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Dear LSU Family,

I’d like to take this opportunity to share with you some decisions we have made about the fall semester, including some changes to the academic calendar. This Roadmap to Fall is the result of countless hours of thought, discussion, and planning from LSU’s leadership team, the LSU Emergency Operations Center, and a host of other faculty and staff members in a variety of roles who have provided feedback and ideas. I want to express my gratitude to the many people whose work has made this roadmap a reality. We believe these plans will help us keep our LSU community as safe and healthy as possible while returning our campus to more traditional operations.

Things will look a little different on campus, but that’s okay. Together, we will navigate the challenges that COVID-19 present to us, and we will continue to adjust our policies and protocols as needed. While this public health situation impacts the way we do things, know that we will still continue to provide our students with the quality educational experience that we have pledged to give them.

As we move forward, safety is our guidepost and number one priority. And we would never have made the progress we have achieved without your hard work, dedication, and compassion. Thank you.

Sincerely,

Tom Galligan
LSU Interim President and Professor of Law
GUIDING PRINCIPLES

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.

Plans are subject to alteration based on the evolving nature of COVID-19. LSU will continue to follow local, state, federal, and CDC guidelines to protect the health and well-being of the LSU community.
As we return to campus, we expect everyone to adhere to the protocols set forth herein to minimize risks and protect the well-being of the LSU community. The following guidelines are applicable to everyone who comes to campus. We appreciate your cooperation in placing safety at the forefront of your priorities to help us have a healthy and safe semester.

**SAFETY PROTOCOLS**

**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/Hand 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 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 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 LSU 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.

**Step 1: 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 LSU 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 LSU prepare and plan for a safe return to campus and to provide assistance to you, should you need it.

**Step 2: Daily Symptom Checking**

The LSU 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.

**Step 3: 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 LSU community, it is essential that everyone is aware of the testing opportunities that are available through their health care provider, the Student Health Center, and in the community.

Anyone who tests positive should follow the protocols outlined on the [COVID-19 Protocol website](https://www.covid-19protocol.com). LSU 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 (see above).

**Step 4: 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 LSU, 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.

**Step 5: 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.
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**

LSU 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.**
HIGH-RISK EMPLOYEES

LSU 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'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 EOC written approval. Departments and off-campus organizations will be given guidance on how to submit an event for approval from the EOC.
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 LSU 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 below.

**SAFETY PROTOCOLS**

LSU is committed to safety protocols, which are outlined on page 4, 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.
ACADEMIC CALENDAR

The LSU academic calendar has been adjusted for fall 2020 due to the COVID-19 pandemic and the need to limit travel among the campus community.

- The fall semester and on-campus instruction will begin as planned on August 24.
- The Labor Day holiday on Monday, September 7, is still in effect.
- Fall Holiday, which was scheduled for October 8-9, will be canceled.
- After the Thanksgiving Holiday, which will be held November 25-27, students will not return to campus. All remaining class meetings after Thanksgiving, as well as final exams, will be held online.

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

- Classes of 100 or more students will be online with few exceptions.
- Classes with between 11-99 students will meet in designated rooms with full or partial/alternating in-person attendance days, unless faculty members have scheduled to hold these courses online.
- Classes with 10 or fewer students may meet as scheduled, unless faculty members have scheduled to hold these courses online.

Faculty and graduate assistants are prepared to instruct students who are required to self-isolate at any point in the semester. Live streaming and/or a lecture capture software will be universally implemented.
HIGH-RISK STUDENTS

LSU 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 greater than 30)
- 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 Center

Student Health Center (SHC) staff is continuing to provide care and support to students via telehealth in each unit of the Student Health Center, Medical Clinic, Mental Health Service, and Wellness and Health Promotion. If you are experiencing symptoms related to COVID-19, please call ahead for instructions. For those needing in-person medical appointments, there will be designated entrances and exits. Please visit lsu.edu/shc for details.

Dining Options

LSU 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.
Libraries
LSU Library is currently open for limited purposes and by appointment only, and Hill Memorial Library is closed. Precautions are being taken for safety. Access to digital resources is available as usual and remote assistance is available through the “AskUs” link at lib.lsu.edu. Please visit the library website for up-to-date information about hours of operation and protocols and procedures to obtain books, documents, and information.

University Recreation
LSU University Recreation (UREC) will be open; however, precautions will be taken for safety. Building capacity will be limited to 25 percent. Each fitness area will be capped at maximum capacity for the space, guests are expected to practice appropriate physical distancing, and equipment will be rotated every four hours. Cashless transactions will be the only option to pay for equipment and services. Visit lsuuniversityrec.com for further details.

ADDITIONAL INFORMATION FOR STUDENTS LIVING ON CAMPUS
New policies and procedures have been implemented for residence halls, residential colleges, and campus apartments to help protect residents. If you have questions at any time, please contact your Resident Assistant, front desk, or the Department of Residential Life. Visit lsu.edu/housing for more details.

Move-in Day
Move-in timeframes/appointments will be assigned based on room location. Appointment times will be two hours in length, running from 8 a.m. to 8 p.m., and allow for spacing between floors of the building and maximum physical space between rooms on floors where multiple move-ins need to occur simultaneously. Roommates will be assigned to move in at the same time.
The following guidelines will be used in all communities to maximize safety for students moving in and family members assisting them:

- No more than two individuals may accompany a student moving into the community
- Masks will be required in all common areas of residential communities
- Elevators will be limited to a capacity of three people
- Stairwells will be designated up or down to encourage physical distancing

**Residential Halls Cleaning and Sanitation**

LSU residence halls, residential colleges, and campus apartments have new sanitation procedures to help minimize risk for community members, including frequent, enhanced cleaning of common spaces and the use of electrostatic sprayers. Custodial staff will fully clean community bathrooms twice a day. Suite and apartment bathrooms will continue receiving detailed cleaning once per week.

**EVENTS**

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All meetings and events over 10 in-person attendees will require EOC written approval. Student organizations will obtain that approval through the existing TigerLink event approval process, while departments and off-campus organizations will have a separate EOC approval form.
We look forward to welcoming you back to campus and having a wonderful fall semester. The guidelines outlined here are in place to keep our community safe and well as we focus on education. Procedures and protocols are subject to change according to local, state, federal, and CDC guidelines.

Visit [lsu.edu/roadmap](http://lsu.edu/roadmap) for the most recent information.

TIGERS DO THEIR PART.