

**LSU HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LOUISIANA**

**POLICY NUMBER:** 4568-20

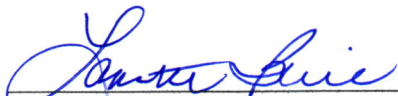
**CATEGORY:** COVID-19 Return to Regular Work Location

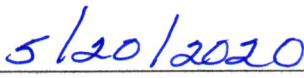
**CONTENT:** Policy and Procedures to be followed for the LSU Health Care Services Division Headquarters (HCSDA) staff returning to their regular work locations during COVID-19.

**APPLICABILITY:** This policy shall be applicable to all employees of the Health Care Services Division Administrative Offices (HCSDA) in Baton Rouge and New Orleans. This policy also applies to any person domiciled and/or present on HCSDA premises as a result of a contractual and/or working agreement, or vendor.

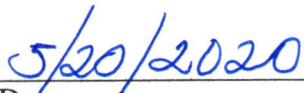
**EFFECTIVE DATE:** Issued: May 18, 2020

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Chief Operations Officer  
LSU Health Care Services Division

  
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Date

  
\_\_\_\_\_  
Director of Human Resources

  
\_\_\_\_\_  
Date

**LSU HEALTH CARE SERVICES DIVISION ADMINISTRATIVE OFFICES (HCSDA)  
COVID-19 RETURN TO WORK LOCATION POLICY**

**I. STATEMENT/PURPOSE OF POLICY**

To establish a formal policy and guidelines for HCSDA employees returning to regular work locations during COVID-19. This policy will establish required procedures for such employees.

HCSDA intends to follow guidelines issued by state officials, LSU President Directives, LSU Health Sciences Center Administration, medical professionals, and recognized health organizations to safely return employees to their regular work locations during the COVID-19.

Should additional information and/or requirements be issued, this policy will be revised as necessary.

**II. IMPLEMENTATION**

This policy and subsequent revisions to the policy shall become effective upon approval signature and date of the HCSD Chief Operations Officer (COO).

**III. EMPLOYEES WHO MAY BE ILL OR WHO HAVE BEEN ILL WITH COVID-19**

If you are sick or experiencing symptoms of COVID-19 or another respiratory or gastrointestinal illness, follow proper call-in procedures and **DO NOT REPORT** for duty. If you are at work and begin experiencing symptoms, request sick leave and immediately leave the workplace.

Symptoms of COVID-19 include, but are not limited to: cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, loss of taste or smell and gastrointestinal issues. As more is learned about COVID-19, new symptoms are identified. Always check with your healthcare provider if you have symptoms of illness.

Employees who have been ill with COVID-19 are prohibited from returning to work until at least 72 hours have passed since recovery and: (1) have been fever free without using fever-reducing medications and (2) show improvement in respiratory symptoms including no longer coughing or having shortness of breath and (3) it has been at least 7 days since symptoms first appeared.

**IV. SOCIAL DISTANCING**

Because COVID-19 spreads mainly among people in close contact, upon returning to regular work locations and continuing until further notice, employees are required to stay at least six (6) feet away from other people and avoid gathering in groups. Social distancing is required in the common areas such as break rooms, kitchens, meeting rooms, restrooms,

entering/exiting the building, and all other locations/public areas outside of your office or cubicle where employees are participating in work related activities or non-work related activities. Employees should not enter a co-worker's workspace without permission, speak from outside the doorway maintain a distance of at least six (6) feet. Employees should avoid in-person meetings unless an issue cannot be addressed by email, phone or video.

Restrooms: While we realize they may be a reason to act otherwise, we are encouraging single use of restrooms at this time.

## V. PERSONAL PROTECTION

We must all do our part to protect our personal health and safety, as well as the health and safety of others.

- A. Masks:** While in any workplace location other than a private office or cubicle, employees must wear a face mask or face covering. Face mask or face covering must cover nose and mouth areas. Avoid touching the mask while wearing it. Cloth masks should be washed frequently, ideally after each use. While some masks may be available by HCSDA, employees should not count on that availability and have their own personal purchased or homemade mask available for use.

According to the Center for Disease Control (CDC), masks slow the spread of COVID-19 and help to prevent those who are unknowing, asymptomatic carriers of the virus from spreading it. To maximize effectiveness, masks should be worn in such a manner that frequent adjustments are unnecessary. When masks are removed, employees should avoid touching their eyes, nose, and mouth and should wash hands or use hand-sanitizer after removing. Care should be given to safely storing mask/face covering when not in use.

- B. Gloves:** The use of gloves in the workplace is discouraged unless gloves are used for a specific unsafe, risky, or potentially dangerous task. Gloves should be disposed of once task has been completed. Wearing gloves on a continual basis throughout the day may result in the transfer of bacteria or other contaminants from one surface, substance, etc., to another. Instead, employees should practice good hygiene by frequently washing their hands with soap and water and/or using hand-sanitizer.
- C. Mail Handling:** Complete activities in well-ventilated areas. Employees should avoid touching mouth, eyes, or face when handling mail. If employee chooses to wear gloves while handling mail, gloves should be removed when completing mail processing activities and immediately dispose of gloves and wash hands.

