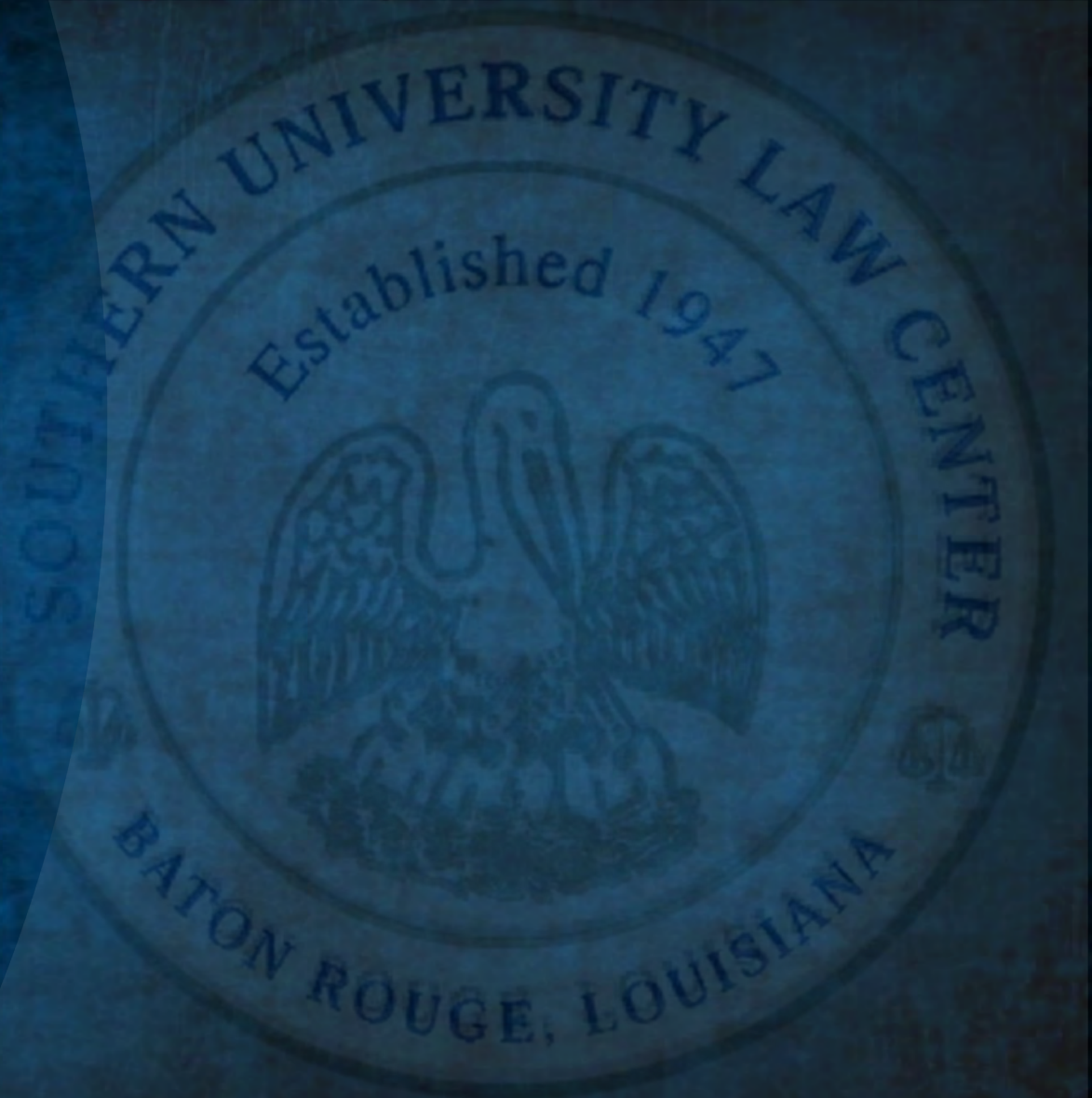


# **SULC COVID-19 STUDENT REENTRY SAFETY PLAN**



*Updated: August 17, 2020*



# SOUTHERN UNIVERSITY LAW CENTER

## STUDENT SAFETY GUIDELINES

In accordance with local, state, and federal guidelines, guidance from the Centers for Disease Control and Ochsner Healthcare, the Southern University Law Center implements the following guidelines to help protect students and employees (e.g., faculty, staff, and administrators) from contracting Covid-19 and to help slow the spread of the disease at the Law Center. These considerations are designed to meet the unique needs and circumstances of the Law Center and local community, considering its size, student body, and its program of legal education. These considerations are meant to supplement—not replace—any state and local health and safety laws, rules, and regulations with which the Law Center must comply.



