Louisiana Department of Health
Phase 3 Re-Entry Plan & Guidance

**No less than 50% but no more than 75%**

LDH will implement a phased in plan where we will bring no less than 50% of employees back into all LDH work locations during Phase 3, but no more than 75%. All LDH locations must take into consideration 6ft social distancing from other employees and face covering must be worn. LDH employees would come back to work according to their normal work schedule and appointing authorities will decide who would be required to come back according to business needs. COVID-19 vulnerable group employees may continue to work from home as long as LDH-Human Resources has medical certification provided by a physician on file.

For further guidance please go to COVID19: LDH Employee Guidance & Resources located here: https://ldh.la.gov/index.cfm/page/2555

Self-Assessment/Temperature Taking

Self-assessment remains in place for all LDH employees that physically return to an LDH location for daily work. If LDH employee has COVID like symptoms, they shall contact their supervisor and not come into the office. For further guidance please go to COVID19: LDH Employee Guidance & Resources located here: https://ldh.la.gov/index.cfm/page/2555

Temperature taking/screening shall remain at all LDH locations and no one (LDH employee/visitor) with a temperature of 100.4 degrees or higher shall be permitted any further into the LDH location.

It is recommended that a person is tasked or a sign-in log is maintained, keeping a count of employees entering or exiting the LDH work location to ensure no more than 75% of your employees are onsite at any given time. If at any time the LDH location is over 75%, the site may deny access or someone may be asked to leave to maintain the locations 75% capacity.

Face Covering and Social Distancing

Face covering and social distancing shall remain in place at all LDH locations. In accordance to governors’ orders and OPH guidance face covering must be worn when in public and in common workspaces (i.e. cubical). For further guidance please go to COVID19: LDH Employee Guidance & Resources located here: https://ldh.la.gov/index.cfm/page/2555

Sanitizing/Disinfectant Wipes or Sprays

Sanitizer/Disinfectant will be available at LDH locations and inventory maintained by the site/agency/office for LDH employee/visitor use. Items include instant hand sanitizer, disinfectant wipes/sprays, sanitizing wipes/sprays, extra face covering for visitors. etc.

Sanitizing/disinfectant wipes and/or instant hand sanitizer dispensers will be placed in areas where there is no water source to wash hands. (I.e. conference rooms, elevators, copy rooms, etc.)

All LDH locations should place sanitizing/disinfectant wipes and/or sprays in a shared or easily accessible areas to allow employees to disinfect/sanitize their workstation prior to/after their scheduled work shift.

When exiting the restrooms it is recommended LDH employees/visitors not directly touch the
door handle and to use the paper towel they used to dry their hands to pull the door handle open to exit the restroom and dispose of paper towel properly (a trash can should be put by the entrance/exit).

When using appliances in breakrooms/kitchens it is recommended you use a paper towel/napkin to access refrigerators and/or when pushing buttons to vending machines or on microwaves.

**Entrance and Exit Points**

- It is recommended that shared employee access doors remain open to minimize the touching of door handles. This should only be done in LDH “employee only” areas.

- Public doors that separate LDH employees from visitors are to remain shut and secure, but sanitizing/disinfectant wipes and/or instant hand sanitizer should be placed by the door.

**Conference Rooms**

- Please note that ZOOM is the preferred meeting/conferencing option in lieu of in-person meetings and ZOOM must continue to be used by LDH employees unless it is absolutely necessary to have an in-person meeting.

- LDH employees that must host a physical in-person meeting in conference room must ensure there is adequate instant hand sanitizer in the conference room for attendees and face covering be worn at all times in addition to the 6ft social distancing guidelines during any in person meeting.

- Conference room table and chair handles must be wiped down immediately after the meeting by the meeting host.

**Elevators**

- If the property owner permits an LDH work location to limit elevator capacity, it is recommended that no more than four (4) riders be in an elevator at a time and all riders must have proper face covering. Please keep in mind that we do not want employees congregating while waiting for elevators and face covering along with the 6ft social distancing must be adhered to.