SVM COVID-19 Re-Entry Policy

PHASE I

Policy dated May 29, 2020

Phase One SVM and Federal guidelines

1. Continue to ENCOURAGE TELEWORK, whenever possible and feasible with business operations.
2. If possible, RETURN TO WORK IN PHASES.
3. Close COMMON AREAS where personnel are likely to congregate and interact, or enforce strict social distancing protocols.
4. Minimize NON-ESSENTIAL TRAVEL and adhere to CDC guidelines regarding isolation following travel.
5. Strongly consider SPECIAL ACCOMMODATIONS for personnel who are members of a VULNERABLE POPULATION.

Employees and students (Essential Employees/Students)

1. Sick Essential Employees/Students should notify their supervisor and stay home.
2. If an Essential Employee/Student arrives at work with acute respiratory illness symptoms (i.e. cough, sneezing, and shortness of breath) or becomes sick during the day, they should be separated from other workers and sent home immediately.
3. Essential Employees/Students should self-check their temperature daily before reporting to work.
4. Essential Employees/Students should practice six feet of social distancing when possible.
5. Essential Employees/Student should wear masks at all times, except when eating a meal (no food or drinks are allowed within the VTH or research labs), on the phone, or in an isolated area (e.g., office, treatment area with no other individuals). The exceptions noted should allow a minimum six feet of social distancing.
6. Essential Employees/Student should cover their cough and sneezes when not wearing a mask.
7. Essential Employees/Student should practice frequent hand hygiene, disinfect doorknobs, keyboards, telephones, and surfaces.
8. Essential Employees/Students should use a single designated computer workstation per shift when possible and disinfect before/after daily use.
9. Essential Employees/Students who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
10. Creative scheduling and alternate remote working, when not needed onsite and where possible, are encouraged to reduce the number of personnel in the SVM and to increase physical distance.
11. Remote meetings online are encouraged even when participants are physically in the SVM.
12. Essential Employees/Students Travel Information
   a. International travel is currently prohibited by LSU.
   b. Travel is limited to domestic business travel essential to the fundamental academic and research functions at LSU. Essential travel must be approved by completing this form. [Submit Domestic Business Travel Request]
   c. EE/Students returning from a Level 3 or 4 CDC classified country will need to self-quarantine for 14 days.
   d. EE/Students returning from traveling outside the metropolitan Baton Rouge area, should self-quarantine for 14 days.
   i. If you are not sure about your travel history, where you live or have spent time during Phase 1, you will need to discuss this with your supervisor.

13. Essential Employees/Students should not use other workers’ phones, desks, offices, or other work tools and equipment, unless absolutely necessary.

14. FOR THE VTH: You will need to follow the specific policies set forth by the Hospital Director, Mark Mitchell.

**Face Coverings for Employees**
LSU is starting its Phase 1 reopening of campus. In order to do so in an effective and safe manner, employees must have face coverings. Face covering use will be required on campus when it is not possible to maintain appropriate physical distancing of at least 6 feet, such as entering campus buildings, using copy rooms, and other shared spaces. It is the employee’s responsibility to provide and maintain their face covering, unless otherwise informed by their supervisor.

**FACE COVERINGS ARE MANDATORY IN THE SVM EVEN IF GREATER THAN 6 FOOT FROM OTHERS IN COMMUNAL SPACES.**

If you do not have a face covering, please make sure you obtain one prior to returning to campus. The U.S. Surgeon General, Jerome Adams, demonstrates how to make your own face covering at [youtube.com/watch?v=tPxfyqvJgf4](https://youtube.com/watch?v=tPxfyqvJgf4).

You can see a visualization of these steps at [lsu.edu/coronavirus/docs/bandanafacecovering.pdf](https://lsu.edu/coronavirus/docs/bandanafacecovering.pdf).

We thank you for your cooperation as we strive to continue the mission of LSU in a way that is safe for all faculty, staff and students.