# GUIDING PRINCIPLES

The more an individual interacts with others, and the longer that interaction, the higher the risk of Covid-19 spread. Covid-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices - such as handwashing, staying home when sick, and environmental prevention practices - such as cleaning and disinfecting - are important principles covered in this document that are necessary to protect the student body, faculty, and staff, and slow the spread of Covid-19 at the Law Center.



# OCHSNER HEALTHCARE SERVICES AGREEMENT

The Law Center has worked in consultation with Ochsner Healthcare to develop and implement a plan to provide the safest possible environment for students, faculty, and staff. Ochsner will continue to provide assessments and recommendations to the Law Center under the agreement.





# ON-SITE ASSESSMENTS

Upon entry onto the Southern University Baton Rouge Campus, students, faculty, and staff will be subject to a temperature check. **No one will be allowed on campus with a body temperature greater than 100°F.**

Students should arrive on campus early to allow time for temperature checks at checkpoint and upon entry into the Law Center.



Air conditioners should be on to avoid unnecessarily hot temperatures in the vehicle.

Consider bringing a bottle of water for the walk from the parking lot to the Law Center.



# ON-SITE ASSESSMENTS

The Law Center has installed **Thermal Imaging Cameras** at front and rear entries for temperature checks as an assessment tool for Covid-19.





# ON-SITE ASSESSMENTS



Each day upon entering the Law Center, students' temperatures will be assessed via **Thermal Imaging Cameras**.

- Students identified as having temperatures greater than **100° F** will be subject to additional temperature checks to verify the temperature is correct.
- If necessary, students may be referred to the Ochsner telehealth portal for further assessment.





## ON-SITE CLINICS

**Two Ochsner clinics** are located inside the Law Center for further evaluation and assessments, one upstairs, and one downstairs.

- Students with temperatures or other Covid-19 related symptoms will have an opportunity to be tested again, and then be assessed by an Ochsner representative via the telehealth portal.





# VIRTUAL VISITS

Virtual visits will be available 24/7 - anywhere, anytime - by visiting [Ochsner.org/anywhere](https://Ochsner.org/anywhere).

# COVID-19 HOTLINE

Students experiencing mild or severe respiratory illness or fever, cough, and difficulty breathing, can call the free information line at 844-888-2772.

# TEXT OR DIAL 211

Text the keyword LACOVID to 898-211 or dial 211 for the latest information.



Not feeling well?  
**Your health is our priority.**



#### Virtual Visit

Get the care you need 24/7 with a convenient virtual visit - anywhere, anytime. For more information, visit [Ochsner.org/anywhere](https://Ochsner.org/anywhere)



#### COVID-19 Hotline

If you're experiencing mild or severe respiratory illness with fever, cough and difficulty breathing, call our free COVID-19 information line at **844-888-2772**



#### Text or Dial 211

Text the keyword **LACOVID** to **898-211** or dial **211** for the latest information





# STUDENTS WITH FEVER/ HIGH BODY TEMPERATURES

Students with fevers/high body temperatures will be assessed via the Ochsner Healthcare Telehealth Portal. Depending on the outcome of the assessment, students may be required to leave the Law Center and test negative for Covid-19 prior to returning to the Law Center.



# PRIORITY TESTING

- Symptomatic students will receive priority testing at **Ochsner Urgent Care Clinics.**
  - Symptoms include fever, coughing, sneezing, shortness of breath, etc.
  - Insured students pay co-pay.
  - Others may have to pay a small fee.
  - Symptomatic students must test negative for Covid-19 prior to returning to the Law Center.



