COVID-19 Return-to-Campus-Activity Planning Guidelines
Interim Plan (Summer and Fall 2020)

I. Overall Goals and Safety Principles for Resumption of On Campus Activity

As a School of Public Health, we should be guided by the best public health science available, and in the absence of sound science, we should reply upon the good judgement of our public health community. The safety and wellness of our students, staff, faculty and visitors is our primary concern. Common across plans for all School activities are physical distancing and appropriate physical sanitation as well as highly visible health safety reminder signage.

The key factors permitting resumption of operations include: (i) confidence that the incidence of infection is genuinely low, (ii) a surveillance system that is well functioning and capable of promptly detecting any increase in incidence, (iii) a public health system that is reacting robustly to all cases of COVID-19 and has surge, (iv) capacity to respond to a rise in incidence.

II. Student Education

A. The School's Continuity of Educational Operations plan went into effect March 16, 2020 and will remain in effect for Summer Term 2020.

B. Spring 2020 Pre-Commencement and Summer 2020 orientation will be held via Zoom.

C. Educational operations will continue through remote education as follows:
   - Faculty will utilize remote instruction. This will include holding a minimum of one class session via Moodle or other remote platform per week. These sessions may include one or more video lectures, PowerPoint presentations, interactive assignments, or reading and writing assignments as determined by course directors.
   - Communication will be maintained via Moodle announcements and/or email by the course director including details on assignments such as submission method.
   - Limited in person sessions may be facilitated on campus for exams or other assessment measures. These must be scheduled through the Dean and Associate Dean for Academic Affairs (ADAA) so appropriate locations can be confirmed.
   - Course directors will report to the ADAA student involvement in remote methods as collected during class sessions (attendance at synchronous sessions via Zoom,

Moodle log of student viewing, assignment submission, emails). This is to verify all students are accounted for and participating.

- Course directors should report any lack of student response to ADAA.

D. Roles and Responsibilities
   a. **Faculty -** must contact their students to set expectations.
      1. Ensure that each course has a Moodle presence.
      2. Develop and communicate to students, Program Director and ADAA amended syllabus or syllabus addendum to include course work, expectations and assignments that will change due to remote course administration.
      3. Course directors will report to the ADAA student involvement in remote methods as collected during class sessions (attendance at synchronous sessions via Zoom, Moodle log of student viewing, assignment submission, emails). This is to verify all students are accounted for and participating.

   b. **Students :**
      1. Students will be required to contact course faculty to verify their ability to participate in remote sessions within the first week (7 days) of semester. If additional technical or academic support is required, contact ADAA or IT Help Desk as soon as possible. Additional instructions related to required software can be found through the IT support page below. Students impacted by events prohibiting communication will be addressed on a case-by-case basis by the Dean.
      2. Sign up under LSUHSC Text Alert System
         https://911.lsuhsc.edu/eas/textemailalerts.aspx
      3. Ensure your LSUHSC credentials, password and security questions are up to date. *Passwords can be reset by going to*
         https://www.lsuhsc.edu/changepassword/
      4. Log on to the Moodle site within 48 hours of notification to receive further information regarding contacting course faculty for assignments, etc.
      5. Monitor LSUHSC email to ensure receipt of all official school communications.
      6. Faculty will continue to expect the same level of responsibility and performance from students during an event.
      7. Students are required to keep up with course work during the event as specified on course syllabi and Moodle.
      8. Students are required to turn in assignments on time during the event period and once the university campus has reopened.

9. Students should also monitor the main LSUHSC site (www.lsuhsc.edu) for general information and may also reference these useful links:

Campus Emergency Alerts:	https://911.lsuhsc.edu/
Moodle:	https://moodle.lsuhsc.edu/login/index.php
Zoom:	https://www.lsuhsc.edu/admin/it/helpdesk/zoom/default.aspx
SPH IT Suppor:	https://sph.lsuhsc.edu/resources/computer-support/
Remote Teaching Resource List:	bit.ly/rtresourcelist

III. Research and Service/Practice

Research and Service/Practice activities include individual analysis, computation, writing and communicating. Institutional Operations include the Business Office, Information Technology and Academic Affairs personnel. Many activities are well-suited to remote operations and nearly-self-isolated work.

Students, faculty and staff engaged in many research and service/practice activities can work remotely (at home) or in single-person offices. Faculty and staff, in consultation with their Program Directors or Direct Supervisors, will determine their plans, personnel affected, space/resource requirements, and any other considerations (e.g. shared space, personal risk factors), and therefore their appropriate safe resumption of operations on campus.

For persons who remain working remotely during Summer 2020, periodic Remote Work Request authorizations must be completed, on-line using LSU's Microsoft Office application. Further, periodic updates on remote work will be provided to Program Directors or Direct Supervisors.

For personnel returning to campus, a brief plan of appropriate use of facilities will be prepared with each Program Directors or Direct Supervisors. Students, faculty and staff with single-person offices do not need a plan. Those with multiple person offices will prepare a plan that includes descriptions of when/where work will be accomplished. The plan need not be elaborate on communicating or prioritizing space needs, and may include platooning or office space or other ideas.