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SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION BUILDING

4TH FLOOR

BATON ROUGE, LOUISIANA 70813

FAX NUMBER
(225) 771-5522

August 10, 2020

TO: Southern University Baton Rouge Employees

RE: SUBR Return to On-Site Work Model

Southern University Baton Rouge (SUBR) continues to manage and operate during these unprecedented times as a result of the COVID-19 pandemic. The Southern University Baton Rouge (SUBR) Transition Team has developed a detailed Transition Plan to return the campus to full operations. On **August 10, 2020**, the SU System Office and SUBR moved from Phase I to Phase II of the SUBR Transition Plan. However, employees will be required to return to work on Monday, **August 17, 2020**. During Phase II, employees will adhere to the following:

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. If an employee applies for an ADA accommodation or Extended FMLA, the employee will be required to return to work until their application is approved and the employee has been notified by HR.
4. Employees with underlying conditions that are at a higher risk if infected with COVID-19 must apply for an ADA Accommodation. An employee will not be allowed to continue to work from home unless they are approved for an ADA accommodation. Employees who are currently telecommuting must request an ADA accommodation to determine if your telecommuting agreements will be extended. HR will approve all telecommuting agreement extensions.
5. Employees facing childcare issues due to delayed school starts or schools implementing virtual learning, must apply for Extended FMLA if the employee has to stay home and care for his/her children.

Additionally, please know SUBR has implemented several measures to protect our employees and students. The measures include but are not limited to:

1. A partnership with Ochsner Health System to assist with campus safety measures.
2. A partnership with CareSouth Health Centers to provide on-site COVID testing (BR landmass).
3. Provide Personal Protective Equipment (PPE) to all to employees and students.
4. Increase sanitization of campus buildings, offices, and classrooms.
5. Install Plexiglas shields in high-traffic areas.
6. Monitor HVAC systems to filter airflow.

Lastly, all SUBR classes will provide academic instruction in three ways:

2. Traditional — Face-to-Face teaching in classroom
3. Hybrid — a combination of in-person and online teaching
4. Online — a traditional class that is converted to an online class for the fall semester

SUBR recognizes that these are very challenging times. However, employees and students are our first priority. We are totally committed to minimizing health and safety risks for employees, students, and visitors when you return to your offices and classrooms. To keep you informed, a web page has been developed dedicated to the coronavirus. Please find the link below:

SUBR
www.subr.edu/COVID19

Thanks for your commitment and stay safe.

WE ARE SOUTHERN!

Sincerely Yours,



Ray L. Belton, Ph.D.
President-Chancellor

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Excellence*
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