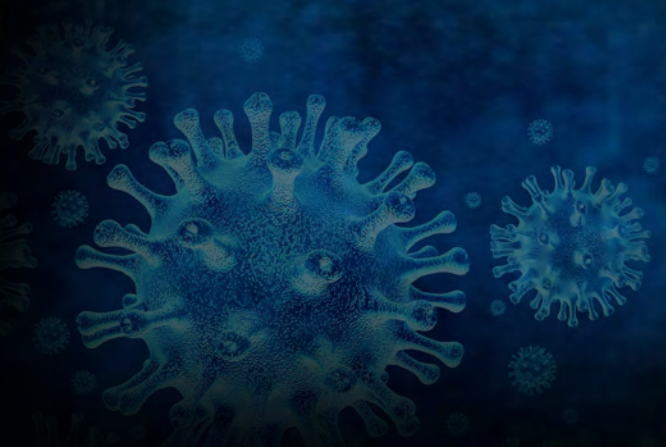


# SUBR STUDENT HEALTH CENTER

- **Students can receive testing for Covid-19 at the SUBR Student Health Center**
  - Call ahead to reduce wait times
  - Office Hours: Monday – Friday 8am– 5pm
  - Call: (225) 771- 4770
  - Email: [studenthealthcenter@subr.edu](mailto:studenthealthcenter@subr.edu)
  - Visit: [www.subr.edu/studenthealthcenter](http://www.subr.edu/studenthealthcenter)



# STUDENT BEHAVIOR AROUND THE LAW CENTER





# HAND HYGIENE AND RESPIRATORY ETIQUETTE

Students are encouraged to wash hands frequently with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

Students, faculty, and staff are encouraged to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.



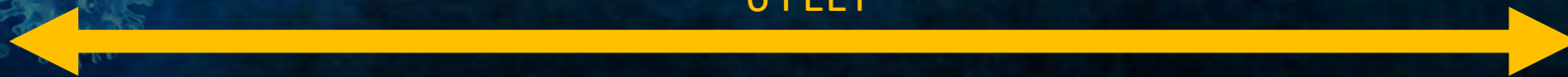


# SOCIAL DISTANCING

Students must practice social distancing throughout the Law Center in all areas: Law Center atrium, library, classrooms, sitting, eating, talking. Reminders will be placed on floors and signs throughout the Law Center.



6 FEET





# MANDATORY FACE COVERINGS

- Pursuant to local and state mandates, all students, faculty, and staff are required to wear cloth face masks or face coverings in the Law Center at all times.
- Students may be allowed to temporarily remove face coverings to speak in class.
- Each student will be provided with a reusable cloth face mask.
- Please contact Dorothy Parker at [dparker@sulc.edu](mailto:dparker@sulc.edu) if a medical condition prevents you from wearing a face mask/covering.





# MANDATORY FACE COVERINGS

Keep the following rules in mind when wearing a face covering:

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.
- Keep the covering on your face the entire time you're in contact with others.
- Don't put the covering around your neck or up on your forehead.
- Don't touch the face covering, and, if you do, wash your hands.

*Students who fail to comply with one or more verbal warnings to wear a face covering at the Law Center may be required to convert to the virtual learning platform and/or be subject to discipline under the Code of Student Conduct. (This does not apply to students with ADA accommodations that exclude them from the mask mandate.)*



# SIGNS AROUND LAW CENTER

Please observe all signs and instructions around the Law Center.





