

Safe Campus Guide

Revised June 18, 2020

Office of Environmental Health and Safety
www.southeastern.edu/coronavirus
SafeCampus@southeastern.edu

SOUTHEASTERN
LOUISIANA UNIVERSITY

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Watch for Symptoms



People with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting or diarrhea.



Jeremy Brignac

Message from the Director

Office of Environmental Health and Safety

Dear Colleagues,

As plans are developed and implemented for faculty, staff and the campus community to return to campus, I wanted to share some of the guiding principles under which we are operating.

From the very beginning, the university's policies and protocols for responding to the COVID-19 pandemic have been rooted in safety for our students, our faculty, our staff and the public. Our plans are aligned with Governor John Bel Edwards' phased reopening plans at <https://gov.louisiana.gov/index.cfm/newsroom/detail/2521> and follow recommendations from the federal government, the Centers for Disease Control and Prevention at <http://www.cdc.gov/coronavirus/2019-nCoV>, and the Louisiana Department of Health at <http://ldh.la.gov/Coronavirus/>.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available. This may not be a straight path forward. We likely will have some stops and starts, so your flexibility and understanding will be essential to our success.

This document is intended to be a guide for safe campus operations and some units may require specialized policies and procedures not covered here.

If you have questions or comments about returning to campus, please consult with your supervisor or e-mail safecampus@southeastern.edu or visit Southeastern's COVID-19 website at <http://www.southeastern.edu/coronavirus>.

Thank you,

Jeremy Brignac

Credentials: http://southeastern.edu/news_media/campus_features/2020/j-brignac-resume.pdf

Returning to Campus

Phased Staffing Plans

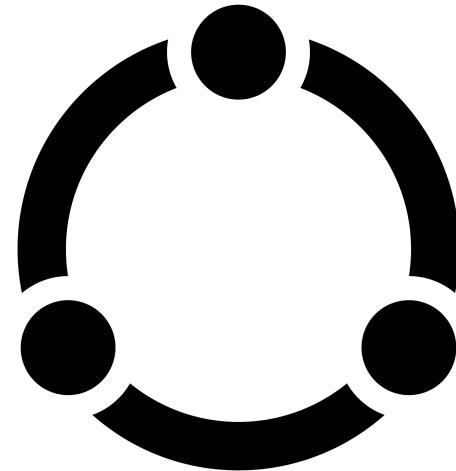
Southeastern will phase in a return of faculty, staff, students **over time in a coordinated process to ensure appropriate physical distancing, availability of supplies (masks, hand sanitizer, etc.), and adherence to public health guidelines for COVID-19.**

Each division head will assess expanded staffing/phases based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. **These decisions, once approved, will be communicated to faculty and staff by their supervisors.**

The need to reduce the number of people on campus (density) to meet physical distancing requirements will continue for some time—through at least three phases extending through the summer. Some people that can continue to work remotely may continue to do so until the later phases if approved by the supervisor.

