



XAVIER UNIVERSITY OF LOUISIANA

Dr. Reynold Verret

President

Xavierites,

The World Health Organization has declared the coronavirus outbreak a global health emergency. The United States Department of Health and Human Services is instructing Americans not to travel to China at this time.

So as to ensure the health and safety of the Xavier community, the University is prohibiting all Xavier employees and students from traveling to China on university business until further notice.

With no confirmed cases of the coronavirus in Louisiana, we have no reason to believe that the Xavier community is at elevated risk.

Out of caution, we ask all supervisors to notify Kevin Wolf, Associate VP of Human Resources, if they have any employees who have travelled to China within the last two weeks (*after January 18th, 2020*). Also, any Xavier employee with a member of their household who has been to China as of the last two weeks should notify Mr. Wolf.

According to the Centers of Disease Control and Prevention (CDC) guidelines, we also requiring any university employee returning from the China to self-quarantine for 14 days from the date of return. Please note that employment status will not be negatively impacted, and those individuals will be compensated during their self-quarantine.

Should you have any questions and or concerns, please contact the Office of Human Resources at 504-520-7537.

Sincerely,

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

Reynold Verret

President

Xavier University of Louisiana