

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

**POLICY NUMBER:** 4568-23

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

**CONTENT:** Policy and Procedures to be followed for the LSU Health Care Services Division Administration (HCSDA) staff as a Result of 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 21, 2020  
Revised: April 8, 2021  
Revised: April 19, 2022  
Reviewed: April 17, 2023

**INQUIRIES TO:** Human Resources Administration  
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**NOTE: Approval signatures/titles are on the last page.**

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

## **I. STATEMENT/PURPOSE OF POLICY**

To establish a formal policy and guidelines for HCSDA employees returning to regular work locations on a full-time or temporary basis during and after 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.

COVID activity will continue to be monitored. If another variant causes case numbers and hospitalizations to increase, HCSD may be required to re-instate certain measures to ensure the safety of employees. This policy will be revised as necessary.

## **II. IMPLEMENTATION**

This policy and subsequent revisions to the policy shall become effective upon approval and signature of the HCSD Chief Executive Officer (CEO) or Designee.

## **III. VACCINATION**

HCSDA recommends that employees be vaccinated against COVID-19. Even after being vaccinated, it is important to note that everyone must continue to follow other preventive measures such as wearing masks and social distancing, as applicable and/or directed.

For purposes of this policy, a fully vaccinated individual is one who is greater than 2 weeks out from completing the COVID-19 series. For 2-dose vaccines, this would be 2 weeks after the second dose of vaccine. For the 1-dose vaccines, this would be 2 weeks after having received the vaccine. COVID vaccine booster shot(s) are also advised and encouraged to support efforts in reducing the spread of the virus.

## **IV. 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 on-site 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, flu like symptoms, and/or 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.

## **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 at Administrative Business Office (ABO) in Baton Rouge:**

1. Masking at the ABO is no longer required, but is optional.
2. Employees who prefer to continue to wear a mask are encouraged to do so.
3. As we recognize that some employees may have reasons to remain masked, we would ask that those around them remain masked as well, when in closed spaces like meeting rooms, individual offices, break rooms, etc.
4. We will respect the needs of other to remain as safe from infection as possible.

### **B. Masks for Employees Domiciled Outside of Baton Rouge ABO:**

1. Employees shall follow all procedures and/or requirements for masks as appropriate for their location.

### **C. 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.

### **D. 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. SOCIAL DISTANCING**

Because COVID-19 spreads mainly among people in close contact, upon returning on-site to regular work locations, employees are encouraged to continue social distancing as appropriate and/or required based on your specific work location.

## **VII. HAND WASHING/SANITIZER**

To continue to slow the spread of COVID-19, to include cold, flu, etc., employees should:

- A. Avoid touching eyes, nose and mouth with unwashed hands.
- B. 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.
- C. 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.

**Note:** 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.

## **VIII. KITCHENS/BREAK ROOMS**

Employees are encouraged to continue social distancing while in the kitchen/breakroom areas if appropriate and/or directed. You are encouraged to use paper towels to touch any surface. Microwave ovens should be wiped down after use.

Ice Machines: The ice scoop should be used, not cups. You must use a glove or paper towel on the scoop handle and dispose of the paper towel or glove once you are finished.

## **IX. 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.

## **X. MEETINGS/CONFERENCE ROOMS/WORK ROOMS**

- A. In person meetings shall be kept to a minimum. Employees are encouraged to use electronic resources if available. Should you have any questions regarding

electronic meeting resources available, please contact the IT Department.

- B. Only large conference rooms should be used if an in person meeting is necessary. Masks will be required should an attendee make such a request.
- C. Small workrooms/conference rooms should only be used for no more than 2-3 persons to ensure some social distancing.
- D. Employees domiciled outside of ABO in Baton Rouge shall follow any requirements in place for your work location regarding meetings.

## **XI. ELEVATORS**

Employees domiciled outside of ABO in Baton Rouge shall follow any requirements issued for your work location, when using the elevator.

## **XII. VISITORS**

- A. Visitors to the ABO should be kept to a minimum.
- B. Visitors at the ABO will have an option to wear a facemask upon entering the building.
- C. Employees domiciled outside of ABO in Baton Rouge shall follow any requirements in place for your work location regarding visitors.

## **XIII. OTHER PRACTICES TO MINIMIZE SPREAD OF COVID-19, COLDS, FLU**

- 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 to maintain social distancing if applicable and/or required.
- F. When visiting with co-workers, remember to wear masks and maintain social distancing if applicable and/or required.
- 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.

#### **XIV. MANDATORY REPORTING**

The health and safety of HCSDA employees remains a top priority.

- 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 on-site.
- C. HCSDA reserves the option to prohibit an employee from on-site duty based on individual risk assessment following exposure or possible exposure to COVID-19.
- D. Employee may be required to self-isolate in accordance with guidelines issued by recognized health organizations.
- E. HCSDA also reserves the option to require COVID testing as deemed necessary.
- F. A medical release may also be required before returning to the work location.

#### **XV. INFORMATIONAL RESOURCES**

Employees are encouraged to educate themselves regarding COVID-19 and best practices to slow spread of the illness. Recommended websites as well as any WILMA lessons which may be assigned:

- 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>

#### **XVI. CONSEQUENCES**

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

#### **XVII. EXCEPTIONS**

The HCSD CEO or designee may waive, suspend, change or otherwise deviate from any provision of this policy they deem necessary to meet the needs of the agency as long as it

does not violate the intent of this policy; state and/or federal laws; Civil Service Rules and Regulations; LSU Policies/Memoranda; or any other governing body regulations.

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