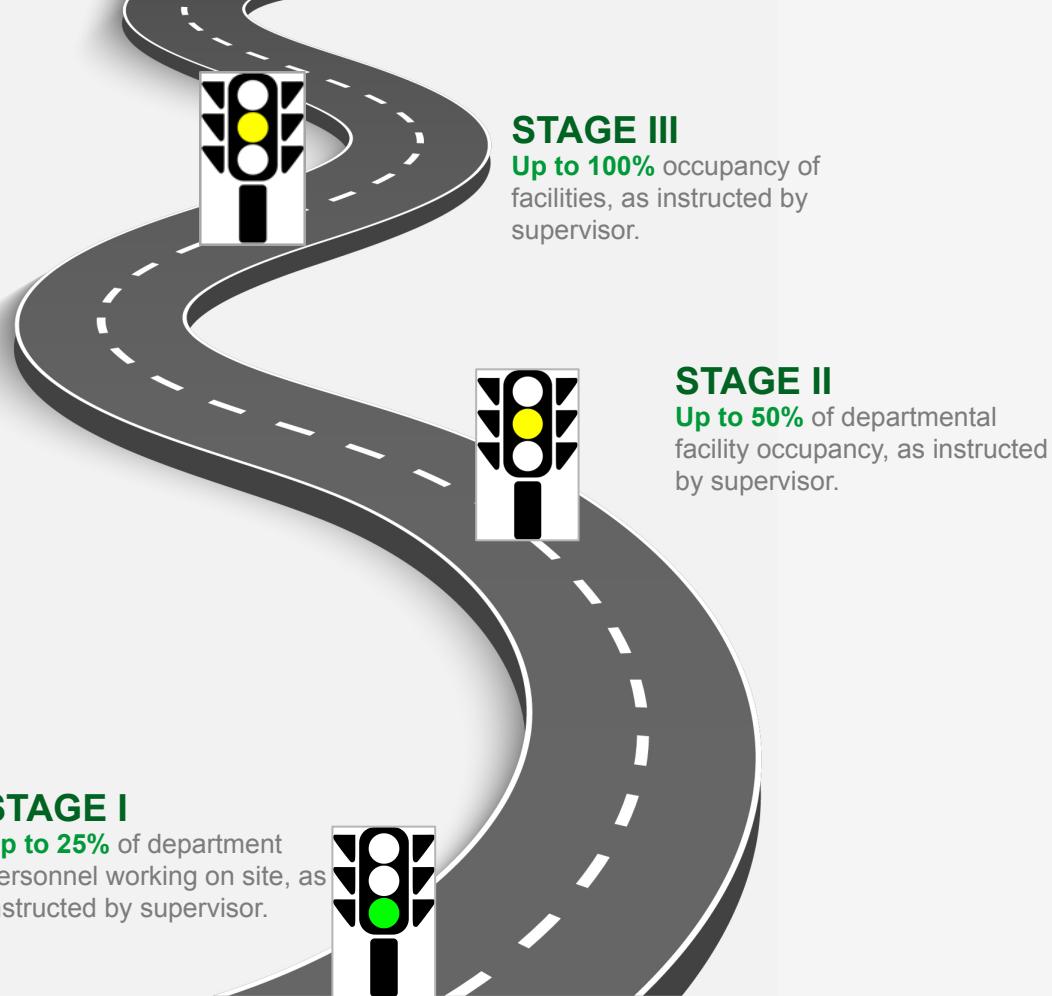
Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and help ensure the safety of faculty and staff, as well as the communities we serve. **Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to campus.**

As staffing on site increases and operations expand, officials will closely monitor the potential spread of the virus, as well as existing policies and procedures to mitigate it. **If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.**



Staged Return To Campus

Faculty and staff should return to campus as instructed by their supervisor.



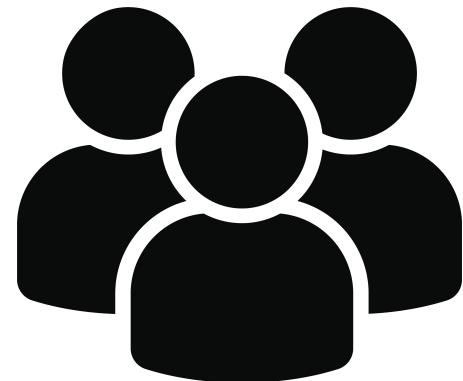
Staffing Options

Once staff members have been instructed to return to work **on site**, there are several options departments should consider to maintain required physical distancing measures and reduce population density within buildings and work spaces.

Remote Work: Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, may be done on a full or partial day/week schedule, as appropriate.

Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments should consider scheduling partial staffing on alternating days. Such schedules will help enable physical distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by 30 minutes when possible may reduce traffic in common areas to meet physical distancing requirements.



Faculty/Staff Protocols and Leave

In order to help ensure a safe campus, it is imperative that all faculty/staff participate in this process including assisting with informing their supervisor of any potential health concerns associated with COVID-19.

