



SOWELA Technical Community College

Reopening Plan Fall 2020



This plan was developed in compliance with 2020 First Extraordinary Session HB 59 Act No. 9 and LCTCS Policy # 4.012.

Table of Contents

INTRODUCTION	3
CAMPUS ENTRY PROTOCOL	4
EMPLOYEE RETURN TO CAMPUS PROTOCOL.....	6
STUDENT RETURN TO CAMPUS PROTOCOL	10
SOWELA COVID-19 EXPOSURE AND ISOLATION/QUARANTINE PROTOCOL	13
NON-COMPLIANCE PROCEDURES/PROTOCOL.....	18
FACILITIES PLAN AND PROTOCOL.....	19

INTRODUCTION

SOWELA Technical Community College strives to fulfill its mission while protecting the health and safety of its students, employees, and campus community which includes taking steps to minimize the potential spread of COVID-19. In doing so, the College will adhere to state orders, proclamations, and regulations as well as guidelines from the Louisiana Department of Health (LDH) and the Centers for Disease Control and Prevention (CDC) regarding COVID-19. This impacts the expectations of students and employees as the College continues to make public health informed decisions to protect the health and safety of those individuals at our main campus and instructional sites. As such, this plan was developed in compliance with 2020 First Extraordinary Session HB 59 Act No. 9 and LCTCS Policy # 4.012.

CAMPUS ENTRY PROTOCOL

Entry Screening for Employees

Upon entry to an employee's office, on the first day of the week of attendance, the employee completes a COVID-19 Building Entry Screening form electronically.

A link to the form is located on the Campus Flying Tigers Portal

https://stcc.formstack.com/forms/covid19_building_entry_screening

The form data is stored on a HIPPA compliant third party site and an email is sent to the HR email hrcovidyes@sowela.edu or hrcovidno@sowela.edu. The HR staff has access to both email accounts.

Entry Screening for Students

Upon entry to workforce classrooms, on the first day of the week of attendance, the student completes a COVID-19 Building Entry Screening Acknowledgement form electronically. The instructor provides the following form link to workforce students:

https://stcc.formstack.com/forms/covid19_building_entry_screening_workforce

The form data is stored on a HIPPA compliant third party site and an email is sent to the workforce@sowela.edu.

Upon entry to classrooms, on the first day of the week of attendance, the student enrolled in credit-bearing courses completes the COVID-19 Building Entry Screening Acknowledgement form electronically. The link to the form is located in each Canvas course site. In some cases, the link may be provided to students via email rather than via the Canvas course site.

https://stcc.formstack.com/forms/covid19_building_entry_screening_students

The form data is stored on a HIPPA compliant third party site and an email is sent to the Executive Assistant to the Vice Chancellor for Academic Affairs.

Upon entry each day to the clinical setting (Nursing, Practical Nursing, Sterile Processing, and Surgical Technology), the student completes the health screening protocol of the assigned clinical facility.

Positive Exposure Report for Employees

Upon positive exposure to Covid-19, employees access a link to the reporting form on the School Website located at <https://www.sowela.edu/student-life/student-services/health-center/coronavirus/>

The link brings the employee to the form https://stcc.formstack.com/forms/covid19_exposure_report

The form data is stored on a HIPPA compliant third party site and an email is sent to the HR email hrcovidexposure@sowela.edu. The HR staff members have access to the email account.

Positive Exposure Report for Students

Upon positive exposure to Covid-19, students access a link to the reporting form on the School Website located at <https://www.sowela.edu/student-life/student-services/health-center/coronavirus/>

The link brings the student to the form

https://stcc.formstack.com/forms/covid19_exposure_report_students

The form data is stored on a HIPPA compliant third party site and an email is sent to the Executive Director of Enrollment Management and Student Affairs email.

EMPLOYEE RETURN TO CAMPUS PROTOCOL

PHASE 2: SOWELA RETURN TO CAMPUS PLAN

Effective: June 8, 2020

(Goal is to return approximately 50% of workforce, while still maintaining current CDC physical distancing protocols.)

CORE CONCEPTS

- Proceed thoughtfully, carefully, and deliberately.
- Return employees to the workplace gradually and safely.
- Protect the most vulnerable.
- Follow all CDC, state, and regional guidelines.
- Be ready to adjust, including returning to a remote work environment, if the situation indicates
- Mitigate the risk of resurgence.
- Continue to build on innovations developed as a result of the pandemic's impact.
- Be compassionate and flexible.