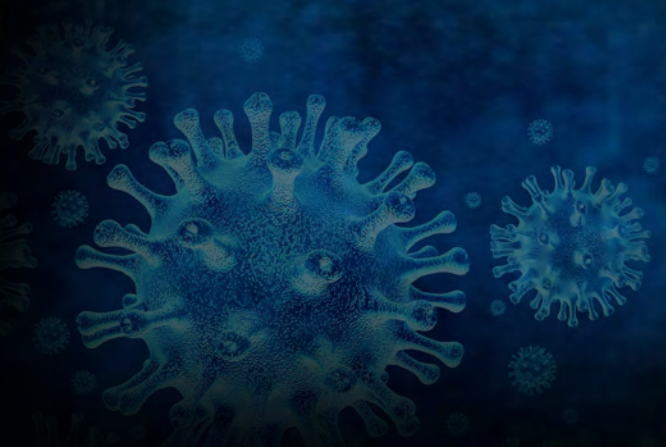
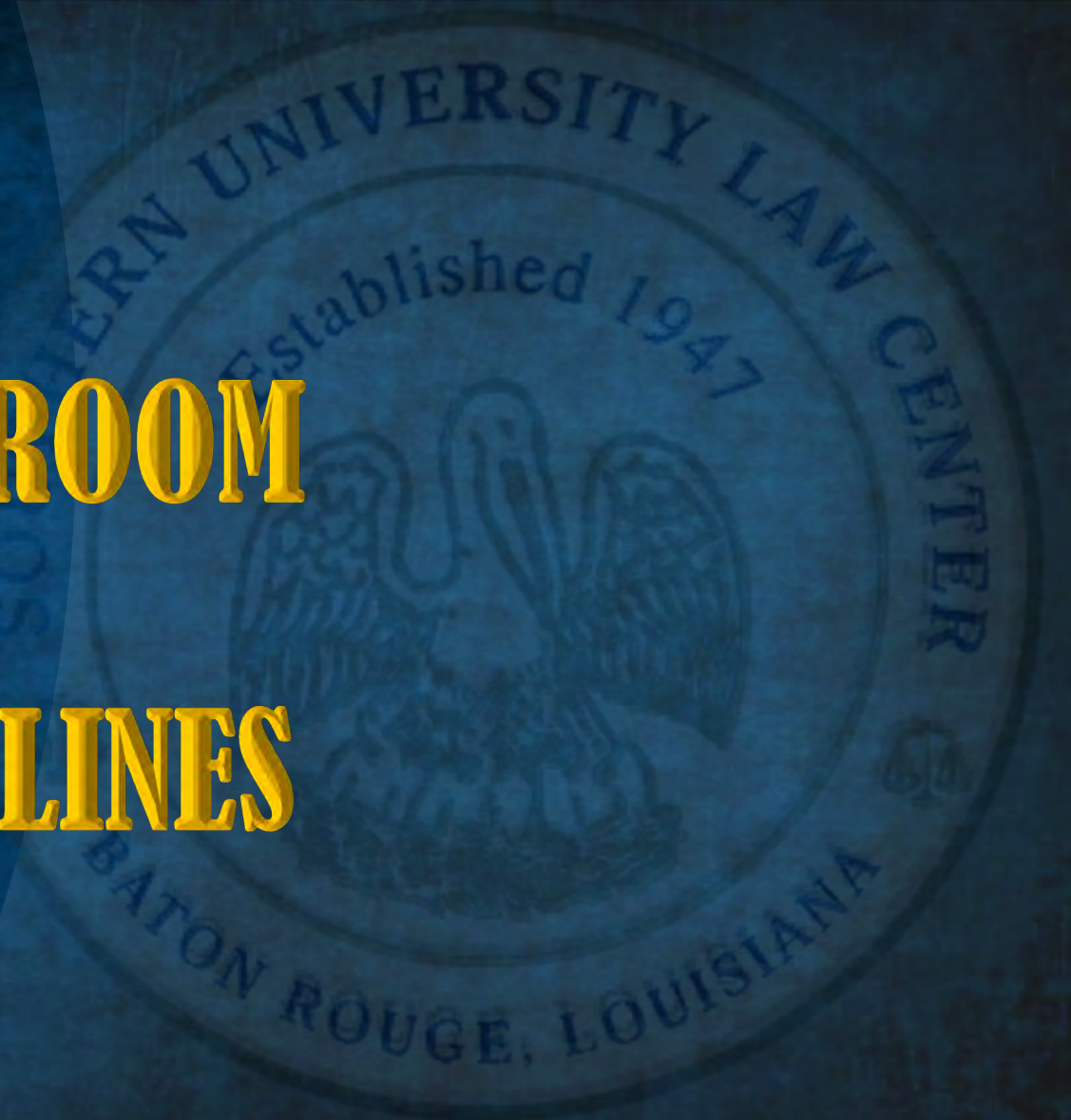
# ELEVATOR USE

Only two individuals on elevator at one time.





# IN-PERSON CLASSROOM ATTENDANCE AND ETIQUETTE GUIDELINES





# SCHEDULING OF CLASSES

- Students are allowed to elect to study virtually or in-person.
  - This reduces the number of students in the Law Center; allows for social distancing in the classrooms; relieves personal anxiety/stress; and addresses students in vulnerable groups.
- Class sizes are limited to allow for social distancing.



