

FOR FACULTY & STAFF

Continuing the academic and community mission of Centenary College during the COVID-19 pandemic will require shared responsibility and an increased concern for not only our own safety and well-being but also that of all others with whom we share our campus and our larger community in Shreveport-Bossier City.

All members of the Centenary College community – students, faculty, and staff – are asked to affirm the following promises to keep the College moving *Forward Safely* during this time:

- I will **perform a self-check** for COVID-19 symptoms each day before arriving on campus. I understand that there are tools provided for this process and that I may be asked to show proof of completion and/or receive a temperature check once I arrive on campus.
- I will **wear a face covering** whenever I am in the presence of others in **all spaces** on campus. I understand that I am not required to wear a mask when I am **alone** in a personal space (my office, my car, walking alone on campus).
- I will **maintain a minimum of six feet of social distancing** at all times and in all spaces on campus.
- I will **wash my hands with soap and water** after touching any high-traffic surfaces and will keep hand sanitizer available for times when hand washing is not available or practical.
- I will comply with **COVID-19 related signage** posted on campus.
- I will follow the **current policies on business and personal travel** and will adhere to the quarantine/medical clearance requirements when I return.
- I will not **knowingly come into contact** with a person who has been diagnosed with COVID-19. If contact is unavoidable because the person is an immediate family member, I will notify Human Resources.
- I will **notify Human Resources** if I receive notification that I was exposed to a person who has tested positive for COVID-19.
- I will **stay home and seek medical assistance** if I experience any symptoms of COVID-19. I will stay home until I am diagnosed or provide medical clearance to Human Resources.
- I will follow Centenary's **quarantine requirements** if I receive a positive test. I will stay home for 14 days following the positive test.
- I will **get a flu shot** unless advised not to by my doctor.
- I will **actively participate** in any required training relating to COVID-19 safety measures and will **stay abreast of changes** communicated by the College as the situation evolves.
- I understand the College may conduct or participate in contact tracing in accordance with health department recommendations.
- I will **respect the concerns** of other community members and encourage all colleagues to fulfill the *Forward Safely* promise.



FORWARD SAFELY PROMISE