Dear Pilot Family,

As we continue to prepare for our return to campus this fall, I wanted to take this opportunity to provide you with the major policies and protocols that we have been developing over the last few months. As you are all aware, preparing to bring faculty, staff, and students back to campus in these uncertain times presents several challenges, but we remain committed to providing our students with the best possible learning opportunities this fall.

The following Roadmap is the result of the hard work of many on campus, including the Pandemic Action Team, the Administrative Team Council, deans, directors, chairs, faculty, and staff. I want to express my gratitude to those who have made this Roadmap, and more importantly the changes on campus reflected in it, a reality. These plans will help us keep our campus community as safe and healthy as possible as we begin our 2020-2021 school year.

While we cannot predict what will happen in the near future, we will continue to plan for multiple eventualities, all with the goal of offering a robust, flexible, and safe environment for the LSUS family. It is vitally important that we remain vigilant and work together as we monitor and respond to guidance from the Centers for Disease Control and Prevention, the LSU administrative team, and local and state officials.

I am proud of the way the LSUS community has rallied in this time of uncertainty, and I thank each one of you for the work that you continue to do.

Sincerely,

Larry Clark
Chancellor, LSU Shreveport
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. LSUS will continue to follow local, state, federal, and CDC guidelines to protect the health and well-being of the LSUS community.

GENERAL HEALTH & SAFETY

As we return to campus, we expect everyone to adhere to the protocols set forth herein to minimize risks and protect the LSUS community’s well-being. The following guidelines apply 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 PROTOCALS

Social Distancing – Maintain physical distancing of six feet whenever possible.

Masks – Masks are required on campus to enter campus buildings, to include classrooms, hallways, bathrooms and common rooms/ shared spaces. They are also required outdoors when it is not possible to maintain appropriate physical distancing of at least six feet.

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 must 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 sanitized consistent with that guidance.

Wellness Checkpoints – You must stop at one of the 5 Wellness checkpoints when you first arrive on campus each day. Three of the Checkpoints will be Drive-thru (BE Parking Lot, TC Parking Lot, Cut-thru Road in front of HPE) and two of them will be Walk-up (UC First Floor, Pilots Pointe). At the Wellness Checkpoint, a forehead temperature scan will be administered, and if you exhibit no COVID-19 symptoms, you will be given a sticker (with date of check) that you will be required to wear indicating you are symptom-free. Students who do not have this sticker will not be permitted to enter their classes or other indoor spaces on campus. Non-compliance with this policy may result in the student being referred for potential violations of the Code of Student Conduct.
HEALTH & SAFETY

The welfare of students, faculty, staff, and guests is the University’s foremost concern. Accordingly, we are adopting a number of practices to minimize risks. That said, safeguarding the campus community is a mutual obligation. The University will take appropriate steps, but members of the community must also be accountable and responsible for their health and the wider community’s health.

UNIVERSITY STEPS

1. Social Distancing
   - Classroom capacity limited to 50% to reduce risk and increase physical distance for students and faculty
   - Options for remote learning and HyFlex scheduling
   - Limiting capacity for events or moving events outdoors
   - Physical divides – such as plexiglass barriers – at desks and frequently visited offices
   - Guidance to direct traffic in stairwells and hallways between classes and throughout the campus

2. Disinfecting & Cleaning
   - Daily cleaning of classrooms, common areas, student services areas, and frequently touched surfaces
   - Disinfecting wipes available in centralized locations for students to wipe down work/desk area at the start of each class
   - Increased number of hand sanitizer and touchless wipe dispensers in high-traffic areas

3. Communication
   - Continued updates to the University’s COVID-19 webpage, or visit http://www.lsus.edu/coronavirus-updates
   - Ongoing messages from the administration about protocols and best practices

PERSONAL STEPS

1. Monitor Your Health
   - Be aware of common symptoms (outlined on page 6) and avoid campus if you experience them

2. Tips & Prevention
   - Wash hands frequently, including after touching common surfaces, using the restroom, or sharing office or school supplies
   - Wear a mask and cover coughs and sneezes
   - Refrain from contact such as handshakes, hugs, or other physical interactions
   - Limit gatherings and maintain social distance

3. Mental Health & Well-being
   - This is a difficult time with numerous challenges, and in some cases, individuals may benefit from professional help.

