



Wednesday, March 4th, 2020

Dear Faculty and Staff,

The Coronavirus known as COVID-19 is becoming a matter of urgency and concern for all educational institutions, including LSU Shreveport. At this time, there have been no cases of the disease on campus, or in Louisiana. However, we now need to anticipate what steps LSUS might need to consider and/or take should the coronavirus begin to have a more direct impact on the University.

I am in the process of establishing the University Coronavirus Task Force team, directly under the Chancellor, to be chaired by Associate Vice Chancellor Bill Wolfe (I will announce the full membership within the next couple of days). Provost/VCAA Helen Taylor will establish an Academic Coronavirus Task Force, directly under the Provost, to address matters directly related to academic instruction and/or learning. In addition, I am also asking the three Vice Chancellors to separately take steps within their divisions to anticipate and prepare for the potential consequences of the coronavirus.

The University Coronavirus Task Force will be charged with monitoring developments associated with the coronavirus to help keep the campus community apprised of any major changes and to recommend communication and/or action directly to me that should be considered by the University. The Task Force will look to official reports or guidance by the Centers for Disease Control (CDC), the State of Louisiana, LSU and other informed entities for guidance, awareness and understanding of coronavirus developments, threats and impact. Shelley Moore will work closely with both the Task Force and me to help ensure that necessary planning and potential actions happen in a timely manner.

Common signs of infection of COVID-19 include fever, cough, shortness of breath and breathing difficulties. In more severe cases, particularly those in persons with underlying severe and chronic health issues, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death. COVID-19 spreads in a similar way to flu. Prevention tips include:

- Avoid eating or drinking after others or sharing e-cigarettes.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

For more information on COVID-19, visit <https://www.cdc.gov>.

While the disease was first identified in China, additional countries have seen an increase in cases of COVID-19, leading to new travel advisories. LSU Shreveport recognizes and adheres to the travel advisories enacted by the U.S. Department of State and the Centers for Disease Control. For the most up-to-date travel restrictions and guidelines, please visit the CDC Information for Travel page at <https://wwwnc.cdc.gov/travel>.

Students, faculty, and staff who have returned from a country that is classified as Level 3 or higher by the CDC for COVID-19 at <https://wwwnc.cdc.gov/travel/notices/> are required to self-quarantine for 14 days and not return to campus unless they are asymptomatic for that period. Those returning from countries classified by the CDC as Levels 1 and 2 are required to monitor themselves for symptoms for 14 days and take their temperature twice a day. If they develop even a mild cough or low-grade fever (i.e. a temperature of 100° F or more) they should stay at home and self-quarantine. This means avoiding close contact (6 feet or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.

Students, faculty, and staff must register their travel in the University's International Travel Registry at www.lsu.edu/riskmgmt/travel/international-travel-insurance.php. When trips are booked through the University's Contracted Travel Agency, the travel will be automatically included in the registry. Employees are encouraged to create a profile (only required once) in the registry and enter their emergency contact information.

Please be sure to follow the LSU System directives specified in the following documents for international travel during the COVID-19 outbreak. These are living documents that are subject to change, as this situation is fluid, so please review these documents often to look for updates if you are traveling internationally:

- Permanent Memorandum 13: University Travel: https://www.lsu.edu/administration/policies/pmfiles/pm_13.pdf
- Presidential Directive: https://www.lsu.edu/administration/policies/pmfiles/pm_13_2020_pres_directive.pdf
- Supplement: https://www.lsu.edu/administration/policies/pmfiles/pm_13_2020_supplement.pdf

LSU Shreveport will continue to closely monitor the situation and will keep the campus community apprised of any major changes.