

BACK TO CAMPUS
FALL 2020

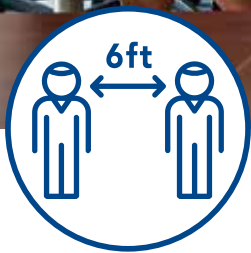
Culture of
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GUIDING PRINCIPLES

Louisiana Tech University's policies and protocols for responding to the COVID-19 pandemic will be focused on working to ensure health and safety for all members of the Tech Family. Protecting the health of our campus community will require long-term effort and commitment, cooperation, teamwork, and understanding – all values that our community has shown in a multitude of ways in recent months.

Louisiana Tech's plans for expanding operations and increasing the presence of faculty, staff, and students will be guided by the following criteria:

- The intentional effort by all faculty, staff and students to exercise both personal and community responsibility. The combined efforts by all members of the Tech Family will create a culture that sustains a healthy and safe on-campus environment.
- Existing and projected government restrictions (safer-at-home orders, masking requirements, physical distancing, gatherings, etc.).
- Public health status: recommendations from federal government, Centers for Disease Control and Prevention, and state and local authorities.
- Resource availability: including personal protective equipment for students, faculty and staff.
- Contact tracing and case management protocols.
- Physical-distancing strategies.
- Financial feasibility.
- Alignment with Louisiana Tech's strategic framework that the return to campus activities will support primary mission objectives of the institution (on-campus teaching and instruction; on-campus residential living and learning; on-campus research and economic development activities).

Plans are subject to alteration based on the evolving nature of COVID-19. Louisiana Tech will continue to follow local, state, federal, and CDC guidelines to protect the health and well-being of the Tech Family.

In charting a path forward amid the COVID-19 pandemic, Louisiana Tech is committed to providing students, faculty and staff with an environment where scholarship, research, leadership and creative expression can continue to thrive. The protocols listed here will serve as a guide for the University as it gradually reopens campus to these vital endeavors.

In Fall 2020, we will continue to focus on two objectives for our University – continuing to keep our campus community healthy and safe and ensuring our students meet their academic goals. In order for us to achieve these goals, every member of the Tech Family will need to take personal responsibility for their behavior. This includes wearing masks, maintaining physical distance, washing hands regularly, using proper sneeze and cough practices, helping maintain clean academic and office areas, and monitoring for symptoms of COVID-19.





GENERAL HEALTH AND SAFETY

As we return to campus, we expect everyone to adhere to the protocols listed here to minimize risks and protect the well-being of the Louisiana Tech University community. The following guidelines are applicable to all students, faculty, staff, and campus visitors. We appreciate your efforts to nurture a Culture of Caring for our Tech Family.

SAFETY PROTOCOLS

- **Physical distancing** – Maintain physical distancing of six feet whenever possible.
- **Face coverings** – Face coverings or masks are required both indoors and outdoors throughout campus, except when alone in a private office.
- **Hand washing** – Wash your hands often with soap and water for at least 20 seconds.
- **Coughing and sneezing etiquette** — If you are in a private setting and not wearing your face mask or covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash.
- **Cleaning** – We will continue to operate using the increased cleaning protocols recommended by the CDC.
- **Symptom monitoring** – Members of the Tech Family will monitor themselves for symptoms that may indicate they have COVID-19. If a student, faculty member, or staff member displays symptoms, they should self-isolate.

To learn more about our Return to Campus plans, please visit latech.edu/return-to-campus.



INFORMATION FOR STUDENTS

One of the primary goals for our operations as we return to campus is to ensure you safely continue toward your academic goals.

In the Fall 2020 Quarter, we have the goal of offering face-to-face classes where possible according to guidelines and restrictions issued by federal, state, and local authorities and health professionals. **We are not altering the fall academic calendar.**

Course delivery will take a variety of modes, including face to face, online, and hybrid. Each of these modes depends on occupancy requirements in classrooms as well as the needs of each class and academic program. Classrooms will be modified to accommodate for delivery methods as needed, and training will be provided for faculty to ensure quality courses are delivered.

We know you will play your part in sharing the Culture of Caring with your peers and others on the campus.

