



Foreign Languages & Literatures Departmental Safety Plan

Summary

This is only a summary of the Departmental Safety Plan. Please familiarize yourself the full plan.

Administrative Office

- The front door to the department administrative office will remain closed to the public
- Faculty and visitors are asked not to visit the office in-person unless it's deemed necessary
- Only one person can enter the office at a time
- Administrative staff will report to work on alternate days or weeks during non-peak times. There might be times during office hours where no one is on duty
- Plexiglass shields will be installed as a precaution

Cleaning

- All commonly touched surfaces (shared counters, break areas/food preparation areas, door and drawer knobs, copy machines, equipment touch screens, etc) will be disinfected daily
- Employees are asked to disinfect kitchen, copier, and other commonly touched surfaces after use
 - Spray disinfectant with wipes/paper towels will be provided

Visitors

Faculty and staff are not allowed to bring guests to the department (including family members and friends) who are not directly affiliated with the University. Visitors must also adhere to the University's physical distancing guidelines as well as to the Departmental Safety Plan.

Faculty Offices

- Faculty who share offices will need to develop a plan so that both will not be in the office at the same time
- If not possible, both will wear masks, be six feet apart, and not share equipment or supplies.

Common Areas

- Employees must wear a mask within the premises
- No congregating in hallways
- Only two persons can be in the kitchen at a time
 - It is strongly advised that employees finish their meals in their offices
- Maintain six feet apart from each other
- The person making copies in the workroom will be responsible for cleaning the copier before and after use

Exposure to COVID-19

Should you receive a positive test result for COVID-19 or become aware of exposure to someone with COVID-19, you are required to notify your direct supervisor and the LSU Emergency Operations Center (EOC) at reportcovid@lsu.edu and stay home to avoid spreading the virus.