

A bronze statue of a lion stands prominently on a light-colored stone pedestal. The lion is depicted in a standing pose, facing slightly to the left, with a detailed mane and muscular body. The background shows a lush green lawn, trees, and a blurred campus environment under bright sunlight.

# Student Safe Campus Guide

Revised June 28, 2020

Office of Environmental Health and Safety  
[www.southeastern.edu/coronavirus](http://www.southeastern.edu/coronavirus)  
[SafeCampus@southeastern.edu](mailto: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:**

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Fever
- Chills
- Muscle or body aches
- Sore throat
- Headache
- Congestion or runny nose
- Nausea, vomiting or diarrhea
- New loss of taste or smell



Jeremy Brignac  
[Credentials](#)

# Message from the Director

## Office of Environmental Health and Safety

Dear Students,

As plans are developed and implemented for faculty, staff, students 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's [phased reopening plans](#) and follow recommendations from the federal government, the [Centers for Disease Control and Prevention](#), and the [Louisiana Department of Health](#).

**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 instructor, department head or e-mail [safecampus@southeastern.edu](mailto:safecampus@southeastern.edu) or visit [Southeastern's COVID-19 website](#).

Thank you,

**Jeremy Brignac**

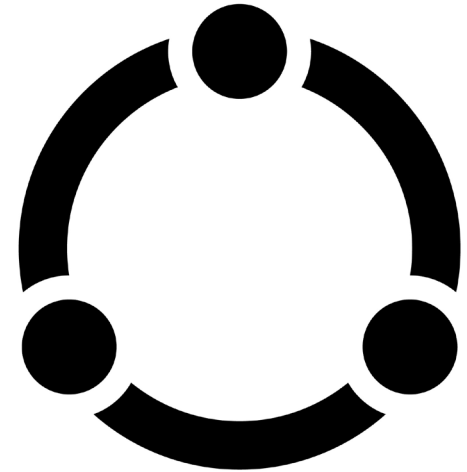
# Returning to Campus

# Return to Campus

Returning students to campus continues to be a coordinated process to ensure appropriate physical distancing, availability of supplies (masks, hand sanitizer, etc.), and adherence to public health guidelines for COVID-19. Location assessments of university facilities and all classroom environments are ongoing.

The need to reduce campus density to meet physical distancing requirements will continue for some time—through at least three phases extending through the summer and likely into the fall.

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



# Student COVID-19 Protocol

In order to help ensure a safe campus, **it is imperative that all students participate in this process including assisting with informing their instructors and the University Health Center of any potential health concerns associated with COVID-19.**

All students should self-monitor for COVID-19 symptoms such as fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Students who develop any of these symptoms should notify the University Health Center or their Health Care Provider, follow the guidance provided and stay away from campus.

Students who upon arrival to campus or class appear to have COVID-19 symptoms (described above) or who become sick during the day with COVID-19 symptoms, should immediately separate from others, return home if possible and seek medical attention. Students should also inform the University Health Center.

Students who believe they may have been exposed to COVID-19 should contact the University Health Center or their personal Health Care Provider and follow the guidance provided.

**A complete Student COVID-19 Protocol can be found [here](#).** This document provides detailed instructions on what to do in the event a student tests positive for COVID-19, has been or may have been exposed to COVID-19.

The University Health Center can be reached at 549-2242 or [health@southeastern.edu](mailto:health@southeastern.edu).

# Health & Safety Guidance

# Personal Safety Practices

All members of the campus community must adhere to the following preventative actions.

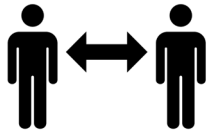
## Wash your hands often.



**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 are 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.

Avoid encroaching on the personal space of others.

Avoid touching high-touch surfaces when feasible.

Do not gather in groups without following appropriate protocols.





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

**Always wear a face covering in any 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.

Students should bring their own face coverings to campus. Disposable masks will be made available in each building should an individual forget their own cloth mask. Each disposable mask can be worn for up to five days if allowed to dry between uses.

Wear a face covering when you are not in your personal vehicle or living space, especially inside buildings.

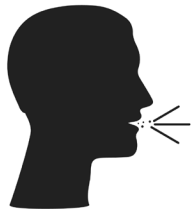
**The face covering is meant to protect other people in case you are infected.** You could spread COVID-19 even if you do not feel sick.

## 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.).

Disinfecting wipes will be available in computer labs and other student areas with high touch surfaces. Use them to wipe down high-touch surfaces before use

## 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 has been placed on all elevators throughout campus.



## Meals

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



Designated dining areas on campus have been modified so that the spacing of seating is in keeping with social distancing guidelines. Students are also encouraged to eat food only in such designated dining areas, eat outside or take food back to student housing.

Use of communal water fountains is discouraged. Use of water bottle filling dispensers is encouraged.

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 here](#).

# Campus Cleaning Protocols

# Facilities Cleaning Protocols

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

## **Routine Cleaning:**

**Remove trash/debris, and thoroughly clean and disinfect all restrooms.**

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 utilizes 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.

Use disposable cleaning cloths and paper towels where possible to remove contaminants. Where appropriate, use coded microfiber cleaning cloths 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, are 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 are trained and reminded to regularly wash hands to reduce cross contamination and improve personal hygiene.

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

# Current Cleaning Program

Southeastern's staff and partners have been in the process of cleaning and preparing campus since campus instruction and operations were disrupted in March.





# Building Disinfection Solutions – Systems Overview

Southeastern is deploying two current technologies for continuous sterilization of certain areas within some campus buildings; 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 Disinfection 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 made through an 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 the air and surfaces of a room(s) after a known or suspected exposure. It does not provide real time disinfection like the other two systems.