## **VI. HAND WASHING/SANITIZER**

To slow the spread of COVID-19, employees should avoid touching eyes, nose and mouth with unwashed hands. Employees should frequently wash hands with soap and water for 20 seconds. If soap and water are not available, hand sanitizer containing at least 60% alcohol should be used. Hands should also be washed and/or cleaned with hand sanitizer when entering the workplace and before/after leaving common areas, including kitchen and restrooms, before/after eating, before/after using copiers and any other shared office equipment.

While HCSDA will attempt to maintain hand sanitizer in the workplace, employees should attempt to have a personal supply of hand sanitizer to use at personal workstations.

## **VII. KITCHENS/FOOD/BEVERAGES**

Employees must wear masks and practice social distancing while in the kitchen/breakroom areas. You are encouraged to use paper towels to touch any surface. Employees bringing lunch may consider whether they wish to use the refrigerators in the kitchen/breakroom or use personal coolers. Microwave ovens should be wiped down before and after use.

Ice Machines: A mask must be worn when getting ice from the ice machines. The ice scoop should be used, not cups. However, you must use a glove or paper towel on the scoop handle and dispose of the paper towel or glove once you are finished.

## **VIII. CLEANING PERSONAL WORKSPACE**

Employees should regularly clean frequently touched areas in their personal workspaces, including tables, chairs, desktops, book shelves, file cabinets, books/manuals, and door knobs, etc.

Frequently touched electronic equipment, such as phones, keyboards, printer, mice, etc., in personal workspaces should be cleaned regularly following these directions.

- Do not clean your monitor. It is not frequently touched.
- Never spray liquid directly on the electronic equipment. Spray a cloth or paper towel with the liquid and then wipe the electronic equipment.
- Never wipe the electronic device with a cloth or paper towel that is dripping wet. Wring it out before wiping the electronic equipment.
- If using pre-soaked cleaning cloths, wring them out before wiping the electronic equipment.

HCSDA plans to have cleaning supplies available. However, employees may need to supply their own.

**IX. MEETINGS/CONFERENCE ROOMS/WORK ROOMS**

In person meetings shall be kept to a minimum until further notice. Employees are encouraged to use electronic resources if available. Should you have any questions regarding electronic meeting resources available, please contact the IT Department.

Only large conference rooms should be used if an in person meeting is necessary. Meeting room must accommodate a social distancing requirement of six feet of separation for everyone in attendance. At the ABO, the large conference rooms are: Conference Room 1, Conference Room 2 and the Training room. At the Foundation Building 3<sup>rd</sup> floor, the only large conference room is: Room 320, the open meeting area on the southwest corner of the building.

Small workrooms/conference rooms shall only be used for no more than 2 person to ensure social distancing.

**X. Elevators**

Employees of the Foundation Building shall follow any requirements issued when using the elevator. Employees are encouraged to use their discretion to maintain social distancing.

**XI. VISITORS**

Visitors to the buildings should be kept to an absolute minimum until further notice. Visitors will be required to wear a facemask upon entering the building. HCSDA may provide a face mask, if available, to a visitor who does not have one. If you are expecting a visitor to the building, visitor shall be informed of the face mask requirement in order to enter. If visitor refuses, you may ask them to return at another time or you can assist them while maintaining social distancing.

**XII. OTHER PRACTICES TO MINIMIZE SPREAD OF COVID-19**

- A. Avoid using phones, pens and other office items not assigned to you.
- B. Refrain from touching or leaning on your co-workers' desks and workstations.
- C. Keep your office area clean and avoid bringing unnecessary items to the office.
- D. Don't share food.
- E. When eating lunch with co-workers, remember that it is essential that you maintain social distancing.
- F. When visiting with co-workers, remember to wear masks and maintain social distancing.
- G. Avoid hand-shaking. Use greetings which do not involve touch.
- H. Minimize personal contact by using electronic communication whenever possible.
- I. When possible, e-mail documents rather than print and share hard copies.

### **XIII. MANDATORY REPORTING**

- A. All employees shall notify their supervisor and Human Resources Director if the employee or a household member develops symptoms associated with COVID-19.”
- B. Employees who have been in contact with someone known to have COVID-19, should contact Human Resources before reporting to duty.

HCSDA reserves the option to prohibit an employee from duty based on individual risk assessment following exposure or possible exposure to COVID-19. Employee may be required to self-isolate for fourteen (14) days and a medical release may also be required before returning to the office. The health and safety of HCSDA employees remains a top priority.

### **XIV. INFORMATIONAL RESOURCES**

Employees are encouraged to educate themselves regarding COVID-19 and best practices to slow spread of the illness. Recommended websites:

- A. Center for Disease Control and Prevention:  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- B. Louisiana Office of Public Health:  
<http://www.ldh.la.gov/index.cfm/subhome/16>

### **XV. CONSEQUENCES**

Failure to comply with policy may result in disciplinary action up to and including dismissal.

### **XVI. EXCEPTIONS**

Any exceptions to this policy must be approved by the HCSD Chief Operations Officer. Requests for an exception should be submitted to Human Resources Administration for review.