

SULC **REOPENING** **GUIDE**

A MESSAGE FROM THE CHANCELLOR

Dear Community:

We know the last several months have been a challenge because of COVID-19, and we understand that you might be hesitant to return to shops and businesses. I want to assure you that Southern University Law Center has worked hard to put the safety of our students, employees, and community first.

Though our “new normal” looks different, we are making every effort to stay within the guidelines set by our national and state agencies to remain safe. This fall semester, the Law Center will enact a hybrid instructional model that will offer in-person and virtual class options. Our academic leaders have worked tirelessly to build a seamless plan that will accomodate both instructors and students.

As we prepared for the return of our campus community, we engaged with Ochsner Health’s Employer Solutions team to assess our campus and provide recommendations that we have implemented to best protect all who enter our doors. Based on their feedback, we have:

- Enhanced our cleaning and sanitation procedures.
- Required all students, staff, and visitors to wear masks when inside the building.
- Installed temperature checkpoints and contactless cameras around the campus.
- Provided hand sanitizer stations in common areas, classrooms
- Displayed signage to encourage social distancing and proper hand washing.

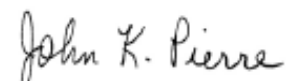
In addition, all employees will also have access to receive on-demand urgent care without leaving the office via a brand-new digital platform called a Virtual Employer Clinic. A Virtual Employer Clinic, powered by TytoCare, is an onsite kiosk employees can visit to conduct an Ochsner Anywhere Care virtual visit with a medical provider.

To prepare our community for the Law Center’s return, we have crafted a reopening guide that will address our return policies, phases, and answer any questions that you may have. Safety and a quality education are our main priorities. Furthermore, it outlines the responsibilities of the students and employees when it comes to reporting symptoms, positive COVID-19 cases, and ways to practice safety while on campus.

While we are looking forward to returning to a level of normalcy at the Law Center, we are committed to taking cautionary steps to ensure that we provide a safe and enjoyable environment. Until further notice, the Law Center will remain a mask mandatory building which falls in line with mandates set by our state government.

We want to thank our campus community for being adaptable as we shifted to a hybrid instructional and work force plan. Continue to stay updated on our latest safety measures through the campus’ social media channels and website. Thank you for your patience and continued trust as your legal education institution.

Sincerely,



Chancellor John K. Pierre



MASK MANDATORY AREAS

ALL SULC EMPLOYEES, STUDENTS, AND VISITORS ARE REQUIRED TO WEAR MASKS OR FACE COVERINGS WHILE ON CAMPUS. THAT INCLUDES:

- CLASSROOMS
- HALLWAYS
- OFFICES
- LIBRARY
- COMMON AREAS
- BATHROOMS
- STUDY AREAS
- FACE TO FACE MEETINGS



MASKS PROTECT YOURSELF AND OTHERS FROM POSSIBLE EXPOSURE TO COVID-19.

MASK UP!

ACADEMIC AFFAIRS

The Southern University Law Center and the Office of Academic Affairs are gearing up for a Fall semester that provides an excellent learning environment, while protecting the health and safety of our students, faculty and staff. We are committed to providing students with high quality instruction using multiple modes of delivery, when possible. The Office of Academic Affairs will offer a hybrid instructional model that maximizes social distancing and technology. The model will consist of a mix of online and in-person course meetings.

FOR THE FALL 2020 SEMESTER, WE WILL STRIVE TO:

- Provide instruction while minimizing the risk or the spread of COVID-19
- Deliver flexible instruction through face-to-face, hybrid and online methods
- Ensure that SULC students have the appropriate academic progress towards graduation
- Ensure enhanced strategies are in place to support academic and student success



SULC HEALTH STRATEGIES

The health and safety of Southern University Law Center employees, students and visitors are preeminent. The Law Center is using numerous strategies to strengthen protocols to prevent the spread of COVID-19 at the institution. All employees, students and visitors should adhere to protocols to ensure their own safety, as well as the safety of others.

STAY INFORMED - CHECK OFFICIAL WEBSITE AND SOCIAL MEDIA

Faculty and students have been adequately trained on online learning and instruction. Any further questions or concerns can be directed the Office of Information and Technology at helpdesk@sulc.edu.

Information and protocol related to the coronavirus pandemic continue to change; therefore, the Law Center will regularly communicate health and safety information and updates to students and employees through their SULC, official SULC social media channels and on the SULC website. The larger community and general public will receive information through press releases, official SULC social media channels and the SULC reopening website.

STAY SAFE - CHECK INS

As part of our efforts to protect against potential COVID-19 cases on campus, all students, employees, and visitors will be subject to a temperature check at the safety checkpoint at the entrance of campus and upon entering the building.

