

**OFFICE OF THE CHANCELLOR**

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June 19, 2020

Dear Faculty and Staff,

I hope this message finds you and your family safe and doing well. Our transition from working remotely and physically returning to work continues to move forward smoothly. Many thanks to our housekeeping staff and campus police for going above and beyond in making certain that our environments are safe.

Again, I also **thank you** for adhering to the guidelines of *not* coming physically to work when feeling ill, going through the check-in points prior to entry, wearing face coverings as you move around the buildings, and seeking immediate advice from your medical provider if experiencing any symptoms associated with COVID-19.

Please be advised that while the check-in points will continue to perform temperature checks before entry, **starting Monday, June 22, the wellness screening forms will no longer be required.** Upon entry, you will be asked by the check-in officer or personnel if you are feeling well that day or experiencing any symptoms. If you have no fever and no illness, you will be provided with a wrist band for entry. If you indicate “yes” that you are feeling ill or if you register with a fever, this will be documented by the check-in individual and you will not be permitted entry. This same process will be in place for all upon entry, including continuing and prospective students, scheduled visitors, and contractors. *Students* will be receiving similar notification and instructions to immediately contact their instructors or the department personnel they planned to meet that day regarding their illness or denial of entry due to fever or illness at the check-in points.

If an *employee* is ill or is denied entry due to fever or illness, it is the employee’s responsibility to notify the supervisor of the nature of the absence immediately. Appropriate action may be taken for failure to contact the supervisor within the specified time frame. See the [Employee Handbook’s Employment Standards Section on “Absence.”](#) As always, please immediately contact your supervisor and Human Resources if you have been diagnosed with COVID-19.

As a reminder, here is a quick outline of the expectations below to make certain that everyone fully understands what must be done to keep us all safe:

- Facial Coverings – A mask, scarf, bandana or other such facial covering must be worn upon entering and leaving all Delgado facilities. They must also be worn in halls, walkways, stairwells, elevators, kitchens, break rooms, meeting rooms and restrooms. Employees are encouraged to bring their own, but supplies will be available for those unable to do so. Although it is preferable to wear a facial covering at all times, employees assigned to a private office or individual cubicle may remove the facial covering while working alone within their designated work space; however, if a co-worker enters that office the mask must be worn. The facial covering should fully cover the mouth/nose area and may not contain images or text that is inappropriate or may be offensive to others.

- Physical Distancing – Employees are required to maintain a minimum distance of 6 feet from others at all times. There should be no more than two people in an elevator at one time. In-person meetings are permitted, but should be limited in frequency, duration and number of attendees. In such meetings, face coverings must be utilized and the meeting space sufficient to satisfy the 6-foot distancing rule. Preferably telephones, teleconferences and video conferencing should be used.
- Personal Hygiene – Frequent hand-washing with soap and water is required. Vigorous washing for no less than 20 seconds is recommended. If available, hand sanitizers also should be frequently used. Coughs and sneezes should be covered.

In line with the Governor and Mayor’s implementation of Phase 2, we remain in Phase 4 (Students and Additional Employees Return) of the College’s plan. Please note that we are continuing with the College’s summer schedule, and points of entry are open from 7:00 a.m. to 9:30 a.m. Monday through Thursday and other times as designated on the chart below, which provides specific details. The College’s updated Return to Work plan is available [here](#).

<b>PHASE 4 COLLEGE-WIDE POINTS OF ENTRY</b>		
<b>Campus/Site</b>	<b>M-Th</b>	<b>Location/Entry Points</b>
		<b>7:00 a.m. – 9:30 a.m.*</b>
<b>City Park Campus</b> 7:00 a.m. – 6 p.m.	OPEN Daily	City Park Campus Buddy Bolden Way (Access to Buildings 1, 6 & 37) Orleans Avenue (Eastside of Building 1, gate area) Orleans Avenue (Between Buildings 4 & 10) Navarre Avenue (Gate between Building 2 Westside & WYES) <i>*Open 7:00 a.m. – 3 p.m. for students and visitors</i> Campus Police (Building 10) <i>*Open 7 a.m.- 6 p.m.</i>
<b>Jefferson Site</b> 7:00 a.m. – 6 p.m.	OPEN Daily	Jefferson Site Blair Drive (Gate closest to Building eastside)
<b>Maritime Center</b> 7:00 a.m. – 6 p.m.	OPEN Daily	Maritime Center Gentilly Blvd. (Second Gate)
<b>River City Site</b> 7:00 a.m. – 6 p.m.	OPEN Daily	River City Site Driveway (On the northside of the site)
<b>School of Nursing</b> 7:00 a.m. – 6 p.m.	OPEN Daily	School of Nursing Perdido Street Parking Garage (1 <sup>st</sup> floor entrance)
<b>Sidney Collier Site</b> 7:00 a.m. – 6 p.m.	OPEN Daily	Sidney Collier Site Louisa Street
<b>West Bank Campus</b> 7:00 a.m. – 6 p.m.	OPEN Daily	West Bank Campus General Meyer @ Hunley Street

I continue my expectation that we all work hard to assist students in registering for fall classes in a safe way. Also, the COVID-19 Taskforce continues to meet regularly to discuss our reopening plan, review the implementation of our plan, and assess the safety protocols. I appreciate your patience and cooperation as we proceed through this unprecedented challenge.

Sincerely,

Larissa Littleton-Steib, Ph.D.  
Chancellor