PHASES

- Phase 0 - Effective March 23, 2020 - Stay-at-home order; state offices closed; essential workers only
- Phase 1 - Effective May 18, 2020 - Stay-at-home order lifted; additional businesses open; continued restrictions on group sizes; limited number of employees returned to the workplace
- Phase 2 - Effective date June 8, 2020 - Additional businesses resume operations; SOWELA brings back additional personnel to increase capacity and functionality
- Phase 3 - TBD; Return to "new" normal; SOWELA returns full staff while continuing telework, scheduling and other measures to maintain social distancing and flexibility.

EMPLOYEES MAY REQUEST ACCOMMODATIONS THROUGH THE HR OFFICE

- Individuals at Higher Risk for Severe Illness from COVID-19 as identified by the CDC (as updated July 17, 2020)
 - People 65 years and older
 - People of any age with the following conditions **are at increased risk**:
 - ✓ Cancer
 - ✓ Chronic kidney disease undergoing dialysis
 - ✓ COPD (Chronic Pulmonary Disease)
 - ✓ Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
 - ✓ Sickle cell disease
 - ✓ Immunocompromised state (weakened immune system) from solid organ transplant
 - ✓ Obesity (body mass index [BMI] of 30 or higher)
 - ✓ Type 2 diabetes mellitus
 - The CDC has also indicated that people with certain other conditions **might be at an increased risk** for severe illness from COVID-19. The CDC maintains a list of such conditions, which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>
- Employees who cannot return to the workplace because they are caring for a child whose school or place of care has been closed due to COVID-19.

- Other qualifying reason

Note: Preferred Accommodation is Telework.

STRATEGIES GUIDING TACTICS AND ACTIONS IN EACH PHASE

- Staffing - Increase staffing incrementally to gradually increase campus operations
- Hygiene and other Mitigation Measures -- Scale hygiene practices into cultural norms
- Innovation - Continue and expand innovative work practices
- Monitoring - Monitor health to ensure the well-being of our campus community

STAFFING

In addition to personnel currently on campus, other employees will be notified by their supervisors to return to campus for at least a portion of their weekly work schedule. Priorities include employees whose roles are:

- Essential to safety
- Essential to reopening of campus
- Essential to maintaining and ensuring cleanliness of campus facilities
- Critical to operations as more employees and students return to campus
- Unable to be performed effectively via teleworking

All other employees are to continue to work from home.

HYGIENE AND OTHER MITIGATION MEASURES

- **STAY AT HOME IF ILL OR EXPERIENCING SYMPTOMS**
Symptoms include:
 - Fever, cough and shortness of breath or difficulty breathing
 - Chills, repeated shaking with chills, and muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
- **SOCIAL DISTANCING**
 - Stay at least 6 feet apart and be mindful of enclosed spaces
 - Use telephones, teleconferences, video conferencing, etc. rather than in-person meetings
 - In-person meetings:
 - ✓ Limit frequency, duration, and number of attendees.
 - ✓ Face coverings must be worn.
 - ✓ Meeting space must allow for adhering to 6-foot distancing.
- **PERSONAL HYGIENE**
 - Wash hands often and vigorously with soap and water for at least 20 seconds.
 - Use hand sanitizer that is at least 60% alcohol, if soap and water are unavailable.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Cover coughs and sneezes with tissues or with your elbow or sleeve.

- FACE COVERING
 - Wear a face mask (preferably cloth) at all times unless working alone in a private office or individual cubicle that allows employee to be at least 6 feet from other individuals.
- CLEANING
 - Increase frequency of cleaning facilities, strictly following CDC guidelines.
 - Particular emphasis is to be given to high-use areas and frequently touched surfaces.
- COMMON AREAS
 - Common areas are to be kept closed, to the extent possible.
 - Practice social distancing in areas such as breakrooms and restrooms that must be left open.
- ADDITIONAL MEASURES
 - Avoid handshakes and hugs
 - Avoid touching frequently used objects and surfaces
 - Avoid sharing office supplies, equipment, and work areas. If sharing is essential, all items should be disinfected before and after use.
 - Avoid sharing papers and physical objects during meetings.
 - Avoid anyone who appears to be sick, or who is coughing or sneezing.