STAY HEALTHY AND FIT - FOLLOW SAFETY PROTOCOLS

SULC has adopted numerous protocols to ensure the health and safety of its students, employees and visitors. Until further notice, SULC is a mask mandatory campus. To “stay safe together,” all SULC employees, students and visitors will be required to follow additional protocols, such as social distancing, room capacities, washing hands, cleaning items used, etc. It is also important for us all to stay mentally strong during these challenging times. SULC will continue to provide counseling for all employees and students, as needed. Please reach out to our personal services consultant, Gina L. Signorelli, for assistance at 504-428-9130 or gsignorelli@sulc.edu.

CAMPUS ENHANCEMENTS

The Facilities Department is responsible for coordinating daily cleaning of all administrative and academic spaces.

CUSTODIAL STAFF CLEANING

Facilities Department employees have made expanded their daily cleaning efforts to include the following due to the COVID-19 pandemic:

- Use of enhanced level of disinfectants
- Increased daily wipe downs of high touch point areas in buildings, including but not limited to, door knobs, light switches, hand rails and faucet handles.
- Spot checking heavily used restrooms and cleaning with a CDC-approved disinfectant
- Misting and fogging classroom spaces and high-use areas
- Installing and maintaining hand-sanitizer dispensers in public spaces

SOCIAL DISTANCING CAMPUS ENHANCEMENTS

- Floor signage will be placed throughout the buildings encouraging social distancing and safety precautions.
- Three-sided partitions (sneeze guards) will be added to classrooms, service desks, help counters or other areas of high walk-up traffic to ensure employee protection.
- Employees, students and visitors are asked to self-regulate the number of people in an elevator to allow for social distancing (no more than two is recommended).

CAMPUS ENHANCEMENTS

EMPLOYEES AND STUDENT CLEANLINESS RESPONSIBILITIES

- Employees and students are responsible for sanitizing their work and study areas in between custodial cleanings. Employees and students should disinfect all shared items before and after use. Examples include, but are not limited to the following commonly shared items:
 - Printers, copiers, utensils, etc.
 - Personal mobile devices, tablets, laptops, keyboards and computer mouse, and paper cutters
 - Any other tools, machines, materials and resources that are shared

Users of common areas such as supply and copy rooms, kitchenettes or breakrooms, study areas and labs share a responsibility to disinfect and sanitize high-touch surfaces in between the formal cleanings completed by the Facilities Department. High-touch surfaces to be disinfected and sanitized include:

- Front desks, counters, service windows, pens and pencils set out for shared use
- Conference room mouse and keyboards, chair armrests, table surfaces and other shared supplies
- Kitchenette sinks, soap and paper towel dispensers, refrigerator handles
- Door handles, light switches, handrails, push plates, drawer and cabinet handles

Email the Facilities Department at facilities@sulc.edu for advice on appropriate cleaning methods and supplies.

FREQUENTLY ASKED QUESTIONS

FAQs

1. How will you keep us safe as we return to the Law Center?

- We are collaborating working with Ochsner Health to devise a plan to keep our employees safe. We're asking all employees to wear a mask in public areas and when they are around others, and to follow proper hand hygiene. To help, we have installed desk shields in the classrooms and frequented customer service offices, hand sanitizer stations in public areas, thermal imaging cameras to detect temperatures, and signage that serves as a reminder to wash your hands for at least 20 seconds. We're also encouraging social distancing, so you may see some changes to our break areas, and signage to that effect.
- Ochsner will be on-site to provide daily temperature checks at entryways. Employees who aren't feeling well will be encouraged to work from home.
- Employees may also take advantage of our onsite Virtual Employer Clinic, powered by TytoCare. The Virtual Employer Clinic allows your employees to talk to a provider virtually without leaving the building. When not in the office, they can also download the Ochsner Anywhere Care app to start an urgent care virtual visit from wherever they are. No appointment is needed, and providers are available 24/7. You'll also receive priority when making an appointment for either a virtual or in-person visit.
- You'll also have access to a COVID-19 Information Line and symptom tracker.

2. How did you determine what our business needed to do to safely bring employees and customers back?

- Members of Ochsner's Employer Solutions Survey Team visited our location and provided a comprehensive assessment of our current workplace conditions. From there, they provided recommendations that we have implemented to improve the safety of both our staff and our customers/clients return.