**LSU Return to Work Policy**
Please read the below policy regarding returning to work on-campus at LSU A&M.

1. If you are sick, feel sick, or have any sick symptoms, you are REQUIRED to stay home.
2. Employees must maintain CDC guidelines for physical distancing and personal hygiene must be followed.
   a. Maintain a physical distance of six (6) feet
   b. Wash hands with soap and water often, for at least 20 seconds
   c. Use hand sanitizer if soap and water are not available. Hand sanitizers should be alcohol-based with at least 60% alcohol. Cover all surfaces of your hand by rubbing them together until they feel dry.
   d. Avoid touching your eyes, nose, and mouth
3. Face coverings should be worn by all employees when the job or circumstances place them within six (6) feet of someone. Each employee should provide his/her own face covering.

**NOTE: LSU SVM face coverings policy requires masks to be worn at ALL times regardless**
of distance. Please refer to Face Coverings For Employees section in this document.

4. Employees should disinfect commonly touched items, such as copier machines, staplers, and other supplies, before and after use.

5. If you have been exposed to COVID-19, you are required to self-isolate for 14 days from the date of exposure. You are also REQUIRED to notify the LSU Emergency Operations Center (EOC) of the exposure. You can do this by email to reportcovid@lsu.edu.

If you have any questions regarding this policy, please contact the LSU EOC at lsueoc@lsu.edu.

Coronavirus Information

Online Updates
Visit lsu.edu/coronavirus to read all the latest information from LSU regarding the virus and lsu.edu/coronavirus/testing-results to see the number of confirmed cases from among the LSU community.

Read an update on Phase 1 from Executive Vice President & CFO Dan Layzell at lsu.edu/coronavirus/messages/email/2020-05-14-phase-1-update.php.

View more information and resources for Phase 1 at lsu.edu/coronavirus/employees. lsueoc@lsu.edu Please do not return to campus if you are not notified that you are a part of Phase 1, as it is imperative that we approach our return to campus cautiously in order to reduce the risks to those working on campus.

Requesting Access to Campus
The LSU EOC has established a new method for requesting access to campus. To request access to campus, please fill out a Request Access form at https://veoci.com/veoci/p/w/mj9um47dtwe6. Requests are to be submitted by supervisors only and must be placed at least 24 hours in advance of the date the employee is requesting access. Employees should not come to campus before receiving formal approval from the LSU EOC. While on campus, employees should follow these guidelines:

• Employees must maintain CDC guidelines for physical distancing and personal hygiene must be followed.
• Maintain a physical distance of six feet.
• Wash hands with soap and water often, for at least 20 seconds.
• Use hand sanitizer if soap and water are not available. Hand sanitizers should be alcohol-based with at least 60% alcohol. Cover all surfaces of your hands by rubbing them together until they feel dry.
• Avoid touching your eyes, nose, and mouth.
• Face coverings should be worn by all employees when the circumstances place them within six feet of someone. Each employee should provide their own face covering.

NOTE: LSU SVM face coverings policy requires masks to be worn at ALL times regardless of distance. Please refer to Face Coverings For Employees section in this document.

RESEARCH AND ADVANCED STUDIES GUIDELINES DURING PHASE I:

1. Lab workers must follow the Re-Start Research Plan submitted by faculty and approved by the EOC for each lab. Faculty are responsible for monitoring the compliance with their plans to ensure safety of their lab members and department colleagues.
2. Monitoring of compliance with EOC approved plans will be conducted by the Department Heads.
3. Faculty will need to discuss and implement their Re-Start Research with all Lab personnel.
4. To add personnel to the approved Re-Start Plan, send a revised plan to the Dept. Head and Dean for approval; Dean Baines will then submit the revised personnel list and plan to the EOC for approval.
5. If the EOC did not approve the Re-Start Plan or a plan was not submitted, the lab is functioning under the EOC Shutdown Plan approved in March until LSU transitions to Phase II. ORED has stated today in their LSU-wide webinar that they expect all remaining 177 plans to be approved by next week. Phase II (with 50% of personnel on campus) could be initiated as early as June 5th.
6. Lab workers will enter the SVM at the designated side doors and will be expected to take the stairs or Freight elevator to limit interactions with patients in the front lobby.
7. Always wear masks when walking anywhere in the SVM, especially in high traffic areas.
8. In the research labs and common research areas such as hallways, elevators, GeneLab, or the Media Prep Facility, wearing of masks and 6 foot distancing will be required.
9. Surfaces in common equipment rooms or labs should be routinely disinfected with 70% alcohol.
10. Hands should be washed with soap frequently according to CDC guidelines.
11. Standard biosafety rules in place prior to the shutdown are still in effect. For example, no gloves can be worn in the hallways or in elevators. Wearing one clean glove and carrying an other clean glove for use will be allowed and is considered standard biosafety practice.
12. Lab workers, including graduate students, should continue to work remotely when possible to limit COVID-19 exposures.
13. Graduate courses can be conducted remotely or in the classroom. Graduate students are already in the labs at the SVM and student class numbers are small so that physical distancing can be achieved. Faculty will make the decision on whether to teach remotely or at the SVM.
14. ORED has plans in the works for on campus testing of LSU employees (antibody and virus detection).
15. If COVID-19 spikes occur in Louisiana or on campus, LSU may revert to EOC shutdown plans.