SAFETY PROTOCOLS

- Masks are required indoors and outdoors!
- If you refuse to wear a mask, you are subject to discipline under the Student Code of Conduct.
- Do not come to class if you have symptoms, have received a positive COVID-19 test result, or are waiting on test results.
- Report to Student Affairs if you have been in direct contact (within six feet for a time period of 15 minutes or more) with someone who has COVID-19, have symptoms of COVID-19, or have tested positive for COVID-19.
- You will not be penalized for following University guidelines. Your professors will provide appropriate accommodations, including make-up work and accessible course materials.



- The limit on gatherings is 50 people with appropriate physical distancing.
- Students should report positive test results or request accommodations by emailing Stacy Gilbert at stacyc@latech.edu. If you have symptoms and want to get tested, please consult with your general healthcare provider or call Tech Care at 318.257.4866.

To learn more about our Return to Campus plans, please visit latech.edu/return-to-campus.

HIGH-RISK STUDENTS

Louisiana Tech 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](https://www.cdc.gov) for more information on underlying conditions and COVID-19. If you have a documented health issue, contact the Office of Disability Services at 318.257.4221 or TDS@latech.edu.

STUDENTS IN QUARANTINE

- If you are a student who resides on campus and you either have symptoms of or test positive with symptoms for COVID-19, you will need to self-isolate until cleared.
- If you wish to leave campus to return home, contact University Housing at 318.257.4917 to make arrangements.
- If you will self-isolate on campus, University Housing may relocate you to units designated for isolation. A staff member of Student Affairs will frequently check on you and will assist with accommodations for dining and coursework.



INFORMATION FOR FACULTY AND STAFF

Louisiana Tech will phase in a return of faculty, staff, students, and visitors in a coordinated process to ensure appropriate physical distancing, availability of protective gear, and federal and state guidelines for COVID-19. Individuals will return to campus based on the core activities they support and their demonstrated need to be on campus.

These efforts will mitigate potential risks and ensure the safety of our campus community and the other communities we serve. Once decisions to expand on-site levels of return in certain areas are made, individuals should follow the campuswide policies and protocols detailed in this guide for returning to work on campus.

Compliance with the policies and protocols outlined here, as well as those from your supervisor, is required for continued access; violation (e.g., blatant disregard for infection prevention measures) may result in disciplinary action or other interventions.

If you work in an open environment, be sure to maintain at least six feet of distance from any others. Consider staggering chairs or desks to achieve six feet of distance. You should wear a face covering at all times while in a shared workspace or room. You should use your own computer, phone, headset and equipment, and not use colleagues' equipment.

SAFETY PROTOCOLS

- Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees and other co-workers.
- Shared resources (e.g., community pen holders and pens, magazines in main office areas, etc.) should be removed.

- If you work in a personal office, no more than one person should be in the office unless the required six feet of distance can be consistently maintained. If more than one person is in a room, face coverings should be worn at all times.
- Face masks/coverings must be worn by every person in a reception area unless a clear plastic shield is in use. Face coverings must be worn at all times on campus in public settings (e.g., common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, break-rooms, campus outdoor spaces, restrooms, etc.).
- Restroom usage should ensure physical distancing is achieved. This may require the use of signage to indicate when a restroom is occupied.
- Elevator usage should ensure physical distancing is achieved. Using stairs whenever possible will assist vertical circulation given that elevator capacities may be challenged. If you are using the elevator, wear your face covering and wash your hands or use hand sanitizer with 60 percent alcohol upon departing the elevator. Custodial crews will be wiping down elevator buttons more frequently during the day.
- Convening in groups carries a high risk of viral transmission. Gathering sizes are governed by University restrictions determined at each phase.
- Meetings should be held using online collaboration tools (e.g., Zoom).
- Enhanced cleaning protocols are in place on campus for high-risk and high-touch areas (e.g., door handles, light switches, handrails, interior doors, door push plates, common spaces, flat surfaces such as tables, elevator buttons, etc.).
- Increased cleaning will be performed in restrooms in common areas. Hand sanitizer dispensers will be placed at entrance and exit points for buildings on campus, as well as near elevators.
- If an individual in a building tests positive for COVID-19, the entire building might not be shut down. Whenever possible, the immediate space occupied by the positive person will be deep-cleaned based on CDC protocols and will be re-opened once sanitized.

