

OFFICE OF THE CHANCELLOR

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March 11, 2020

Dear Delgado Community College Faculty and Staff:

Louisiana's first presumptive positive cases of COVID-19, commonly referred to as coronavirus, have been reported. There will likely be other cases and it is my goal to safeguard the health of all Delgado students, faculty and staff.

That being said, it is important to note that there have been no reports of COVID-19 among the Delgado community that we know of at this time. However, the college is taking significant steps to ensure that our campuses and sites are safe for all.

Our local four-year university partners have already announced or may soon announce the suspension of face-to-face instruction and a transition to remote instruction. At this time, Delgado is not suspending face-to-face instruction. However, please be assured that we are prepared to implement instruction online or by other remote means should it be determined that normal operations are a public health risk.

My message to you from the beginning has been that this is a fast-changing situation and that my unwavering objective is to continually provide you with timely, correct information and to develop action steps related to instruction, safety, and business continuity. Please rest assured that we have done just that.

This is not the time to panic or sound the alarm. My Delgado Community College family, we are prepared. I will communicate with you regularly, and updates about the disease and ongoing

efforts to keep the Delgado community healthy are being posted on the [Delgado website](#) and social media.

Sincerely,

Larissa Littleton-Steib, Ph.D.

Chancellor

Additional information:

Self-isolation is when a person does not leave their home for a designated period of time to eliminate the opportunity of exposing others to any germs or infectious diseases they may have. During self-isolation you should take these steps to monitor your health and practice social distancing:

- Take your temperature with a thermometer two times a day and monitor your fever. Also, watch for cough or trouble breathing.
- Stay home and avoid contact with others. Do not go to work or school for this 14-day period. Discuss your work situation with your supervisor or professors before returning to work and classes.
- Do not take public transportation, taxis, or ride-shares during the time you are practicing social distancing.
- Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.
- Keep your distance from others (about 6 feet or 2 meters).

If you get sick (including a fever, cough, or trouble breathing) you should take the following actions:

- Seek medical care. Call ahead before you go to a doctor's office or emergency room.
- Tell your doctor about your recent travel and your symptoms.
- Avoid contact with others.

Reminder on preventive actions:

Please adhere to safe health practices to reduce your risk for infection from this and many other infectious diseases:

- Wash your hands often (using soap and water for at least 20 seconds), especially after you have touched someone who is sick. If soap and water are not available, then use an alcohol-based hand sanitizer.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- If you have cold or flu symptoms, make sure to cover your coughs and sneezes by using the crook of your arm or disposable tissues. If you use disposable tissues, throw them away after use and then wash your hands with soap and water.
- Avoid sharing drinks with others.
- Maintain a balanced diet, exercise, stay hydrated, and get plenty of rest.
- Clean and disinfect frequently touched objects and surfaces.
- If you think you are sick, call your healthcare provider for assistance.

Additional prevention techniques can be found at the [CDC site on prevention](#).