FREQUENTLY ASKED QUESTIONS

3. What if I'm not feeling well, and think I might have COVID-19?

- If you have developed COVID-19-related symptoms, you can call Ochsner's COVID-19 Info Line at 844-888-2772 to speak to a nurse 24/7. If you test positive for COVID-19 and are safely recovering at home, you can also enroll in Ochsner's text-based symptom tracker.
- Students- You are required to report positive cases of Covid-19 to the Law Center administration as soon as possible. Please send an email to Shenequa Grey, Associate Vice Chancellor for Student Affairs, at sgrey@sulc.edu and further information will be provided regarding next steps.

4. What if I'm not feeling well, and think I might have COVID-19?

- Ochsner has also provided us with a concierge phone line so that you can have expedited provider appointment scheduling – either in person or virtual. Calls will be answered as “Preferred Employer Concierge Appointment Scheduling.”
- Results from your COVID-19 test will also be expedited.

5. Should I cancel my on-campus event or meeting?

- We strongly urge canceling non-essential events or meetings of 10 people or more. This social distancing measure will limit the spread of illness. For gatherings of any size, take steps to lower risk: use video- and teleconferencing options such as Zoom; and remind attendees to practice social distancing and avoid shaking hands.
- Events with speakers invited from off campus—whether the speakers are international or domestic—should be cancelled, postponed, or conducted remotely. The purpose of this guidance is to reduce the chance of transmitting illness into or out of the Law Center community.

FREQUENTLY ASKED QUESTIONS

6. When and how can employees and students use Zoom for meetings?

- Given the extraordinary additional demand anticipated and our need to prioritize academic use, below are some basic guidelines for employees using Zoom sensibly:
 - Consider whether you need to hold a meeting.
 - Use alternative means to communicate when possible (telephone, Slack, Microsoft Teams, email).
 - If you hold a Zoom meeting, keep it short.
 - Video calls are most effective when they are 45-min or less.
 - Consider adopting a 10-min “stand-up” approach—a meeting not long enough to sit down—and focus on priorities of the day
 - Close out of your Zoom session when you are done. Do not host a persistent Zoom session.

7. How do I practice social distancing?

- Social distancing is a way to reduce exposure, slow the spread, and minimize transmission of contagious diseases. We must practice universal social distancing to protect everyone. Limit your movements outside of your home. Avoid public spaces, large gatherings, and proximity in confined spaces. Maintain at least a 6-foot distance between yourself and others when you go out. Avoid shaking hands with anyone and close physical contact with individuals displaying symptoms. Use collaboration, video conferencing, and teleconferencing tools instead of holding in-person meetings when possible. All members of the Law Center community are asked to help in these social distancing efforts.

FREQUENTLY ASKED QUESTIONS

8. Are visitors allowed on campus?

- The Law Center's goal is to reduce the number of people on campus—including visitors—in order to slow the potential transmission of the virus and protect vulnerable populations from exposure. All members of the SULC community are asked to help in this effort.
- Events with speakers invited from off campus—whether the speakers are international or domestic—should be cancelled, postponed, or conducted remotely.
- Individuals, programs, and groups are responsible for informing their guests about the Law Center's coronavirus policies. Review the meeting and event guidance. Any visitor arriving to campus from a location with a CDC Level 3 Warning for COVID-19 must follow the same guidance the recommended policy: self-quarantine for 14 days in another location upon arrival/return. The CDC designation can change quickly, and anyone welcoming a visitor should confirm the location's CDC travel designation. There is widespread, ongoing transmission of COVID-19 worldwide. This includes international locations and locations in the United States.

9. Are campus tours still offered?

- No. Effective March 10, all public and private in-person tours of Southern University Law Center have been discontinued until further notice. The Law Center is taking steps to minimize the need to gather in large groups and spend prolonged time in close proximity with each other. Our actions are consistent with the recommendations of leading health officials on how to limit the spread of COVID-19. We have an online photo gallery for anyone who would like to explore the Law Center from home.

HEALTH FLIERS

REDUCE YOUR RISK

PERSONAL PREVENTION AND TIPS



WASH YOUR HANDS
Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.



STAY HOME
Stay home if you are sick.



COVER YOUR COUGH
Cover your nose and mouth with a tissue when you cough/sneeze. Throw the tissue in the trash after you use it.



AVOID CLOSE CONTACT
Do not eat or drink after others or share e-cigarettes. Try to avoid close contact with sick people.



CLEAN AND DISINFECT
Disinfect common, shared household objects (computer mouse and keyboard, telephone, television remote control, etc.)



AVOID TOUCHING EYES
Avoid touching eyes, nose, and mouth with unwashed hands.

WASH YOUR HANDS

FOR 20 - 30 SECONDS.



USE SOAP.



PALM TO PALM.



BACK OF HANDS.



FINGERNAILS.



