



**XAVIER UNIVERSITY OF LOUISIANA**

**Dr. Reynold Verret**  
President

March 5, 2020

Dear Faculty and Staff,

We are paying close attention to the latest developments on the corona-virus (COVID-19) epidemic. The progression of the virus in recent weeks requires that we take steps in emergency preparations to assure our responsiveness towards keeping the campus environment healthy and safe.

A task force has been convened to lead the university's response to this growing health concern. While at the current time there has been no imminent threat to our local community, we want to be ready should there be an outbreak. To this end, the task force is reviewing our emergency plans and assessing our protocols related to infectious diseases (such as seasonal flu, etc.). If there are any changes to our current procedures or protocols during this evolving situation, the Office of the President along with Student Health Services will update you.

We are also taking specific precautions to minimize the potential impact of COVID-19 on campus.

Non-essential domestic and international travel for university business is suspended effective immediately. Necessary exceptions will require submission of a request to the Vice President of your division for review and approval.

Additional measures of cleanliness have been instituted in our buildings and hand sanitizer dispensers will be installed within campus buildings.

A web page has been established to provide updated and reliable information regarding COVID-19. Click [here](#) to access the page. Once again, all faculty and staff are encouraged to download the XULA Safe app, our primary source of communication for messaging during emergencies.

To protect ourselves and others in the Xavier community, it is important that we each take the following precautions:

- Avoid close contact with people who are sick
- Respectful nods and smiles should replace handshakes and hugs
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Wipe down frequently touched surfaces often.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after using the restroom, before eating, and after blowing your nose, coughing, or sneezing.

The above tips can help prevent the spread of the flu, and they are effective against the spread of COVID-19, as well. **It's also not too late to get the flu shot.**

Xavier University will continue to address this situation with care and diligence. As the days ahead bring greater clarity, Xavier will remain committed to a safe and healthy environment for our students, faculty, staff and visitors.

Best Regards,

A handwritten signature in black ink, appearing to read "Reynold Verret".

Reynold Verret  
President  
Xavier University of Louisiana