# SCHEDULING OF CLASSES

- **First-Year Students**

- First-year **day** students will attend classes on Monday, Wednesday, and Friday.
- First-year **evening** students will attend classes on either Monday/Wednesday or Tuesday/Thursday.
- First-year students will remain in the same classroom for required courses throughout the day to help reduce the spread of germs.

- **Upper-level day students** will attend required courses on Tuesday and Thursday.

- All electives and clinics will be held virtually.



# CLASSROOM SEATING

- Student seating complies with social distancing guidelines.
- Each seat is equipped with protective plexiglass shields.
- Classrooms are cleaned at least once daily.
- Classrooms are also equipped with supplies to assist students with cleaning their own seating area.





# ASSIGNED STUDENT SEATING

Students are required to sit in the same seat the entire semester. This will help the administration determine with whom a student has come in contact in the event a student contracts Covid-19.





# MASKS MUST BE WORN IN CLASS

Students and faculty are also required to wear face coverings during all in-person class sessions. Students who fail to comply with one or more warnings to wear a face covering in class, may be required to convert to a virtual learning platform. Students may temporarily remove the face covering to speak in class, when necessary.

In lieu of a face covering, professors may wear a protective face shield in class, when lecturing, provided that he or she remains at least six feet away from students or behind a protective plexiglass shield.



# PROFESSOR'S CONDUCT IN CLASS

Classroom podiums are outfitted with protective plexiglass shields. Classrooms also have portable plexiglass shields professors may use to walk around the classroom.

In lieu of a cloth face covering, professors may wear a protective face shield in class, when lecturing, provided that he or she remains at least six feet away from students or behind a protective plexiglass shield.



# ATTENDANCE POLICY/GUIDELINES

Attendance of 80 percent of the scheduled in-person classes is a prerequisite to receive credit in a course. This policy will be enforced during the fall 2020 semester. Attendance will be taken in the customary manner by each professor.

- Symptomatic students should stay at home.
- Virtual instruction will be provided to students quarantined due to Covid-19 symptoms or diagnosis.
- If you learn you have been diagnosed with Covid-19, have symptoms, or have been exposed to Covid-19, please stay at home and notify professors and administration.



# DUTY TO REPORT

All students are required to report to the administration:

- 1) a positive diagnosis for Covid-19;
- 2) exposure to someone who has tested positive for Covid-19; or
- 3) that he or she is suffering from Covid-19 symptoms (fever, cough, shortness of breath, loss of taste or smell).

Exposure means you have come in close contact (within 6 feet for 15 minutes or more) during the 48 hours prior to showing symptoms.

REPORT TO SHENEQUA GREY AT [SGREY@SULC.EDU](mailto:SGREY@SULC.EDU)



# WHEN YOU ARE EXPOSED TO COVID-19

Students who report that they have been exposed to Covid-19, or are suffering from Covid-19 symptoms, must quarantine for 14 days.

If it is confirmed that a student who is quarantined due to exposure or symptoms has not contracted Covid-19, the student may continue with in-person instruction after the completion of the 14-day quarantine period.



# WHEN YOU ARE DIAGNOSED WITH COVID-19

Students who receive a positive diagnosis for Covid-19 must self-isolate for at least 14 days. These students may not return to SULC Campus until they test negative for Covid-19 and are no longer symptomatic, including no fever for 3 days without medication.

Students who test positive for Covid-19 may be required to move to virtual study for the remainder of the semester, depending upon the circumstances.



# RECEIVING CLASSES DURING ISOLATION OR QUARANTINE

All in-person classes will be recorded so that students in isolation or quarantine may view the classes.

Students viewing recorded classes may be required to answer questions or complete other assignments to verify that they have viewed the recorded class in order to be marked present for that day.

