



TO: ABC Faculty
ABC Staff
FROM: Richard E. Jackson, J.D.
Executive Vice President
[Handwritten signature]
SUBJECT: Extension of Work from Home Notice
DATE: February 14, 2021

As the Senior Management Team continues to monitor the most current developments and expert guidance on the COVID-19 pandemic, it appears that the most prudent action to take at this time on behalf of the ABC campus community is to further extend the Work From Home mode of operation pending wider distribution of the approved vaccines to the age groups represented by our faculty and staff. Therefore, **the previously announced “Work From Home” notice is further extended through March 7, 2021.** With the exception of the change of effective end date of the Notice of November 25, 2020 (and the December 7, 2020, the January 3, 2021 and the January 24, 2021 extensions thereto), it remains in full force and effect regarding **required advance authorization to be on College premises and mandatory reporting of COVID-19 possible exposures, symptoms and testing.** Additionally, unless explicitly modified by this notice, all Presidential Directives and EVP memos pertaining to COVID-19 related matters issued since March, 2020 remain in full force and effect.

From now until March 7, 2021, ABC employees (and consultants) are directed to do the following:

- **Work exclusively from home through Sunday, March 7, 2021.** Permission to enter the campus or any building thereon during this time may only be granted by me, the President or Keaton Walkine (Director of Campus Operations and Facilities). Campus security personnel will continue to work their assigned shifts during this time period. Persons with current written authorization to reside on campus are granted exceptions to this directive to allow them to have access to their on-campus residences.

- **Report any suspected exposure** to a person diagnosed as positive for the COVID-19 virus immediately (within 24 hours) to me via phone at 615-687-6892 or via email at rjackson@abcnash.edu. I will provide further instructions once contacted.
- **Report any positive COVID-19 virus test result** to me immediately (within 24 hours) via phone at 615-687-6892 or via email at rjackson@abcnash.edu. I will provide further instructions once contacted.
- **Report any symptoms commonly associated with the COVID-19 virus** being experienced to me via phone at 615-687-6892 or via email at rjackson@abcnash.edu. Symptoms include headache, sore throat, fatigue, loss of appetite, muscle aches and pain, chills or shaking, nasal congestion or runny nose, diarrhea, nausea or vomiting. I will provide further instructions once contacted.

Similarly, faculty or staff to whom a **student reports that they are experiencing difficulty with class assignments because of COVID-19 or other health-related reasons** are to immediately contact the Vice President for Institutional Strategy and Academics at phildreth@abcnash.edu.

Beginning, Monday, March 8, 2021, faculty, staff and consultants may resume their on-campus schedules as previously designated by the vice president to whom they report.

Lastly, all members of the ABC campus community are strongly encouraged to take advantage of the earliest opportunity to receive a COVID-19 vaccination.