



Rodney A. Ellis, Ed.D.  
Chancellor



## Office of the Chancellor

**Monday, April 6, 2020**

Dear SUSLA Community,

Since my last update on March 27, 2020, we have learned that there are three (3) additional positive cases of COVID-19 (coronavirus) that affect our University community. These cases pertain to two (2) full-time staff members and one (1) student. We regret to report that one of the staff members has also passed away. We ask that you keep these individuals and their families in your thoughts and prayers. We also ask that if you have details about the health conditions of these individuals that you practice confidentiality as guided by their health information privacy rights.

As mentioned previously, as SUSLA learns of employees and students who have been exposed, extra cleaning and sanitation is being provided to those spaces known to have been recently visited by these individuals. In addition, continuous cleaning and disinfection is occurring in all facilities. Additionally, please know that SUSLA has instituted processes to inform employees and students who may have been in direct contact with these individuals. The purpose of these communications is to offer the CDC recommended guidelines for those who come in contact with those who have been or may have been affected with COVID-19. Regardless if you are contacted, we encourage everyone to continue to abide by the Governor's Stay at Home order and CDC's guidelines on protecting yourself.

As you know the Governor's Stay at Home order has been extended until April 30, 2020. In-person classes were cancelled on March 16 with an immediate transition to alternative instruction by faculty and students. SUSLA had no known threats reported at that time. After Spring Break ended (week of March 23), online/distance education began on March 30. SUSLA will continue this instructional delivery model through the end of the Spring 2020 semester, and *likely throughout Summer 2020*. On March 20, all employees, except essential employees, who had not already transitioned to working from home, began working 100% from home. SUSLA will continue this teleworking model for these employees through May 4, the Monday after the Governor's Stay at Home order ends. *However, please know this could be extended based on guidance from the State of Louisiana*. On May 4, the current plan is to transition to a hybrid teleworking model that allows for scheduled working time on-campus and at home. The details of these schedules will be guided by your own departments' determination of how to best serve our customers, accomplish work goals, but most importantly, protect yourself from potential exposure. Our University administration will continue to support electronic learning platforms for students, along with remote work environments for employees, which align with the social distancing mandates of both local and state agencies. As additional safety guidelines are presented, SUSLA will distribute them to students, faculty and staff.

If you display symptoms or think you have been exposed to the Coronavirus, please follow the CDC Coronavirus guidelines ([cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)) and seek medical help. **The University emphasizes the CDC directives regarding those who have possibly been in contact with someone diagnosed with COVID-19:**

- Self-quarantine and self-monitor for symptoms for up to 14 days

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- According to the CDC, symptoms may include fever, cough, shortness of breath or respiratory symptoms
- If symptoms are present at any time, self-isolate and contact a healthcare professional immediately.
- Let your healthcare professional know that there has been exposure to someone with COVID-19 so that you can be tested if warranted.

All individuals, regardless of contact with someone with COVID-19, should continue to follow CDC guidelines to decrease the chances of contracting and spreading the virus:

- Wash your hands with soap and water for at least 20 seconds.
- When soap and water are not available, use hand sanitizer with at least 60 percent alcohol.
- Avoid touching your eyes, nose and mouth.
- Avoid close contact with people who are sick.
- Cover your cough or sneezes with tissue, then throw the tissue in the trash.
- Cough into your elbow.
- Allow at least 6 feet of space between you and other people.
- Clean and disinfect frequently touched objects and surfaces.

All SUSLA employees who have initiated testing, or have tested positive, are asked to self-report by completing the **Incident Report Form and the Employee Return to work Travel Exposure Screening Questionnaire** at <http://www.susla.edu/subhome/145>. We will continue to operate in the spirit of transparency, factual reporting, resiliency, and respect. For updates on the coronavirus, visit <http://www.susla.edu/subhome/145>. If you have additional questions, please contact Human Resources Director, Wayne Bryant at [whbryant@susla.edu](mailto:whbryant@susla.edu).

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. A. Ellis".

Rodney A. Ellis, Ed.D.