**IMPORTANT: While other students may be allowed to view recorded classes, only students who are in isolation or quarantine with permission or at the direction of the administration may receive credit for attendance for viewing recorded classes.**

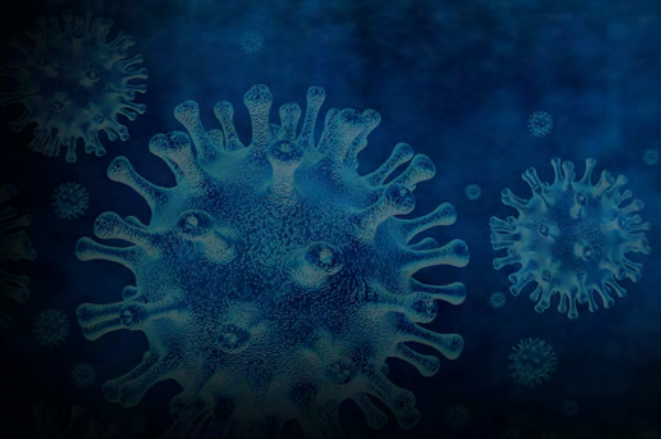


# MULTIPLE DIAGNOSES OF COVID-19 IN CLASS

In the event there are multiple cases of Covid-19 diagnosed in an in-person section of a course, the administration reserves the right to convert the entire section to virtual instruction.



# **VIRTUAL ATTENDANCE AND ETIQUETTE GUIDELINES**





# ATTENDANCE REQUIRED

- 80% attendance is required for all online/virtual courses.
- Attendance tracking software will be used by the professor to track student attendance. The software also includes engagement tools to ensure ongoing student attendance in virtual classes.
- Students who do not respond to polls or other attendance and engagement measures used by the professor, may be marked absent.



# CLASS ABSENCES

- Excessive absences will result in automatic administrative withdrawal from a course.
- Students who miss a class session may have an opportunity to view a recording of the class within a given timeframe; however, the student may be required to submit an assignment or other proof that the recorded class was viewed.



# REDUCE DISTRACTIONS

- Students should create an at-home environment conducive to learning (desk, lighting, etc.)
- Students should attempt to reduce distractions during class sessions to focus on class content and instruction.
- A student may be required to deactivate his or her camera if that student's background environment is inappropriate or distracting to other students or professor.
- If the student chooses to use a virtual background, it should be the least distracting background.
- A student may be removed from the classroom if that student's conduct is disrupting or distracting to the class.





# REPORTING FORMS AND DOCUMENTS






# STUDENT VERIFICATION FORM

Sets out the duties and obligations of each student during the existence of the global pandemic.

Students must verify that they understand the rules and will abide by the Covid-19 Safety Rules and Protocol.



SOUTHERN UNIVERSITY LAW CENTER  
P.O. Box 9294  
Baton Rouge, LA 70813

### COVID-19 STUDENT SAFETY VERIFICATION FORM

Due to the coronavirus global pandemic, the Southern University Law Center has adopted protocol and procedure to help protect the safety of Law Center students, faculty, and staff. The safety plan is set out in the SULC Covid-19 Reentry Safety Plan in accordance with CDC Guidelines and other guidance from local, state, and federal agencies. Pursuant to this guidance, all students are required to:

- 1) Submit to a daily temperature check upon entry into the Law Center, or at other times as may be deemed necessary.
- 2) Wear a cloth face covering or mask daily at all times while present inside of the Law Center.
- 3) Report a positive diagnosis of Covid-19, known exposure to a positive case of Covid-19, or if you are suffering from Covid-19 symptoms, including fever of 100° or more.
- 4) Stay at home if you have a positive diagnosis of Covid-19, have been directly exposed to a positive case of Covid-19, or have symptoms of Covid-19, including fever.
- 5) To report others who you may observe with symptoms of Covid-19 or who are failing to comply with Covid-19 rules or protocol, including the mask mandate or social distancing mandate.
- 6) To maintain social distancing at all times while present inside of the Law Center, which is to remain at least 6 feet from other students, faculty, and staff whenever practicable.
- 7) To comply with all Covid-19 protocol and procedures as directed by Law Center administration or other authorized officials.
- 8) Take no action that negligently or intentionally exposes another student, faculty, or staff member to the coronavirus.