Faculty/staff who exhibit any symptoms of illness should make their supervisors aware, not return to campus and seek appropriate medical attention. If symptoms develop while on campus, the supervisor should be made aware and the faculty/staff member should leave campus and seek medical attention. A protocol document outlines the appropriate action for faculty and staff for COVID-19 exposure.

https://www.southeastern.edu/admin/hr/policies_procedures/assets/employeeCOVIDExposureprotocol.pdf

Faculty/staff who, because of age, underlying health conditions or other factors, are at increased risk of infection or risk of more severe infection-related health outcomes may be allowed to work remotely or for other accommodations. This may also apply if a faculty/staff member has someone in a high risk category as a member of their household. Documentation may be required. See the "Alternate Work Arrangement Request Form" found at http://www.southeastern.edu/admin/hr/policies_procedures/index.html.

Families First Coronavirus Response Act (FFCRA):

The Families First Coronavirus Response Act (FFCRA) was signed into federal law on March 18, 2020, and is effective from April 1, 2020 through December 31, 2020. Under this Act, faculty and staff affected by COVID-19 may be entitled to additional paid time off. Included in the law are two new paid leave provisions:

Emergency Paid Sick Leave (EPSL)

Emergency Family and Medical Leave (EFMLEA)

Additional information, including guidelines and flow charts, can be found at the following:

http://www.southeastern.edu/admin/hr/policies_procedures/index.html If employees or supervisors have any questions or need further assistance, please contact the Office of Human Resources at hr@southeastern.edu.

Education and Training

There will be various opportunities to communicate expectations and information to faculty/staff to ensure all employees remain informed. COVID related communications will also be maintained on the University's COVID-19 web site at <http://www.southeastern.edu/coronavirus>.

Educational documents will also be shared including routine safety documents that will be communicated similar to quarterly safety reports by the Office of Environmental Health and Safety. The number and frequency of these safety communications will vary based on current needs.

Other education/training opportunities include, but are not limited to the following:

Centers for Disease Control and Prevention

- How to protect yourself and others - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- What to do if you are sick - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Louisiana Department of Health & Hospitals

- Defending against Covid-19 - <http://ldh.la.gov/index.cfm/page/3938>

Louisiana State Civil Service Comprehensive Public Training Program (CPTP-SCS Preventing COVID-19)

This web-based training covers how the virus spreads and what state employees can do to avoid the virus both in the office and at home via handwashing, face covering, cleaning and disinfecting, physical distancing and more.

Even though this training is offered by State Civil Service, it is open to all state employees. Employees can access the training at the following site: <http://ldh.la.gov/index.cfm/page/3938> using their "H#". If you need assistance in obtaining your H# or with accessing the training, please contact a Human Resource representative at hr@southeastern.edu.

Health & Safety Guidance

Personal Safety Practices

All employees must adhere to the following preventative actions.

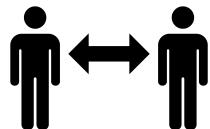
Wash your hands often.



Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitizer stations will be available throughout university buildings.

Avoid touching your eyes, nose and mouth with unwashed hands.

Avoid close contact.



Avoid close contact with people who are sick, and put distance between yourself and others. **Stay at least 6 feet (about 2 arms' length) from other people.** Remember that some people without symptoms may be able to spread the virus.

Avoid shaking hands.

Do not enter other employees' personal workspaces.

Reduce high-touch exposures by propping open interior doors where feasible.

Do not gather in groups.

Cover your mouth and nose with a face covering when around others.

Always wear a face covering in any work situation where you cannot adequately physically distance yourself from others. Continue to keep about 6 feet between yourself and others. The face covering is not a substitute for physical distancing.

The university will provide start-up supply kits to each department/unit that includes a cloth mask for each faculty/staff member. Disposable masks will also be made available should an employee forget their cloth mask. Each disposable mask can be worn for up to five days if allowed to dry between uses. Additional cloth masks may be requested and will be provided if supplies are available. Faculty/staff may also bring their own face coverings from home, if desired.

