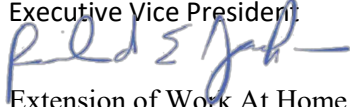




**TO:** ABC Faculty  
ABC Staff  
**FROM:** Richard E. Jackson, J.D.  
Executive Vice President  
  
**SUBJECT:** Extension of Work At Home Notice  
**DATE:** March 7, 2021

American Baptist College will remain in “Work At Home” status to allow more members of the College’s faculty and staff to become eligible to receive the COVID-19 vaccines that are being made available. With the exception of the change of effective end date of the Notice of November 25, 2020 (and the December 7, 2020, January 3, 2021 and February 14, 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 April 4, 2021, ABC employees (and consultants) are directed to do the following:

- **Work exclusively from home through Sunday, April 4, 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](mailto: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](mailto: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](mailto: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](mailto:phildreth@abcnash.edu).

All members of the ABC campus community are strongly encouraged to take advantage of the earliest opportunity to receive a COVID-19 vaccination. Each member of the Senior Management Team has received at least one dose of either the Pfizer or the Moderna vaccine and as a result have begun to resume a more regular campus work schedule. Hopefully we are approaching a time (maybe as soon as April 5, 2021) when the campus can be made more generally available and regularly scheduled working hours can be resumed for all faculty and staff.