**Any information provided to the Law Center regarding medical status, body temperature, medical diagnosis, or exposure to disease, as outlined above, are confidential medical records and will only be shared with necessary individuals under ADA and privacy laws.**

By signing below, I \_\_\_\_\_ verify that I am aware of the  
Print name  
SULC Covid-19 safety protocol and procedures, and will abide by the protocol at all times while present at the Southern University Law Center. I understand that failure to comply with the safety protocol could result in: 1) being denied access to the Law Center; 2) being required to convert to a virtual learning environment; or 3) being found in violation of the SULC Code of Student Conduct, Code One Offense of Intentional Bodily Harm to Another, or the Code Two Offense of Negligent Bodily Harm to Another.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



# ALL STUDENTS HAVE A DUTY TO:

1. Submit to a daily temperature check upon entry into the Law Center, or at other times as may be deemed necessary.
2. Wear a cloth face covering or mask daily at all times while present inside of the Law Center, unless you are excluded from doing so for medical reasons.
3. Report a positive diagnosis of Covid-19, known exposure to a positive case of Covid-19, or if you are suffering from Covid-19 symptoms, including fever of 100° or more.
4. Stay at home if you have a positive diagnosis of Covid-19, have been directly exposed to a positive case of Covid-19, or have symptoms of Covid-19, including fever.
5. To report others who you may observe with symptoms of Covid-19 or who are failing to comply with Covid-19 rules or protocol, including the mask mandate or social distancing mandate.
6. To maintain social distancing at all times while present inside of the Law Center, which is to remain at least 6 feet from other students, faculty, and staff whenever practicable.
7. To comply with all Covid-19 protocol and procedures as directed by Law Center administration or other authorized officials.
8. Take no action that negligently or intentionally exposes another student, faculty, or staff member to the coronavirus.



# FAILURE TO COMPLY WITH PROTOCOL

Failure to comply with Covid-19 safety protocol could result in:

- 1) being denied access to the Law Center;
- 2) being required to convert to a virtual learning environment; or
- 3) being found in violation of the SULC Code of Student Conduct, Code One Offense of Intentional Bodily Harm to Another, or the Code Two Offense of Negligent Bodily Harm to Another.



# PRIVACY AND CONFIDENTIALITY

- The results of any testing, including temperature checks, is private medical information and is subject to all federal laws for maintaining confidentiality of student records. Information will only be shared with necessary parties.



# WHAT TO REPORT

## REPORT:

- 1) Positive diagnosis of Covid-19;
- 2) Direct exposure to Covid-19; and
- 3) Suffering from symptoms of Covid-19

Forms are available on the SULC website under Covid-19 Student Safety Protocol.

Report to [studentaffairs@sulc.edu](mailto:studentaffairs@sulc.edu).



### REPORT OF POSITIVE COVID-19 DIAGNOSIS

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE FIRST NOTICED COVID-19 SYMPTOMS: \_\_\_\_\_ DATE OF DIAGNOSIS: \_\_\_\_\_

\*\*\*PLEASE ATTACH A COPY OF YOUR DIAGNOSIS TO THIS REPORT FOR OUR RECORDS.\*\*\*

LAST DATE OF CONTACT WITH SULC STUDENT, FACULTY, OR STAFF MEMBER: \_\_\_\_\_

PLEASE LIST NAMES OF ANY SULC STUDENTS, FACULTY, OR STAFF WHO YOU WERE IN CLOSE PROXIMITY (WITHIN 6 FEET FOR 15 MINUTES OR MORE) DURING THE 48 HOURS PRIOR TO THE TIME YOU BEGAN SHOWING SYMPTOMS OF COVID-19 OR OF BEING DIAGNOSED WITH THE DISEASE. (Attach additional pages, if necessary)

NAME	DATE OF CONTACT	EMAIL (IF YOU HAVE IT)

Please list locations in the Law Center you visited within 48 hours of noticing symptoms or diagnosis: \_\_\_\_\_

The information provided is a confidential medical record and will only be shared with necessary individuals under ADA and privacy laws.

Please contact us prior to returning to the Law Center to verify that you do not have any additional Covid-19 symptoms, and/or have received a clearance from a healthcare professional to return. Medical documentation should be provided.

Please contact Shenequa L. Grey if you have questions at [sgrey@sulc.edu](mailto:sgrey@sulc.edu).




# HOW TO REPORT

Must complete the report form, which includes space to list those with whom you have come in direct contact.

Must include a copy of the positive diagnosis.

Forms are available on the SULC website under Covid-19 Student Safety Protocol.