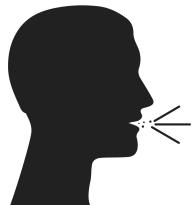
Wear a face covering when you go out of your personal workspace which is primarily a single occupancy office or vehicle. **The face covering is meant to protect other people in case you are infected.** You could spread COVID-19 even if you do not feel sick.

Cover coughs and sneezes.

If you are in a private setting and do not have on your face 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.

Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Stay home if you are sick.



Clean and disinfect.

Clean AND disinfect frequently touched surfaces daily.



University housekeeping staff will continue to use disinfectants daily on high-touch surfaces.

These areas include, but are not limited to the following: entryway touchpoints, doorknobs, water fountains with refillable bottle stations (other water fountains will be disabled), elevator panels/call buttons, stairwell handrails and restroom fixtures (sinks, faucets, toilets, towel dispensers, etc.).

Minimize the sharing of office equipment to the greatest extent possible. The Office of Environmental Health and Safety will provide supply kits to all departments. Supervisors should **make cleaning and disinfecting supplies available to employees and ensure frequent wiping down of office common spaces.**

Individual employees should take care of any additional desired cleaning in their personal workspaces, including wiping down their desks, tables, phones, keyboards, light switches, etc.

Office Safety Practices

Meetings

Convening in groups increases the risk of viral transmission. **Meetings should be held in whole or part using the extensive range of available collaboration tools** (e.g. Google Meet, Zoom, telephone, etc.).

In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

During your time on site, you are encouraged to communicate with your co-workers as needed by e-mail, instant message, telephone or other available technology, rather than face-to-face when feasible.

Restrooms

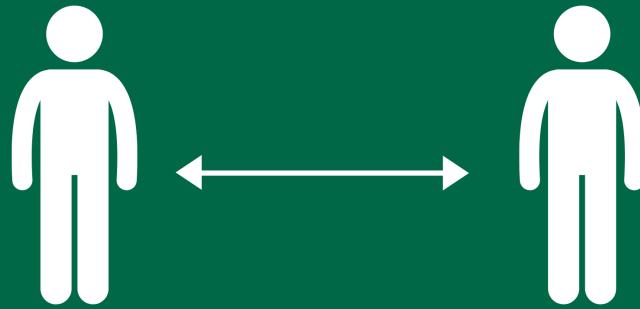
Use of restrooms should be limited based on size to ensure at least 6 feet of distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Elevators

Due to physical distancing requirements, no more than 1-2 people should be in an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers upon departing the elevator.

Signage is being placed on all elevators throughout campus.

NO MORE THAN 2 PEOPLE IN
THE ELEVATOR AT A TIME



THANK YOU FOR PRACTICING
SOCIAL DISTANCING

Meals

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

Faculty/staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

Office kitchens and breakrooms may not be used for communal gathering or dining in.

Sanitize your hands before and after using shared appliances like refrigerators and microwaves. After use, wipe appliances down and immediately wash your hands.

Use of communal coffee pots and water fountains is discouraged.

Southeastern's food service partner, Aramark, is also working with staff to finalize the fall reopen plan for food service operations on campus. An overview of the plan components can be found at

http://www.southeastern.edu/about/safe_campus/covid-19/assets/aramark_reopen.pdf.



Campus Cleaning Protocols

Facilities Cleaning Protocols

In-house janitorial services, as well as outsourced services, will follow consistent cleaning protocols.

Routine Cleaning:

Trash/debris will be removed, and all restrooms will be cleaned and disinfected thoroughly.

Processes include replacing expendable restroom supplies, emptying trash, cleaning and relining waste receptacles regularly, high dusting, cleaning of the sinks, mirrors and counter tops, walls, bright work, disinfecting commodes/urinals, wet mopping floors, and spraying down shower stalls and benches where applicable.