INNOVATION

- TELEWORK
 - Some employees will continue to telework for at least portions of the workweek.
 - Initial Phase 2 goal is to return approximately 50% of employees to the workplace. This % will progressively increase over the ensuing weeks and months in accordance with state guidelines.
- SCHEDULING
 - ELT division leads and supervisors:
 - ✓ have flexibility to utilize modified work schedules (partial or alternate workdays, extended workhours, and staggered days and hours) to facilitate social distancing,
 - ✓ should provide employees with fixed work schedules, and
 - ✓ are encouraged to first return employees who have been unable (or least able) to work productively from home due to the nature of their jobs.
- WORK SPACES
 - Make changes in layout and design to create natural separation of at least 6 feet.
 - Avoid desk layouts that are face-to-face.
 - When appropriate, utilize Plexiglass shields between workstations and for employees who have regular contact with other employees, students, and/or the public.
- PROCESSES
 - Continue utilizing paperless processes already implemented.
 - Identify and digitize paper processes to the greatest extent possible.

MONITORING

- TEMPERATURE CHECKS
 - Employees are asked to check their temperature each day before coming to work.

 - If temperature exceeds 100.4 degrees Fahrenheit, they should notify their supervisor and remain at home.

 - SCREENINGS
 - Employees will complete a weekly COVID-19 screening form
 - Employees are to promptly notify their supervisor and/or the HR Office if:
 - ✓ they have been exposed to COVID-19,
 - ✓ have any COVID-19 symptoms, or
 - ✓ have been instructed to self-isolate.
- Such employees are to stay home until they have been cleared by HR for return to campus.

CAMPUS RESOURCES FOR PHASE 2

TO SUPPORT THE STRATEGIES AND TACTICS IN PHASE 2, THE COLLEGE WILL:

- Provide mandatory Civil Service COVID-19 training to be completed by employees prior to their return to work in college facilities.
- Provide face covering, hand sanitizer, and disposable wipes to all returning employees.
- Provide additional PPE to employees whose jobs require it.
- Enhance cleaning, especially of high-touch items such as door knobs, faucets, etc.
- Provide additional cleaning supplies.
- Provide soap and paper towels in all areas with sinks.
- Provide guidance through the HR Office to improve work space design to ensure that social distancing can be observed.
- Provide signage to support social distancing and additional hygiene measures.
- Provide counter/desk-top plexiglass shields (sneeze guards) for employees who have regular contact with students, other employees, and the public.
- Adjust schedules, shifts, and reporting requirements to help ensure flexibility and social distancing.
- Maintain transformational work practices as needed to help ensure the safety of the college community.
- Provide contact tracing support to the SOWELA Health Center and/or state and local health departments, as appropriate.

Any concerns regarding returning to campus should be directed to your immediate supervisor or the HR Office.

STUDENT RETURN TO CAMPUS PROTOCOL

As the impact of COVID-19 continues, SOWELA will make decisions that provide services to students, while also doing our part to help stop the spread of the virus. Your safety while on campus is our top priority. Our core concepts include proceeding thoughtfully and carefully, while following the Center for Disease Control and Prevention (CDC), state, and regional guidelines. As of June 1st, all SOWELA courses offered on our campuses will adhere to the following guidelines:

- The class format options include online, on-campus, and hybrid (a mix of online and on-campus course work).
 - Online class instruction will be structured as follows:
 - Guided flexible attendance (asynchronous) and/or
 - Virtual Live Class Meetings (synchronous)
- The fall semester academic calendar has been modified, classes will start on August 17 and finals will take place prior to Thanksgiving. Note: some courses may require web or on-campus testing after November 25th.
- SOWELA classrooms will be **restricted to students** only. Friends, family, and children will not be permitted in the classroom or in common areas on campus.
- Students are required to wear masks at all times while on campus. Masks will be provided to students and are available at the One Stop Center located in the Sycamore Student Center. Failure to wear a mask and follow social distancing guidelines while on campus are violations of the student regulations and rules of conduct and may result in disciplinary action.
- Access to public spaces (Library, study rooms, computer labs) will be limited and social distancing will be mandatory.
- Students who have a medical condition placing them at increased risk of severe illness from COVID-19 and want to attend classes on campus should contact the Office of Disability Services at ods@sowela.edu to request accommodations.
- Given the dynamics of the virus, the on-campus class format may change. **Monitor your SOWELA email and Canvas for updates.** Also check out the SOWELA website for COVID updates at <https://www.sowela.edu/student-life/student-services/health-center/coronavirus/>

Take Precautions:

- Maintain social distancing, keeping at least 6 feet away from others.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Sneeze and cough into your elbow or a tissue. Wash hands immediately after.
- 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.
- The Louisiana Department of Health recommends COVID-19 testing for any individuals who are experiencing symptoms such as:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Persistent headaches
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or diarrhea