These technologies have proven safe for use around people and pose a minimal risk. More information [can be found here](#).

# Location Assessment

# Facility Assessment and Modifications

**Location assessments are being conducted by the Director of Environmental Health and Safety for all areas prior to faculty/staff/students returning to campus.** The assessments include recommendations of any action required within a location in preparation for the return. Such recommendations may include installing facility modifications such as sneeze guards for high traffic service areas, applying social distancing decals, and limiting the number of individuals in a particular space, etc. In addition to departmental office and service locations, a similar assessment is being performed for all academic facilities, including classroom and lab spaces.

# Safety Guidelines

## 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 minimim 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 **fever, cough, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of smell or taste, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea** contact the University Health Center at 985-549-2242. In case of emergency, contact University Police at 985-549-2222.



**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 RESIDENTIAL COMMUNITY.

# Building Access and Signage

All buildings are open with limited entry points. Safety signage has been installed and will be updated as appropriate.

Signs include, but are not limited to the following:

## **Signage**

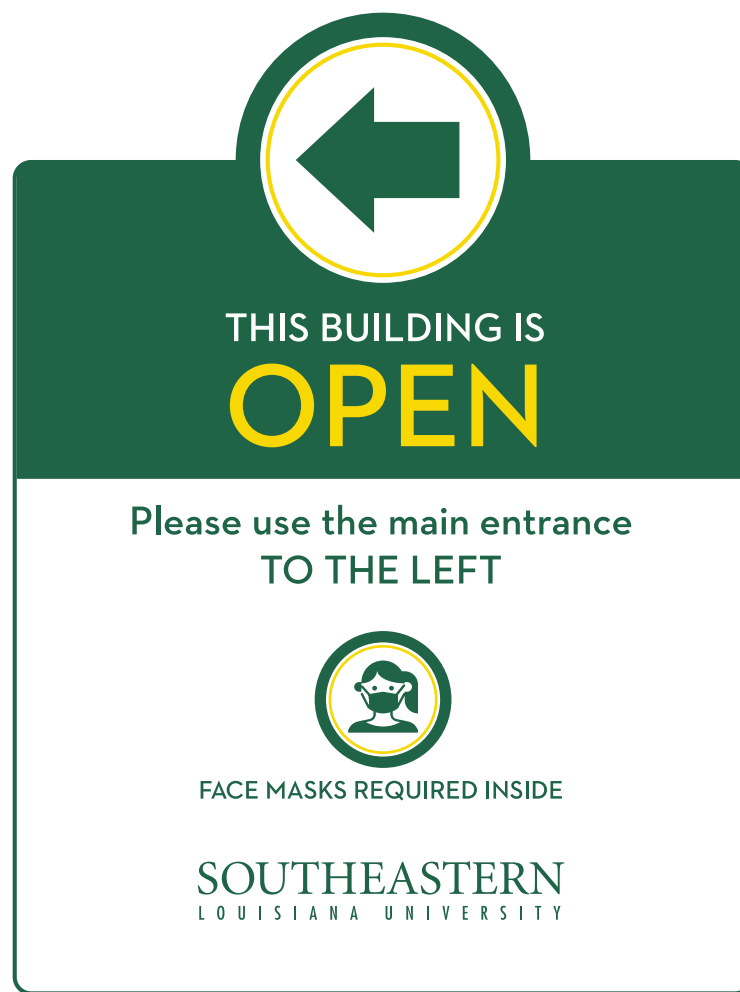
Visual cues such as floor decals

Building signage

Elevator signage

Face Mask Signage

## Building Signage



## Building Signage





## Building Modifications

Kleenstation hand sanitizer dispensers have been placed in key high traffic locations throughout campus. See the product [video](#) here.

Social distancing stickers have been placed on floors where groups of individuals receive service, or groups may congregate.



## Building Modifications

Based on location assessments, safety modifications have been made to service and high traffic areas.

These modifications include installation of sneeze guards that 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.



Textbook Rental



Campus Card Operations



Controller's Office



Admissions

# Frequently Asked Questions

## Student FAQs:

### **Q. Will I be tested for COVID-19 before returning to campus?**

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. 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 here](#) has been established outlining the appropriate action students for COVID-19 exposure. This protocol is based on current public health guidance.

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

The university does not have the capability to run the test for COVID-19; however, the University Health Center has the ability to collect the necessary sample and have the test run by either the Louisiana Department of Health or local private labs. Students who think they may need to be tested should inquire with their Health Care 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. Can the university prohibit me from coming to my GA or student worker job 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 Health Care Provider that I need to be isolated or quarantined due to exposure?**

You should follow the orders of the Health Care Provider and make the University Health Center aware of your situation. You should also let your instructors know about any class absences this may cause.

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

If you are at increased risk of infection or risk of more severe infection-related health outcomes due to underlying health conditions or other factors, or have someone with such factors in your household, you should seek guidance from your Health Care Provider. You may also want to communicate with your advisor about enrolling in online classes to limit potential exposure.

**Q. Will the university provide face coverings?**

You should bring your own face coverings from home. Disposable masks will be made available in buildings should you need a mask and do not have your cloth mask with you. Disposable masks can be worn multiple times if allowed to dry between uses.

**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 campus**, please e-mail [safecampus@southeastern.edu](mailto:safecampus@southeastern.edu).

For **details about the university's overall response** to the COVID-19 pandemic, visit [www.southeastern.edu/coronavirus](http://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](http://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](#).