



## SOUTHERN UNIVERSITY AT NEW ORLEANS

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Office of the Chancellor

### MEMORANDUM

**To:** Faculty and Staff  
**From:** Dr. James H. Ammons, Jr., Interim Chancellor  
**cc:** Atty. Tracie Woods, SUBR/HR  
Ms. Katina Jones, SUNO/HR  
**Date:** August 11, 2020  
**Re:** SUNO Return to On-Site Work Model

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Over the last several months, Southern University at New Orleans (SUNO) has and continues to manage and operate during these unprecedented times as a result of the COVID-19 pandemic. The university's COVID-19 Task Force has created a "Safe@SUNO" plan that focuses on the academic calendar, campus facilities and buildings, housing, dining and more. It was developed in partnership with the Ochsner Health System, which provided its expertise and guidance to layout the health and safety guidelines for our return to campus.

We have moved from Phase I to Phase II to comply with the state of Louisiana and city of New Orleans guidelines. During Phase II, employees must adhere to the following protocols:

1. Employees will return to work unless the employee has COVID-19 or COVID-19 symptoms.
2. Employees who have recovered from COVID-19 may return if their position is deemed essential.
3. Any employee applying for an ADA accommodation or Extended FMLA will be required to return to work until their application is approved and they have been notified by Human Resources.
4. Any employee with underlying conditions that put them at higher risk if diagnosed with COVID-19 must apply for an ADA Accommodation. Employees will not be allowed to continue to work from home unless they have received approval from HR. Any employee currently telecommuting must request an ADA accommodation to determine if their telecommuting agreement will be extended.
5. Any employee facing childcare problems due to delays in the start of school or school-implemented virtual learning, must apply for Extended FMLA if the employee has to stay home and care for their children.

Additionally, SUNO has implemented several precautionary measures to protect our employees and students. These measures include, but are not limited to:

- A partnership with Ochsner Health System to assist with campus safety measures.
- A partnership with New Orleans East Hospital to provide on-site COVID-19 testing.
- Providing Personal Protective Equipment (PPE) to all employees and students.
- Increased sanitization of campus facilities/buildings, offices, and classrooms.
- Installation of Plexiglas shields and desk partitions for faculty and staff.
- Constant monitoring of HVAC Systems to properly filter airflow.

Finally, SUNO will provide three (3) options for Fall 2020 Semester academic instruction:

1. Traditional — classroom-based face-to-face courses.
2. Online — internet-based courses.
3. Hybrid — a combination of classroom-based and internet-based courses.

SUNO recognizes that the health and safety of our campus community have been and continues to be the University's top priority across all planning areas. We encourage you to take the time to read through the "Safe@SUNO" plan. SUNO is utilizing several communication methods to reach faculty, staff, and students. These include answering inquiries via emails addressed to [COVID19@suno.edu](mailto:COVID19@suno.edu), social media outlets, as well as [www.suno.edu](http://www.suno.edu), the university's website.

Thank you for your commitment and stay safe.

***WE ARE SOUTHERN!***

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