If you have these symptoms, contact your primary care physician or the SOWELA Health Center, located in the Charleston Building on SOWELA's main campus in Lake Charles. For more information,

<https://www.sowela.edu/student-life/student-services/health-center/>

- **Do not come to on-campus classes if you are sick.** Inform your instructor you are ill. Students should arrange to complete makeup work with their instructor. In some cases, makeup work may be completed online. Students demonstrating signs of illness will be asked to leave class. Students needing an extended absence from class (on-campus or online) due to illness or exposure should inform their instructors as soon as possible to explore and determine their academic options.
- Students attending on-campus classes and testing positive for COVID-19 or having a close contact (as defined by the CDC) with a COVID-19 positive individual, must access a link to the reporting form on the School Website located at <https://www.sowela.edu/student-life/student-services/health-center/coronavirus/> and complete the student COVID-19 exposure form. [A SOWELA employee will contact students regarding close contacts and the return to campus protocol.](#)

According to CDC guidance, **close contact** with someone who has COVID-19 includes:

- Someone who was **within 6 feet of an infected person for at least 15 minutes** starting from 2 days before illness onset (or, for asymptomatic infected individuals, 2 days prior to date positive test specimen was collected) until the time the infected individual is isolated.
 - Someone who provided care at home to someone who is sick with COVID-19
 - Someone who had direct physical contact with an infected person (touched, hugged, or kissed them)
 - Someone who shared eating or drinking utensils with an infected person
 - Someone who had contact with an infected person who sneezed, coughed, or somehow got respiratory droplets on them.
-
- Sanitization stations are available inside or near classrooms and throughout the buildings. Students should sanitize before entering the class and upon leaving. While on campus, students are expected to help with the sanitization of the classrooms by wiping their seats, desks, and computer keyboards with the cleaning supplies provided prior to leaving a classroom.

SOWELA COVID-19 EXPOSURE AND ISOLATION/QUARANTINE PROTOCOL (CDC-BASED GUIDELINES ON ISOLATION/QUARANTINE)

All employees and students must notify the College as soon as possible if they develop symptoms of, or are diagnosed with, COVID-19 or if they have been exposed or are suspected to have been exposed to a confirmed positive COVID-19 individual.

A. Employees/students who have COVID-19 symptoms and/or test positive for COVID-19 are to:

- Self-isolate until **ALL THREE** of the following criteria are met:
 1. No fever (temperature > 100.4 F) for at least 24 hours without the use of medicine that reduces fever such as Tylenol or Ibuprofen; **AND**
 2. Other symptoms have improved; **AND**
 3. At least 10 days * have passed since symptoms first appeared.

B. Employees/students who do NOT have COVID-19 symptoms, but test positive for COVID-19 are to:

- Self-isolate until **BOTH** of the following **TWO** criteria are met:
 1. Continue to have no symptoms (for example, cough, fever, or shortness of breath) since the test, **AND**
 2. At least 10 days have passed since the date of their first positive RT_PCR test for SARS-CoV-2 RNA.

C. Employees/students who have had exposure through close contact (as defined below) with a known or suspected COVID-19 infected individual should do the following:

1. Self-quarantine and stay home for 14 days after last exposure to the close contact.
2. Maintain physical distance (at least 6 feet) from others at all times during period of self-quarantine.
3. Self-monitor for the development of COVID-19 symptoms including fever, cough, shortness of breath, or other known symptoms.

According to CDC guidance, **close contact** with someone who has COVID-19 includes:

- Someone who was **within 6 feet of an infected person for at least 15 minutes** starting from 2 days before illness onset (or, for asymptomatic infected individuals, 2 days prior to date positive test specimen was collected) until the time the infected individual is isolated.
- Someone who provided care at home to someone who is sick with COVID-19

- Someone who had direct physical contact with an infected person (touched, hugged, or kissed them)
- Someone who shared eating or drinking utensils with an infected person
- Someone who had contact with an infected person who sneezed, coughed, or somehow got respiratory droplets on them.