LOUISIANA ANIMAL DISEASE DIAGNOSTIC LABORATORY (LADDL) INFORMATION

LSU begins Phase 1 of reopening campus on Monday, May 18th. However, LADDL will continue to follow Plan A (Limited Testing Services) until May 31st. This means that we will continue to have a reduced number of individuals in each LADDL section to ensure social (physical) distancing while maintaining uninterrupted testing services for diagnosing diseases of public or herd health importance, regulatory diseases, and foreign animal diseases. LADDL faculty, staff, and residents can follow the current rotation schedule by continuing to work remotely until further notice. If we need additional staff to keep up with routine diagnostic work, we will request some of you to report to work. Everyone else should continue working remotely until further notice.

The DVM students are scheduled to rotate through LADDL starting May 25th. Students will be split into two groups (A and B), rotating on a weekly basis for necropsies in the afternoon. Morning classes and associated assignments will continue to be taught online. A pathologist, two residents, and one necropsy technician will be on duty in the afternoon with 4-5 veterinary students. The veterinary student access in the building will be restricted to the classroom areas, locker rooms, and the necropsy laboratory. The veterinary students cannot enter receiving and accessioning rooms. The pathologist/residents will be responsible for checking on the necropsy cases submitted to LADDL. Also, the veterinary
students should use the LADDL restrooms closer to the classrooms (#1068) or restrooms in the locker rooms. Only two people should be in the locker rooms at any given time. Signs will be posted outlining restrictions and safety measures. Students must follow the LSU VTH Re-opening Plan and Procedures.

As we continue to provide diagnostic services to clients, it becomes crucial that we take steps to protect ourselves and our fellow LADDL team members from exposure to this virus. I urge all LADDL personnel to be vigilant in utilizing safe practices to reduce the risk of infection. Thus, the LADDL faculty, staff, residents, students, and clients are required to follow the following guidelines.

1. Practice six feet of social distancing, both in the office/laboratory and out in the common areas.
2. Wear masks at all times, except when eating a meal, on the phone, or in an isolated area (e.g., office, lab with no other individuals).
3. Do not congregate in close common areas (e.g., break room) and avoid other congregate settings.
4. Follow all posted restrictions and safety measures.
5. Cover coughs and sneezes, with or without a mask.
6. Practice frequent hand hygiene (i.e., hand washing and sanitizing), disinfect doorknobs, keyboards, telephones, and surfaces.
7. Clean your workspaces at least once a day before you leave, but ideally several times throughout the day. If you are working in a space that others will use, you must make every effort to keep your area sanitized.
8. Remote meetings online are encouraged even when participants are in LADDL. Avoid walking to one another’s offices if an email or phone call is sufficient.
9. Consider using remote meeting technologies such as Zoom or Microsoft Teams in place of conference rooms or face-to-face meetings.
10. Minimize non-essential travel and adhere to CDC guidelines regarding isolation following travel.
11. The LSU campus policy on travel remains in effect and adheres to CDC guidelines regarding isolation following travel. Those electing to travel must get prior approval and may be subject to a 14-day quarantine afterwards, using personal leave.
12. Everyone should be following and complying with other specific LSU and SVM/VTH guidelines set for reopening the LSU campus.

Our best strategy for serving our clients is to protect each other. These are uncharted waters and unprecedented times, and your cooperation is much appreciated.