Report to [studentaffairs@sulc.edu](mailto:studentaffairs@sulc.edu).

  
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**REPORT OF POSITIVE COVID-19 DIAGNOSIS**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE FIRST NOTICED COVID-19 SYMPTOMS: \_\_\_\_\_ DATE OF DIAGNOSIS: \_\_\_\_\_

**\*\*\*PLEASE ATTACH A COPY OF YOUR DIAGNOSIS TO THIS REPORT FOR OUR RECORDS.\*\*\***

LAST DATE OF CONTACT WITH SULC STUDENT, FACULTY, OR STAFF MEMBER: \_\_\_\_\_

PLEASE LIST NAMES OF ANY SULC STUDENTS, FACULTY, OR STAFF WHO YOU WERE IN CLOSE PROXIMITY (WITHIN 6 FEET FOR 15 MINUTES OR MORE) DURING THE 48 HOURS PRIOR TO THE TIME YOU BEGAN SHOWING SYMPTOMS OF COVID-19 OR OF BEING DIAGNOSED WITH THE DISEASE. (Attach additional pages, if necessary)

NAME	DATE OF CONTACT	EMAIL (IF YOU HAVE IT)

Please list locations in the Law Center you visited within 48 hours of noticing symptoms or diagnosis: \_\_\_\_\_

The information provided is a confidential medical record and will only be shared with necessary individuals under ADA and privacy laws.

Please contact us prior to returning to the Law Center to verify that you do not have any additional Covid-19 symptoms, and/or have received a clearance from a healthcare professional to return. Medical documentation should be provided.

Please contact Shenequa L. Grey if you have questions at [sgrey@sulc.edu](mailto:sgrey@sulc.edu).




# PERMISSION TO RETURN TO SCHOOL

To return to school after quarantine or isolation:

- Must test negative for Covid-19;
- Submit a copy of the negative test results; and
- Complete the Permission to Return Form.

Forms are available on the SULC website under Covid-19 Student Safety Protocol.

Report to [studentaffairs@sulc.edu](mailto:studentaffairs@sulc.edu).

  
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**PERMISSION TO RETURN FORM- POSITIVE DIAGNOSIS**

Please provide the following information to be evaluated by the Office of Student Affairs to determine whether you may return to the Law Center.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NUMBER OF DAYS SINCE YOU FIRST OBSERVED SYMPTOMS OF COVID-19: \_\_\_\_\_

NUMBER OF DAYS SINCE DIAGNOSIS FOR COVID-19: \_\_\_\_\_

DO YOU CURRENTLY HAVE SYMPTOMS OF COVID 19: \_\_\_\_\_

HAVE YOU GONE AT LEAST THREE DAYS WITHOUT A FEVER WITHOUT THE AID OF MEDICATION: \_\_\_\_\_

HAVE YOU RECEIVED A DIAGNOSIS FOR A NEGATIVE TEST RESULT FROM A HEALTHCARE PROVIDER OR RECEIVED PERMISSION TO RETURN TO SCHOOL? \_\_\_\_\_

**PLEASE ATTACH A COPY OF DOCUMENTATION TO THIS REPORT FOR OUR RECORDS.**

Please sign below indicating that the information provided is true and correct to the best of your knowledge:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

This form must be signed by Vice Chancellor or Associate Vice Chancellor for Student Affairs, or Chancellor of the Law Center.

You have permission to return to school on: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

The information contained on this form is a confidential medical record and will only be shared with necessary individuals under ADA and privacy laws.



# OTHER INFORMATION





# FLU SHOTS

It is recommended that all students, faculty, and staff get flu shots this fall to help reduce the number of individuals with symptoms that may be attributed to Covid-19 and to reduce the strain on the healthcare system.

Arrangements may be made for healthcare professionals to administer flu shots at the Law Center.



# SUPPORT COUNSELING

- Support counseling services will be provided to students to address emotional or psychological issues resulting from impact of pandemic.
- All student accommodation issues should be handled through Dorothy Parker at [dparker@sulc.edu](mailto:dparker@sulc.edu).



# REFER QUESTIONS TO:

If you have questions about the content of this presentation, please contact the Office of Student Affairs at [studentaffairs@sulc.edu](mailto:studentaffairs@sulc.edu).