Additional Cleaning Protocols:

Enhanced cleaning will utilize approved cleaners and disinfectants along with tools that compliment the cleaning process including multi-surface cleaners that help reduce the number of germs, dirt and contaminants on surfaces.

Wipe down high touch and high use areas throughout the day, including counter tops, elevator control panels, handrails, door handles and knobs, push bars, stall doors, toilet handles, drink and food vending machines.

Disposable cleaning cloths and paper towels will be used where possible to remove contaminants. Where appropriate, color coded microfiber cleaning cloths will be used to disinfect surfaces, minimizing the risk of cross-contamination.

Facilities Cleaning Protocols

Chemicals and Disinfectants:

Appropriate chemicals that adhere to EPA list N guidance for use against SARS-CoV-2, the virus that causes COVID-19, will be utilized in cleaning and disinfection, including Comet Disinfecting Cleaner With Bleach, Fiberlock Technologies Shockwave RTU, and Betco's Quat Stat 5 Disinfectant.

Staff Training:

Personnel will be trained and reminded to regularly wash hands to reduce cross contamination and improve personal hygiene.

Consistent with other staff, janitorial staff and contractors will wear PPE to conduct and complete job tasks and will practice ongoing social distancing.

Restroom Service Log

DATE	CUSTODIAN	TIME	SUPPLIES FULLY STOCKED
06/01/2020	ANDREW BEGUE	1:00PM	Y

Facilities Cleaning Protocols

As additional members of the campus community are returned, protocols will be adjusted as needed and appropriate.

A critical part of the disinfection process is allowing the proper dwell time for the disinfectant to work and allowing the proper amount of time for custodians to clean/disinfect high use and high touch areas. Special consideration will be needed to determine the cleaning processes and to what extent there will be groups of people utilizing and sharing common areas, including classrooms.

Additional oversight and signoffs will also be captured ensuring work is performed timely and frequently.

Outside janitorial providers will be required to submit company-specific protocols to ensure consistent expectations and accountability.

NOTES:

Supervisor Signature _____
DATE (MONTH – YEAR) _____

Current Cleaning Program

Southeastern's staff and partners have been in the process of cleaning campus since campus was vacated.



Building Sanitation Solutions – Systems Overview

Southeastern is working to deploy two current technologies for continuous sterilization of building areas that don't require ongoing labor; ultraviolet C spectrum (UV-C) light and vapor hydrogen peroxide (VHP) generation.

UV-C: Ultraviolet light in the wavelength range of 200-280 nanometers. Kills microbes (viruses, bacteria, mold) by altering DNA structure. Microbes are rendered inert in seconds to minutes depending on output strength.

VHP: Bombards a metallic catalyst surface with ultraviolet light to produce hydrogen peroxide out of water vapor in the air. Hydrogen peroxide ions then bond to microbes in the air and kill them by destroying the cell membrane, DNA, and other cell components.

One system is a Troffer system that replaces a standard two foot by four-foot drop-in light fixture. It continually draws air through the system at four air changes/hour. This is a three-stage system that uses a carbon filter to remove volatile organic compounds (smells, chemicals), a UV-C tray to kill microbes directly, and a high efficiency particulate filter to trap particulate matter.

The second system is a VHP generator that installs into the ductwork of the ventilation system and creates VHP that is then circulated through the building by the ventilation system.

A UV-C room sterilizer will also be utilized to allow for sterilization of a specific room after a known or suspected case of COVID-19. This utilizes UV-C technology to treat a large area with a high-level dosage. This system is portable and will allow one staff person to treat a contaminated room in a relatively short period of time.