PROTOCOL FOR HANDLING OF REPORTS OF POSITIVE COVID-19 CASES AND/OR EXPOSURES

A. STUDENT CASES/EXPOSURES:

1. If a COVID-19 positive **student notifies a faculty member**, the **faculty member** will:
 - a. Instruct the affected student to submit the *COVID-19 Online Reporting Form* at https://stcc.formstack.com/forms/covid19_exposure_report_students, **AND**
 - b. Submit the following information to their School Dean with a cc to include the Support Coordinator and Program Coordinator. If the student is enrolled in a workforce program, the faculty member will submit the following information to the Executive Director of Workforce Solutions:
 - Student's name and SOWELA identification number
 - Building and room number(s) where the COVID-19 positive student attended classes
 - Last date of student attendance
 - Information, if known, of any "close contact" the student may have had with other individuals at SOWELA.
2. Students may also **directly report** a COVID-19 illness, positive test result, or "close contact" (as defined in CDC-BASED GUIDELINES ON ISOLATION/QUARANTINE, Section C, above) using the *COVID-19 Online Reporting Form* at https://stcc.formstack.com/forms/covid19_exposure_report_students. This form routes to the EDEMSA, or designee.
3. Once an initial report has been made, regardless of the source, the following actions will be taken:
 - a. **Executive Director of EMSA** or designee will do the following:
 - Review the student's class schedule and notify the appropriate School Dean(s) or Executive Director of Workforce Solutions.
 - Contact COVID positive students to determine if additional follow-up/contact tracing is warranted

- Clear the student to return to the classroom/campus when all necessary isolation/quarantine criteria have been met. *
- Email the School Dean(s) and the VCAA or Executive Director of Workforce Solutions when the student is cleared to return to campus.

*Some academic programs may require documentation from the student's physician or may have other requirements for re-entry to the classroom/lab/clinical settings.

b. **Academic Dean** of the student's academic program will:

- Send an email to covidteam@sowela.edu; this email address includes the Vice Chancellor for Academic Affairs, Executive Director of Enrollment Management and Student Affairs, Director of Human Resources, and Vice Chancellor of Finance
- Submit a maintenance work request to the Office of Facilities, Management & Planning to have affected room(s) cleaned and disinfected using subject title of "COVID Cleaning." Work request should include the last date of affected student's attendance.
- Work with faculty to create a plan for an alternate instructional delivery method if the faculty member must be quarantined; the plan will be dependent on whether the faculty member is able to continue to work via telecommuting
- Notify faculty when students are cleared to return to campus.

c. **Office of Facilities Planning and Management** will do the following:

- Close off areas used by the person who is sick until cleaning and disinfecting of the affected area is complete. To help prevent any additional individuals from being infected, wait 24 hours after the infected individual was present on campus prior to cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
- Open outside doors and windows to increase circulation in the area.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc. Products used for disinfection should be those on EPA List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19).
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.

- Do not vacuum a room or space that has people in it. Wait until the room is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- If possible, consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate through the facility.
- Once area has been appropriately disinfected, it can be opened for use and workers and students without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. The space can remain open for use.
- If the determination is made that a building or area of a building needs to be closed for an extended period of time, the proper campus individuals will be notified of the closure.

B. EMPLOYEE CASES/EXPOSURES:

1. If a COVID-19 positive **employee notifies a supervisor**, the **supervisor** will:
 - a. Instruct the employee to submit the *COVID-19 Online Reporting Form* at https://stcc.formstack.com/forms/covid19_exposure_report
AND
 - b. Submit the following information to the Human Resources group email (humanresources@sowela.edu):
 - Employee's name, position, and campus
 - Building and room number(s) where the COVID-19 positive employee worked or taught
 - Last date of being on campus
 - Information, if known, of any "close contact" the employee may have had with other individuals at SOWELA.
2. Employees may also **directly report** a COVID-19 illness, positive test result, or "close contact" (as defined in CDC-BASED GUIDELINES ON ISOLATION/QUARANTINE, Section C, above) using the *COVID-19 Online Reporting Form* at https://stcc.formstack.com/forms/covid19_exposure_report. This form routes to Human Resources.
3. Once an initial report has been made, regardless of the source, the following actions will be taken by **Human Resources**:

Contact the employee:

- a. Confirm their exposure date / began being symptomatic
- b. Confirm if they were in “close contact” with anyone else on campus
- c. Discuss the next steps for them (i.e., self-quarantine, ability to tele-work, leave options)

Notify the employee’s supervisor and/or division head:

- a. Update/confirm the employee’s ability to tele-work
- b. Potential expected date of return to campus

If there was “close contact” with other employees/students, notify those employees, division heads, and EDEMSA accordingly.

Clear the employee to return to the workplace when all necessary isolation/quarantine criteria have been met.

4. **Human Resources** will also submit a maintenance work request to the **Office of Facilities Planning and Management** to have affected room(s) cleaned and disinfected using subject title of “COVID Cleaning.” Work request should include the last date of affected employee’s attendance. The Office of Facilities Planning and Management will handle the necessary cleaning and disinfection in accordance with the protocol described in Section A.3.c. above.

