World Languages, Literatures & Cultures
Departmental Safety Plan

Summary
This is only a summary of the Departmental Safety Plan. Please familiarize yourself with the full plan.

Administrative Office
- The front door to the department administrative office will be open to the public with safety measures.
- Faculty and visitors are asked not to visit the office in-person unless it's necessary.
- Only one person can enter the office at a time.
- Administrative staff will report to work according to established work schedule.

Cleaning
- Employees are asked to disinfect kitchen, copier, and other commonly touched surfaces after use.
  - Spray disinfectant with wipes/paper towels will be provided.

Visitors
Faculty and staff are not allowed to bring guests to the department (including family members and friends) who are not directly affiliated with the University. Visitors must also adhere to the University’s physical distancing guidelines as well as to the Departmental Safety Plan.

Faculty Offices
- Faculty who share offices should develop a plan so that both should not be in the office at the same time.
- If not possible, both will wear masks, be six feet apart, and not share equipment or supplies.
- You are allowed to hold your office hours through Zoom, but we do ask to accommodate students who prefer to meet in-person when possible.

Common Areas
- Employees must wear a mask within the premises.
- Please refrain from congregating in hallway.
- Only two persons can be in the kitchen and copy room at a time.
  - It is strongly advised that employees finish their meals in their offices.
  - Snacks for the department must be individually wrapped items.
- Maintain six feet apart from each other.
- The person making copies in the workroom will be responsible for cleaning the copier before and after use.

Exposure to COVID-19
Should you receive a positive test result for COVID-19 or become aware of exposure to someone with COVID-19, you are required to notify your direct supervisor and the LSU Emergency Operations Center (EOC) at reportcovid@lsu.edu and stay home to avoid spreading the virus.