BASE OF THUMBS.



FINGERTIPS.



RINSE.

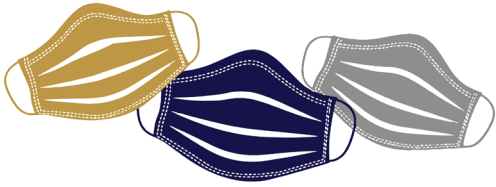


DRY.

SOUTHERN UNIVERSITY
LAW CENTER

HEALTH FLIERS

PUT ON YOUR MASK.

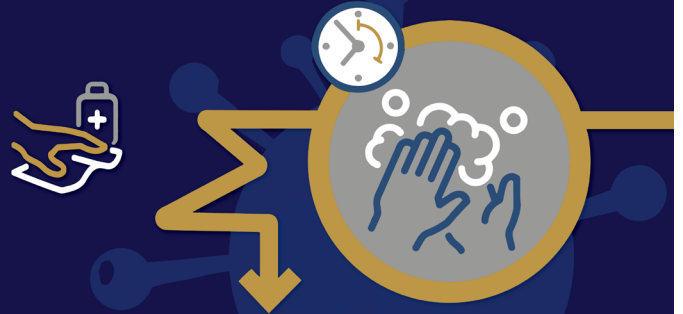


WE WEAR BECAUSE WE CARE.

- Wear your mask because you care about your fellow classmates.
- Your mask should fit tightly, yet comfortably.
- Make sure your mask covers your nose and mouth.
- Keep it clean. Wash it daily, or as needed.
- Refrain from touching or adjusting your mask in public.
- Do not borrow or lend your mask to others.
- Replace your mask if it has holes or is damaged.
- Keep it on in shared spaces and when physical distancing cannot be maintained. Only remove it in your private space when you are alone.

SOUTHERN UNIVERSITY
LAW CENTER

TO SLOW THE SPREAD OF THE NOVEL CORONAVIRUS,
PLEASE FOLLOW THESE PRECAUTIONS:



HAND HYGIENE

WASH YOUR HANDS FREQUENTLY WITH SOAP,
SCRUBBING FOR AT LEAST 20 SECONDS AND RISING
WELL.

LAWYER LEADERS TAKE CARE OF EACH OTHER.
BY WORKING TOGETHER, WE CAN REDUCE THE RISK.
WWW.SULC.EDU/REOPENING | #LawyerLeaders

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HEALTH FLIERS

DO I NEED TO SELF-ISOLATE/QUARANTINE FOR COVID-19?

BASED ON THE BEST SCIENTIFIC ADVICE CURRENTLY AVAILABLE

This guidance is for people with no fever or respiratory symptoms and are not healthcare workers.



PERSON WHO HAS
TESTED POSITIVE
FOR COVID-19



OPTION A: If this is you...
Quarantine for 14 days. Contact supervisor for advice on next steps.

OPTION B: If this is you...
No extra restrictions. Practice social distancing. Watch for symptoms. If you develop fever or other symptoms, contact your personal healthcare provider.

OPTION C: If this is you...
No extra restrictions. Practice social distancing. If you develop symptoms, contact your personal healthcare provider.



PERSON WITH SYMPTOMS
WHO WAS TESTED AND IS
AWAITING RESULTS



OPTION X: If this is you...
Follow the guidance for Option "A" above until you learn that the person tested negative. If they test positive, then keep following advice for Option "A".

OPTION Y: If this is you...
Follow the guidance for Option "B" above until you learn that the person tested negative. If they test positive, then keep following advice for Option "B".

OPTION Z: If this is you...
No extra restrictions. Practice social distancing. If you develop symptoms, contact your healthcare provider.



PERSON WHO IS WELL
BUT TRAVELED IN A
LEVEL 3 AREA



OPTION 1: If this is you and the person traveled in the past 14 days...

No extra restrictions. Practice social distancing. Watch for symptoms. If you develop fever or other symptoms, contact your personal healthcare provider.

OPTION 1: If this is you and the person traveled over 14 days ago...

No extra restrictions. Practice social distancing. If you develop symptoms, contact your personal healthcare provider.

OPTION 2 OR 3: If this is you...
No extra restrictions. Practice social distancing. If you develop symptoms, contact your personal healthcare provider.

**Close contact means being within 6 feet for a prolonged period of time OR having direct contact with infectious secretions (e.g., being coughed on).*

NOTE: If you have a connection that is more distant than the options described above, you do NOT need to do anything more than social distancing, which is recommended for everyone. People connected to you do not need to do anything different from everyone else, unless they themselves have risks due to some other exposure