NON-COMPLIANCE PROCEDURES/PROTOCOL

Students

- Students are required to wear masks and follow social distancing guidelines at all times while on campus. Masks will be provided to students and will be available at the One Stop Center located in the Sycamore Student Center. Failure to wear a mask and follow social distancing guidelines while on campus are violations of the student regulations and rules of conduct and may result in disciplinary action. Disciplinary sanctions may be viewed on pp. 113-114 of the 2020-21 SOWELA College Catalog and Student Handbook using the following link:
<https://www.sowela.edu/wp-content/uploads/2020-2021-College-Catalog-Fall-v3.pdf>
- Students who are unable to comply with the mask requirement must contact the Office of Disability Services at ods@sowela.edu to receive an accommodation.

Employees

- Masks will be provided to employees. Employees are required to wear masks and follow social distancing guidelines at all times while on campus. Failure to wear a mask and follow social distancing guidelines while on campus will be considered acts of non-compliance and may result in disciplinary action.
- Employees who are unable to comply with the mask requirement must contact the Office of Human Resources at humanresources@sowela.edu to request an accommodation.

FACILITIES PLAN AND PROTOCOL

The teams listed below have been developed to assist with re-opening the campus. Each team will have predetermined tasks, but additional tasks may be added to accommodate different situations.

- Sanitizing/Disinfecting
- Security
- Support
- Administrative
- Emergency Response

Sanitizing/Disinfecting Team

The sanitizing team consists primarily of custodial staff. The Lake Charles Campus Team contains 5 personnel while the Jennings and Oakdale sites each have one member. The Lake Charles and Morgan Smith sites also include additional personnel from the WESTAFF agency. Standard custodial procedures which include, but are not limited to, emptying trash, sweeping, mopping and wiping/sanitizing hard surfaces will be performed throughout each building. The Sanitizing/Disinfecting team will also perform the following:

- Disinfecting of restrooms
- Disinfecting of Classrooms (to include commonly touched areas such as desks and tables)
- Ensuring hand sanitizer stations are adequately stocked

Disinfecting and sanitizing solutions that the EPA has determined are effective in combating the COVID-19 virus will be utilized. Additionally, a sprayer that emits a fine mist of water containing an EPA approved COVID-19 disinfecting solution will be utilized. The Sanitizing/Disinfecting Team will be provided with the proper PPE (gloves, masks, etc.) for their protection and others around them while performing their tasks.

Security Team

The Security Team consists of the current Security Department personnel which includes four personnel in Lake Charles, one in Oakdale, and one in Jennings. Security will provide support in maintaining access control and ensuring social distancing protocols are followed. They will be as diligent as possible in ensuring that only authorized individuals are on-site and will work to prevent groups of individuals from congregating on site unnecessarily. Other duties include:

- Supporting faculty in the enforcement of social distancing guidelines
- Conducting walking patrols throughout the opened buildings
- Ensuring that masks are being worn
- Monitoring traffic direction
- Assisting with sanitization/disinfection

- Securing COVID-19 exposure areas

Security Team members will monitor the building/classroom capacities dictated by the phasing guidelines and share any concerns regarding classroom capacities with the Vice Chancellor for Academic Affairs.

Support Team

The Maintenance Department, which has five personnel, will serve as the Support Team. The Support Team will assist other teams, as needed. Support team members may also serve on the Emergency Response Team (ERT). The Support Team will help ensure that standard HVAC filters are regularly replaced with HEPA filters which will provide additional protection for students, faculty, and staff.

Administrative Team

The Administrative Team will consist of two Facility Specialists. The Administrative Team will have responsibilities as follows:

- Ordering disinfecting supplies
- Ordering personal protective equipment (PPE)

The Administrative Team members will maintain the supplies needed for the Sanitizing Team and personal protective equipment (PPE) for the employees on the Sanitizing Team, Security Team, Support Team, and other areas as directed by the Executive Director of Facilities.

Emergency Response Team

The Emergency Response Team (ERT) is responsible for cleaning/disinfecting areas that have had a known COVID-19 exposure. The ERT will consist of staff personnel from the following areas:

- Security
- Custodial
- Maintenance
- WESTAFF

Disinfecting and sanitizing affected areas will be accomplished by the use of foggers containing an EPA/COVID-19 approved solution and sprayers containing a bleach/water mixture.