   If you need support and would like to speak to a mental health counselor on the LSUS campus, contact LSUS Counseling Services either by phone at 318-797-5365 or by email at counseling@lsus.edu to schedule an appointment.

   Counseling Services offers a variety of wellness support services to students, including consultations, mental health counseling, an online mental health self-help platform, stress reduction interventions, and more. All services are free and confidential!

   The State of Louisiana also provides tele-counseling options 24/7 for individuals with stress related to COVID-19 by calling 1-866-310-7977.
**TESTING & HEALTH PROTOCOLS**

Testing, quarantine, and contact tracing are a critical part of containing the spread of COVID-19. Testing sites are updated regularly for all parishes at the Louisiana Department of Health website, [http://ldh.la.gov/index.cfm/page/3934](http://ldh.la.gov/index.cfm/page/3934).

It is critical to avoid campus if you are experiencing the symptoms of COVID-19, have tested positive for COVID-19, or have had recent close (within six feet for fifteen minutes or more) contact with someone who has tested positive for COVID-19.

Current recommendations and requirements for individuals who may be positive for COVID-19 or have been exposed to COVID-19 are listed in the table below.

*If anyone should receive a positive COVID-19 test result, Students are required to notify Dean of Students. Faculty and Staff are required to notify Human Resources.*

<table>
<thead>
<tr>
<th>Symptomatic Confirmed Positive</th>
<th>Symptomatic Awaiting Test/Confirmed Negative</th>
<th>Asymptomatic Confirmed Positive</th>
<th>Asymptomatic COVID19 Close Contact*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate 14-day isolation unless otherwise indicated by a healthcare provider</td>
<td>Immediate quarantine while awaiting test results</td>
<td>Immediate 14-day isolation unless otherwise indicated by a healthcare provider</td>
<td>Immediate 14-day quarantine unless otherwise indicated by a healthcare provider</td>
</tr>
<tr>
<td>Attend class remotely</td>
<td>Attend class remotely</td>
<td>Attend class remotely</td>
<td>Attend class remotely</td>
</tr>
<tr>
<td>Students are encouraged to quarantine at home</td>
<td>Only students who are unable to isolate at home will be provided campus accommodations</td>
<td>Monitor symptoms; additional testing may be necessary</td>
<td>Students are encouraged to quarantine at home</td>
</tr>
<tr>
<td>Monitor symptoms; additional testing may be necessary</td>
<td>Monitor symptoms; additional testing may be necessary</td>
<td>Compliance with local public health quarantine orders</td>
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</tr>
<tr>
<td>Compliance with local public health quarantine orders</td>
<td>Compliance with local public health quarantine orders</td>
<td>LDH contact tracing; healthcare provider attestation to return to campus</td>
<td>Compliance with local public health quarantine orders</td>
</tr>
<tr>
<td>LDH contact tracing, healthcare provider attestation to return to campus</td>
<td>Healthcare provider attestation to return to campus</td>
<td>Medical provider attestation to return to campus</td>
<td>*Being within six feet of someone who is positive for COVID-19 for fifteen minutes or more, without a mask</td>
</tr>
</tbody>
</table>

Again, **DO NOT COME TO CAMPUS IF YOU ARE SICK OR HAVE BEEN IN CLOSE CONTACT WITH SOMEONE WHO IS SICK.** Students should attend class remotely if feeling ill.
TESTING & HEALTH PROTOCOLS (CONT.)

MASK INFORMATION

The University is also a community, and community members are expected to avoid endangering the health of other community members. This is best achieved by wearing a mask when it is not possible to maintain six feet of distance between individuals. Masks must be worn when indoors or when unable to distance outside, and must cover nose and mouth. Faculty and staff should also wear masks in classrooms and shared office spaces. Students in face-to-face classes who refuse to wear a mask will not be admitted to classrooms and may be subject to referral for potential violations of the Code of Student Conduct.

SELF-MONITORING & EDUCATION

The campus community is encouraged to stay abreast of the latest information about COVID-19. Monitoring for common symptoms is an important step in protecting your health and the health of the entire campus. Symptoms typically appear between two and 14 days after exposure, but some people experience no symptoms. More information about COVID-19 symptoms and a self-check to help with decisions about appropriate care are available from the Centers for Disease Control website.