Building Sanitation Solutions – Systems Application

The **Troffer system** is intended to provide continual disinfection/cleaning of the air and will be used in areas with lower surface contamination risk and higher population levels leading to a higher air contamination risk. It is a multi-stage process that achieves a 99.9% removal of common airborne pathogens using Activated Carbon and HEPA filtration as well as UV (A+C) LEDs. It help address mold, bacteria and viruses. Application examples include:

High student load areas – Student Union, Garrett Hall Lobby, Waiting Areas

High load, higher risk areas – UPD Sergeants Desk Room, Call Center, Music/Vocal Rooms

The **VHP system** is intended to continuously disinfect surface areas in a room as well as minimize some of the airborne pollutants that bond with the VHP molecules. It will be used in areas with higher surface contamination risk regardless of population level. Examples include:

Food Service areas

University Housing

Determination of the exact facility use of either the Troffer system, VHP system or a combination of both is being finalized through a building assessment of all facilities across campus, including all academic buildings and classroom facilities. The feasibility and use of the systems in any given facility will depend on several factors including, among others, the following:

Building HVAC system design and airflow patterns

Occupant load and movement patterns

The **UV Room Sanitizer** is intended solely for disinfecting a room(s) after a known or suspected exposure. It does not provide real time disinfection like the other two systems. It will disinfect both the air and surfaces and is used to help ensure that a room is safe for use after a known contamination event.

These technologies have proven safe for use around people and pose a minimal risk. More information can be found at

http://www.southeastern.edu/about/safe_campus/covid-19/assets/building-sanitization.pdf.

Location Assessment & Departmental Plans

Location Assessment

A location assessment will be conducted by the Director of Environmental Health and Safety for all areas prior to departments returning to campus. The assessment will include recommendations of any action required within a location in preparation for the return. Such recommendations may include installation facility modifications such as sneeze guards for high traffic service areas, applying social distancing decals, and limiting the number of individuals working in a particular space, etc. In addition to departmental office and service locations, a similar assessment will be performed for all academic facilities, including classroom and lab spaces.

The assessment will also include a review of the individual departmental return plans, which are established by each department and approved by the division heads and the Director of Environmental Health and Safety.

Process Overview

Division Heads submit prioritized list of units for return.

Director, Environmental Health and Safety, emails department to conduct an assessment.

Assessment is conducted.

Assessment outcome is documented, shared with department and tracked.

Division Head communicates to Department(s) authorizing them to return based on outcome of location assessment.

If PPS action is required, such as the installation of a sneeze guard at a service desk, information is shared directly with Physical Plant in order for the necessary work to be performed.

Follow up action is taken as needed and appropriate.

Safety supply kits are provided to departments by the Office of Environmental Health and Safety.

Safety Guidelines & Supply Kits

TIPS FOR A SAFE RETURN TO CAMPUS



Wear face masks in buildings and confined spaces if you are with at least one other person.



Practice social distancing in all situations, ensuring a minimum 6 ft. buffer between individuals.



Wash hands frequently with soap and water. Use hand sanitizer if no soap or water is available.



Clean and disinfect surfaces, handles, knobs, and other places that are touched often.



If you experience symptoms such as cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of smell or taste report this to your supervisor, do not return to campus, and seek medical attention.



No crowding in small areas. Individuals in confined spaces should generally have 110 square feet around them (this is a space of approximately 10' x 10').

THANK YOU FOR HELPING US TO ENSURE
A SAFE AND HEALTHY SOUTHEASTERN.



Building Access

All buildings will be open to faculty and staff. Buildings will also be open to students and other guests with limited entry points. Signage will be installed and will be updated as appropriate.

Supplies & Signage

Supplies requested to assist social distancing and other needs should be coordinated with the Office of Environmental Health and Safety (safecampus@southeastern.edu). This will enable the university to track expenditures and enable bulk purchasing to ensure departments have what they need to return safely in the most cost-effective manner. This will also ensure a uniform, professional and branded look for the campus, including, but not limited to the following:

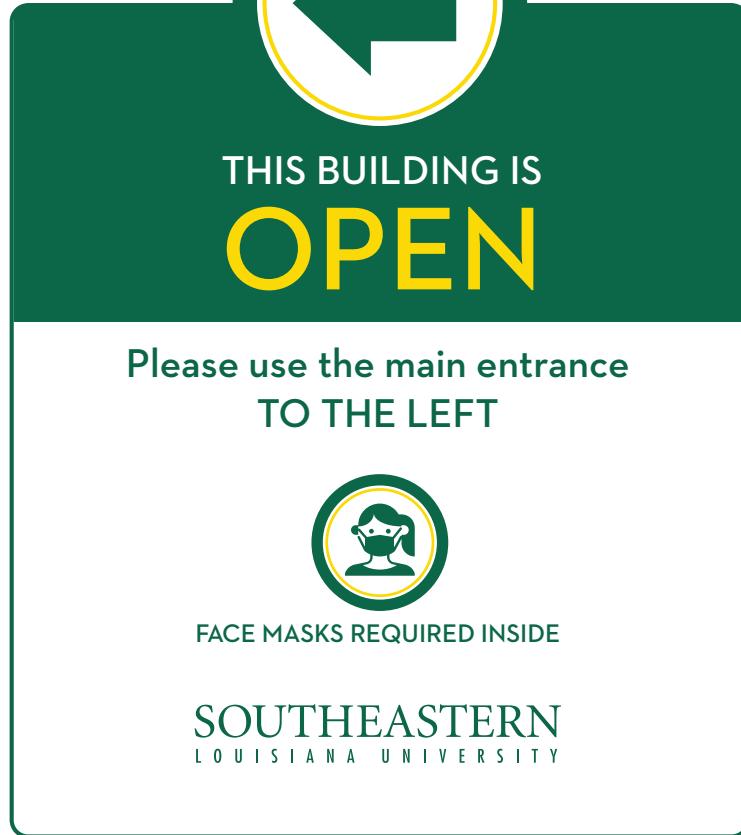
Signage

Visual cues such as floor decals
Building signage
Elevator signage
Face Mask Signage

Supplies

Hand Sanitizer
Face Masks
Disinfectant Wipes

Building Signage



Building Signage



Building Modifications

Kleenstation hand sanitizer dispensers are being placed in key high traffic locations throughout campus. See the product video at <https://youtu.be/ZSwaXOqtOYs>.

Social distancing stickers have been placed on floors where customers are serviced, or groups may congregate.



Building Modifications

Based on the location assessment, building modifications may be required and will be coordinated through the Office of Environmental Health and Safety (safecampus@southeastern.edu). Initial efforts will focus on established service areas and high traffic areas.

These modifications include installation of sneeze guards that will be used to create a barrier for service desks in high traffic areas and a drive through drop off for textbook returns for students to limit personal interaction and ensure social distancing. Other modifications will be made as necessary.



Frequently Asked Questions

Faculty and Staff FAQs:

Q. How do I know when I am to return to campus?

Each department supervisor has created a phased-in departmental plan for review by their Division Head and the Office of Environmental Health and Safety. Once your unit's plan has been approved, your supervisor will contact you via e-mail and/or phone advising you of your expected return.

Q. What if I believe I have been exposed to COVID-19, have COVID-19 symptoms or have tested positive for COVID-19?

A protocol document found at https://www.southeastern.edu/admin/hr/policies_procedures/assets/employeeCOVIDexposureprotocol.pdf has been established outlining the appropriate action for faculty and staff for COVID-19 exposure. This protocol is based on current public health guidance.

Q. Will I be tested for COVID-19 before returning to work on site?

No. Current public health guidelines do not call for testing unless an individual has symptoms.

Q. Will there be daily health checks/temperature screenings?

No. The CDC considers these types of screening an optional strategy. At this time, Southeastern will not be conducting these screenings for the general population, although they may be utilized in certain circumstances.

Q. Does the university have the capability to test for COVID-19?

No. Testing is available through the Louisiana Department of Health and multiple private commercial labs. Faculty/staff should inquire about testing with their healthcare provider. Students should inquire with their healthcare provider or the University Health Center at 985.549.2242.

Q. Does the university have the capability to do antibody testing to find out if someone has already been exposed to COVID-19?