STAFFING OPTIONS

- **Remote work** - Remote work arrangements must be approved by the immediate supervisor and can be accomplished on a full or partial day/week schedule as appropriate.
- **Alternating days or alternating weeks** - To limit the number of individuals and interactions on campus, departments should consider scheduling partial staffing on alternating days or weeks with staff who are required on campus (for instance, two weeks remote, two weeks on campus OR one week on campus, three weeks remote). Such scheduling will enable physical distancing, especially in areas with large common workspaces. To contain “germ circles,” it is best to schedule the same people on the same days to limit any one individual’s exposure to other individuals when possible.
- **Staggered reporting and departing** - The beginning and end of the workday typically bring many people together at common entry and exit points of buildings. Staggering reporting and departure times by at least 15 minutes will reduce traffic in common areas to meet physical distancing requirements.

HIGH-RISK EMPLOYEES

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 Resources to discuss accommodations.





ACCOMMODATIONS

If a student, faculty member or staff member needs an accommodation as Louisiana Tech returns to campus for the Fall 2020 Quarter, we have instituted processes for each area. Everyone is at risk for getting COVID-19 if they are exposed to the virus. Some people are more likely than others to become severely ill. Accommodations will be made for those who are in a [high-risk category as defined by the Centers for Disease Control](#).

PROCESS FOR FACULTY AND STAFF

1. A faculty or staff member should complete the [faculty and staff accommodation form](#) and return it to Human Resources, either in person or electronically. The preferable way to return the form is to email it to stammel@latech.edu.
2. Human Resources will evaluate if additional information is needed to support the condition claimed and request the employee to provide any such documentation.
3. The form, redacted as may be appropriate for confidentiality of medical information, is forwarded to the appropriate dean or division head.
4. The dean or division head evaluates the request in consultation with the applicable department head. The dean/division head and/or the department head should have discussions with the employee if the requested accommodation cannot be provided to determine if an alternative accommodation can be agreed upon.
5. Once a decision is made, the form is returned to Human Resources with the dean or division head's decision and signature.
6. Human Resources provides the final form to the employee. The employee has five business days to appeal the decision to a COVID accommodations appeal panel.

PROCESS FOR STUDENTS

1. A student requesting an accommodation related to the COVID-19 pandemic should complete the [student accommodation form](#) and deliver it either in person to Testing and Disability Services in Wylly Tower room 318 or electronically. The preferable way to deliver the form is electronically to Testing and Disability Services (tds@latech.edu).
2. Testing and Disability Services will follow established procedures in evaluating the accommodation request.





CAMPUS OPERATIONS AND OTHER GUIDELINES

STUDENT SERVICES OFFICES

- All individuals visiting student services offices (registrar, cashier, financial aid, etc.) will be required to wear a face covering. While waiting, you should stand on decals on the floor that signify six feet of distance from the person in front and behind or maintain appropriate physical distance between you and other people.

DINING FACILITIES

- All patrons visiting dining operations and picking up food will be required to wear a face covering. While standing in line, you should stand on decals on the floor that signify six feet of distance from the person in front and behind. Hands must be washed or sanitized prior to picking up food items in dining operations. You should touch only items you will be picking up and taking with you. Seating will be limited in dining locations to ensure physical distancing both at the table and while moving in the location.

POST OFFICE

- All patrons visiting the campus post office to collect or send packages or mail will be required to wear a face covering. While standing in line, stand on decals signifying six feet of distance from the person in front and behind.

BOOKSTORE

- All patrons visiting the Barnes & Noble bookstore on the Tech campus are required to wear a face covering. Follow directional signage and stand on decals signifying six feet of distance from the person in front and behind while in line.

LAMBRIGHT SPORTS AND WELLNESS CENTER

- Patrons will swipe their own cards.
- There will be Plexiglass barriers placed between student desk workers and patrons checking in.
- After each shift, student workers will be required to sanitize any equipment they use.
- There will be no towel service.
- The equipment (back) desk will be closed, and equipment checkout will occur at the front desk.
- Guidelines for each recreational area are posted online in the [Return to Campus website](#).

ADDITIONAL BUILDINGS

- Additional criteria are being developed for other buildings on campus, and this information will be updated in the near future.



We look forward to welcoming you back to campus for the Fall 2020 Quarter.

The guidelines outlined here are in place to keep our community safe and healthy as we focus on helping students achieve their academic goals.

Procedures and protocols are subject to change according to local, state, federal, and CDC guidelines.

Visit latech.edu/return-to-campus for the most recent information.