way that guests and visitors will be seated six feet apart. Specific locations, marked with an "x", will be visible along with all flooring and walkways within the FLL (in all rooms and at entrances) so visitors know where to maintain at least six feet of physical distancing.

Department

The administrative office will remain closed to the public until further notice. Faculty, staff, mail carriers, delivery personnel, and other individuals may ask for assistance by knocking on the front door. Students and visitors are asked to refrain from visiting the front office in-person and to contact the office through phone or email. Anyone in need of assistance from the department staff is asked to contact them via email, telephone, or Zoom.

Faculty and staff are not allowed to bring to the department guests (including family members and friends) who are not directly affiliated with LSU. Visitors must also adhere to the University's physical distancing protocols and guidelines as well as to this safety plan.

Face Coverings (staff, faculty, students, visitors)

All faculty, staff, student workers, and visitors will be required to wear face coverings when they are in common spaces or hallways. Faculty and staff will provide their own cloth face coverings. Disposable face coverings will be available for guests or visitors who do not have one with them.

Cleaning and disinfecting procedures for all high touch surfaces such as

- Shared counters
- Break areas/food preparation areas
- Door and drawer knobs
- Copy Machines
- Shared equipment touch screens

Spray disinfectant with paper towels and/or wipes will be available for faculty and staff to borrow. After using any furniture/equipment in the Department's main office (Director's office), including the copy machine, shared file cabinets, etc., the user will be asked to spray and wipe the surfaces.

Additionally, Department faculty and staff will not share equipment or supplies including such items as cell phone charging cords, tape dispensers, staplers, pens, pencils, erasers, etc.

Foreign Language Lab

Student workers who share a computer will wipe down computer keyboards, telephones, and file cabinets before and after their shift. Student workers (or Graduate Student or Director) will wipe down all furniture/equipment (in any of the aforementioned rooms) after every use. Student workers will wipe doorknobs every two hours.

Faculty Offices

Faculty are responsible for maintaining the cleanliness of their offices and disinfecting them.

On campus work: Establish staggered schedules if needed to accomplish physical distancing)

Foreign Language Lab

Only one student worker will be on duty at a time. The Director and Graduate Student have their own offices, so this will not be an issue. Student Workers will be approved to work remotely if they request it and if their work can be accomplished remotely.

Faculty Offices

Faculty who share offices will need to develop a plan so that both faculty members are not in the office at the same time. If this is not possible, both parties will wear masks and stay six feet away from each other.

Administrative Office

Both Jeannie and Kevin will report to work if the front office is expected to be unusually busy. Historically, January, May-June, and August are the months when the front office is the busiest. During non-peak times, Jeannie and Kevin will report to work on alternate days or weeks (e.g. Jeannie will report to work on day/week one, Kevin on day/week two, etc.)

Jeannie or Kevin can opt to work remotely or claim absence(s) should they feel any COVID-19 symptoms, including fever, cough, chills, sore throat, etc. They have the option to take leaves or to work remotely instead; even if the symptoms turn out to result from a common cold, seasonal allergies, or other common sicknesses such as a sinus infection. If one person opts to work remotely, the other will report to work.

Remote work: Plans for those working off campus (hours working, accountability, etc.)

Department Student Workers

Student workers will not report to work in-person. They will receive assignments from Kevin remotely instead. However, they might still be asked to stop by the front office to run errands, such as delivering packages and documents. They will be asked to submit timesheets according to the job duties they are assigned.

Review for potential use restrictions for any shared facilities such as:

- Copy rooms
- Conference rooms
- Break areas

Foreign Language Lab Conference Rooms, Computer Labs, and Seminar Room

Masks will be required, and the room user will be required to clean the table/chairs/ computer/projectors/screen handle, etc. after each use.

Rooms will be booked at 50% capacity and scheduled so that they will be wiped down after each use. Zoom meetings will take place when possible.

Department Common Areas

Break room – Any snacks or treats will be served in the kitchen, and the person bringing them will be responsible for cleaning the kitchen after the food is eaten. Snack/treats can only be individually wrapped items. No cakes or other food items that require slicing or picking up with tongs. The cake slicer and tongs will be removed from the kitchen. Employees eating in the kitchen will be required to clean the table and anything else they touch. Only two people can be in the kitchen at a time. All but two kitchen table chairs will be removed. It is strongly suggested that employees eat lunch in their offices.