Symptoms of COVID-19 include:

- Fever
- Chills
- Cough
- Sore throat
- Fatigue or muscle aches
- Headache
- New loss of taste or smell
- Congestion or runny nose
- Nausea and vomiting
- Diarrhea

LSU SYSTEM PROGRAM INITIATIVES

All LSUS Students, Faculty and Staff will be expected to participate in the LSU Contact Tracing Program via Qualtrics. This program includes:

- Completion of a return to campus form (to assist tracing)
- Daily symptom checker
- Testing directives if someone indicates they have tested positive or have symptoms consistent with COVID-19
- Contact tracing online form

The Qualtrics system automates this entire process and can be accessed via text or web-based platform.

The SARS-COV-2 Virus Testing Program will involve 10-12% of LSUS Students, Faculty & Staff on a voluntary basis. This program is part of a wider effort involving all LSU campuses. Participants will take 6 tests during the semester (every 2 weeks) via nasal swab. Tests will be conducted by professional personnel from LSU Health Shreveport.

OPERATIONS

INSTRUCTIONAL & LEARNING SPACES

The University will offer multiple options for students to complete their coursework. This will enable every student to meet their needs, while feeling safe and comfortable.

Course offerings will include on-campus, HyFlex, and 100-percent online classes.

On-campus classes have been adjusted to ensure small class sizes in larger classroom spaces. This will facilitate physical distancing for faculty and students.

The University plans to record all face-to-face classes so that lectures can be made available to students who are enrolled in these classes but are in quarantine or otherwise have a permitted reason that prevents them from attending classes. These recordings will be made available in Moodle.

The HyFlex option is a hybrid between on-campus and remote. Students will rotate between meeting in a classroom and via video conference.

Courses that are 100 percent online will continue as normal. Students may login at their convenience and complete coursework and discussion online. All regular faculty and staff support for instruction will continue. Office hours may be held face to face, via video conference or telephone.

The Student Success Center will continue to offer academic coaching, Supplemental Instruction, and peer tutoring. Face to face and virtual options will be available. LSU also offers 100 percent online tutoring via TutorMe on the student’s MyLSUS portal. For more information, contact: success@lsus.edu.

Several spaces around campus will be available as study/remote work areas. These areas will be appropriately spaced and allow students to login to their remote courses if they have other classes in-person that day.

All regular faculty and staff support for instruction will continue. Office hours may be held face to face, via video conference or telephone.
DINING
Dining will continue to operate in The Port on a grab-and-go basis with limited seating. Regular cleaning of tables and surfaces will occur, and additional hand sanitizing stations are being added.

STUDENT LIFE
Under the University’s plan for the fall semester, Student Life events and organizations will follow appropriate social distancing guidelines, including holding meetings and events in virtual formats if possible. Socially distanced student organization meetings will be allowed, within room capacity. The University Center Student Organization Lounge can broadcast meetings via webcam technology. Events and programs will be held outside to the extent possible.

ORIENTATION
New Student Orientation (NSO) will be held in a virtual format. First-Time Freshman will be able to view and interact with sessions designed to help them become connected to LSUS, register for courses and (virtually) meet others in the LSUS Class of 2024! For more information, visit the LSUS NSO webpage at: https://www.lsus.edu/orientation.

ATHLETICS
Athletics facilities and programs will adhere to social distancing guidelines as directed by the NAIA, along with federal, state, and local authorities. These guidelines will include reduced occupancy in the training and weight rooms and enhanced cleaning of locker rooms, team benches, and equipment. Masks will be required by all participants in these spaces except when actively engaged in physical exercise.

RECREATION
Recreation facilities and programs will adhere to social distancing guidelines. These guidelines will include reduced occupancy in the HPE Dance Studio and Weight Room, and enhanced cleaning of fitness equipment. Fitness classes will be offered through both in-person and virtual formats. Masks will be required by all participants in these spaces except when actively engaged in physical exercise.

DEPARTMENTAL & FACILITY
Departmental and Facility resources will be dedicated to daily cleaning of classrooms, high-touch surfaces, and common areas. Best practices for disinfection, according to CDC recommendations, will be followed according the specific type and use of the space.

REFERENCES & OTHER RESOURCES
Louisiana Department of Health (LDH)
or visit http://ldh.la.gov/
Centers for Disease Control (CDC)
or visit https://www.cdc.gov/
American College Health Association (ACHA)
or visit https://www.acha.org/

FOR YOUR SAFETY ANDOURS,MASKS ARE REQUIREDAT ALL TIMES.