The university does not have plans to provide antibody testing. Depending on when someone was infected and the timing of the test, the test may not find antibodies in someone with a current COVID-19 infection. It is also unclear if those antibodies can provide protection (immunity) against getting infected again.

Q. What about leave if I or an immediate family member has been diagnosed with COVID-19?

If you are sick, or have a family member who is sick, you may qualify for leave under the Families First Coronavirus Response Act (FFCRA). Such leave may include Emergency Paid Sick Leave (EPSL) or Emergency Family Medical Leave (EFMLA) under certain circumstances.

Additional information can be found on the Human Resources web site at

http://www.southeastern.edu/admin/hr/policies_procedures/index.html. Questions regarding this leave can also be forwarded to hr@southeastern.edu.

Q. Can the university prohibit me from coming to work if I am known to have contracted COVID-19 or to have had close contact with someone who has?

Yes. The university is obligated to make every reasonable effort to provide a safe workplace and may take necessary and reasonable steps to minimize health risks for the entire campus community, including requiring that you not come to work if you have been diagnosed with, or have been exposed to, COVID-19.

Q. What if I have been told by a healthcare provider that I need to be isolated or quarantined due to exposure?

Telecommuting may be considered and used where feasible and approved by the supervisor. Supervisors should consult with Human Resources to assist with this assessment if they are unclear how to handle work-from-home arrangements for faculty or staff.

If telecommuting is not feasible, you may qualify for leave under the Families First Coronavirus Response Act (FFCRA). Such leave may include Emergency Paid Sick Leave (EPSL) or Emergency Family Medical Leave (EFMLA) under certain circumstances. Additional information can be found on the Human Resources web site at http://www.southeastern.edu/admin/hr/policies_procedures/index.html. Questions regarding this leave can also be forwarded to hr@southeastern.edu.

Q. What if I am considered high risk for contracting COVID-19 or have an immediate family member that is high risk?

Faculty or staff who, because of age, underlying health conditions or other factors, are at increased risk of infection or risk of more severe infection-related health outcomes may be allowed to work remotely or for other accommodations. This may also apply if a faculty or staff member has in their household someone in a high-risk category. You should work with your supervisor and Human Resources regarding such requests. Documentation may be required.

Q. Why can't I continue to telecommute indefinitely? My job can be done remotely, so I don't really need to be on site.

Southeastern Louisiana University is a bricks-and-mortar university that offers a full campus experience. This caring and excellence in personal interaction is at the heart of what we do. Our students and our community expect us to be here to provide educational and other services in person to the extent it is possible to safely do so.

Q. Will the university provide face coverings?

Yes. The university will provide every department with a start-up supply kit that will include cloth face coverings for all faculty and staff within the department. Disposable masks will also be made available to departments should you need a mask and do not have your cloth mask with you. You may also bring your own face coverings from home, if you prefer.

Q. Will the university provide cleaning supplies for offices?

Every office will receive a start-up kit containing masks, hand sanitizer and disinfectant wipes. Additional supplies may be requested, as needed, by emailing safecampus@southeastern.edu.

Q. Will all campus facilities be cleaned before I return to campus, and what other cleaning measures are being deployed?

Yes. The facilities have been cleaned and additional cleaning measures are being implemented to enhance safety. Additional cleaning protocols include wiping down high touch and high use areas and increased cleaning frequency. Efforts also include utilizing appropriate chemicals and disinfectants to strengthen effectiveness.

Resources

If you have **questions or comments about returning to work on site**, please e-mail safecampus@southeastern.edu.

For **details about the university's overall response** to the COVID-19 pandemic, visit www.southeastern.edu/coronavirus.

For information about the State of Louisiana's response, visit the Louisiana Department of Health's website at
<http://ldh.la.gov/Coronavirus/>

For **federal guidance from the Centers for Disease Control and Prevention (CDC)**, visit
www.cdc.gov/coronavirus/2019-nCoV.

For **directions for making, wearing and cleaning cloth face coverings**, see the CDC's [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) at
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.