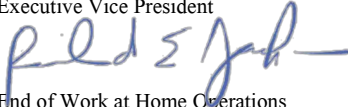




TO: ABC Faculty
ABC Staff

FROM: Richard E. Jackson, J.D.
Executive Vice President


SUBJECT: End of Work at Home Operations

DATE: May 31, 2021

After more than a year of primarily working from home because of government and health related precautions related to the COVID-19 pandemic, American Baptist College faculty and staff are to **return to on campus work, effective Tuesday, June 1, 2021.**

DAILY HEALTH ASSESSMENT & CHECK-IN

- ABC employees who have not provided proof of being fully vaccinated with a CDC approved vaccine prior to May 29, 2021 should continue to adhere to CDC health guidelines as referenced in Presidential Directive 2020-11
- Daily, upon arrival on campus for work, each employee must immediately report to the Campus Checkpoint located at the front desk in the lobby of Griggs Hall (on the 1st floor), to have their temperatures checked.
- **Employees (consultants and other visitors to campus) who have been fully vaccinated may provide proof of vaccination to the designated employee at the said Campus Checkpoint (or to the vice president to whom they report) and thereafter will be excused from having to undergo daily temperature checks and the submission of health assessment forms.**
- ALL employees, consultants, contractors and visitors who have not provided proof of vaccination, upon entering the campus, (with the exception of delivery personnel such as US Postal Service, UPS, and FedEx) must comply with daily health assessments and/or temperature screenings each day when reporting to the ABC campus. This will be conducted by the designated employee at the said Campus Checkpoint, and may also be assisted by security personnel at the main campus gate.
- Employees are required to provide notice of potential exposure if they have been in contact with someone who has COVID-19. Employees who have had close contact with someone known or suspected to have COVID-19 or who develop symptoms of the virus, must **self-quarantine for at least 14 days**. Such notice shall be provided to the Executive Vice President in writing prior to reporting to work on any given day. Employees who are required to self-quarantine may utilize accrued, but unused, annual or sick leave to remain in pay status while quarantined.
- BEFORE returning to work, please discuss any symptoms that you may have experienced personally (or by anyone within your immediate household) with your supervisor. Any medical requests/notifications made will be kept confidential.

ABC faculty and staff who have not been vaccinated are encouraged to obtain one of the CDC approved vaccinations to lessen the likelihood of health consequences for themselves or their colleagues and to eliminate the necessity of reporting to the Campus Checkpoint on a daily basis.

OTHER "WORK ON CAMPUS" STRATEGIES TO MITIGATE THE IMPACT OF COVID-19

- ❖ Social distancing should be practiced, adhering as best as possible to federal, state and local social distancing guidelines.
- ❖ Use of face masks and/or facial shields while on campus and in the presence of fellow employees is a requirement.

- ❖ Adherence to the directions that will be provided on signage and instructional flyers posted in and near restrooms, building entryways and other high-traffic areas around campus for social distancing, hand-washing, face coverings and other health precautions.
- ❖ Utilization of the free-standing hand-sanitizing stations that will be strategically placed at building entryways and high-traffic areas
- ❖ Routine after use cleaning of all surfaces beyond that typically performed by the College's contracted cleaning service.

WORKING IN OFFICE ENVIRONMENTS

If you work in an open environment or shared space, be sure to maintain at least 6 feet of distance from any others. Consider staggering chairs or desks to achieve 6 feet of distance in instances requiring large gathers (e.g. staff meetings of more than 2-3 persons). You should wear a face mask/covering at all times while in a shared workspace/room. You should use your own computer, phone, headset and equipment, and not use the equipment of other colleagues.

Each unit should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees and other co-workers such as:

- Place visual cues such as wall or floor decals, colored tape or signs to indicate where people should stand or sit while waiting
- Shared resources (e.g., community pen holders and pens, magazines in main office areas, etc.) should be removed.

If you work in a personal office, no more than one person should be in the office unless the required 6 feet of distance can be consistently maintained. If more than one person is in a room, face masks/coverings should be worn at all times.

Face masks/coverings must be worn by every person in a reception/receiving area, and at all times on campus in public settings (e.g., common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, break-rooms, campus outdoor spaces, in restrooms, etc.).

BUILDING ACCESS CONTROLS

Entry to buildings will be regulated and monitored. Where applicable, your ABC ID card is required for entry to all buildings, and you may not hold or prop open exterior doors for any other person. After entering a building, sanitize your hands at the nearest sanitizer station and follow signage and all physical distancing guidelines displayed therein.

The college will identify suitable building access points. Where possible, unit heads should attempt to coordinate arrival and departure times of employees, consultants, students, and campus visitors (including contractors) to reduce congestion during the typically busy hours of the day. For example, employee arrivals and departures should be scheduled in 15-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc. Staggered schedules should be considered for lunch and break times, and for access to designated eating areas on campus.

Once you have been authorized to return to campus, you should ONLY arrive and depart campus through the designated building access points. Employees should also report at the designated time, where applicable, to limit the number of people entering and exiting buildings at any one time.

ALL visitors and guests (i.e. vendors, contractors, or delivery personnel) must also comply with the guidelines contained in these protocols while on campus or in buildings. All persons are strongly advised to abide by campus-wide signage and building-specific protocols.

Limited Access and Building Closures-

- ❖ Until further notice the Health & Wellness Center will be temporarily closed.
- ❖ Access to the Susie McClure Library will be restricted because construction activities related to the elevator addition project are underway.

- ❖ The Lewis-Scruggs Development Center will be used ONLY for limited access for scheduled meetings. All scheduling for access to said buildings must be requested through Ms. Mary Carpenter at mcarpenter@abcnash.edu.
- ❖ Due to the construction activities occurring at the Susie McClure library; **faculty, staff, students and visitors are to use the gate located furthest from the World Baptist Center for ingress and egress to the campus until further notice.** The gate located closest to the World Baptist Center is restricted for use by construction related personnel and vehicles only, until further notice.

RETURN TO WORK AND VACCINATION INCENTIVES

To facilitate our return to work and the achievement of “herd” immunity among our campus community, the College will provide a vaccine incentive of \$250.00 to all full-time ABC employees who provide proof of full vaccination on or before June 30, 2021. A final decision about a vaccine incentive for part-time employees, adjunct faculty and consultants will be made and announced by July 31, 2021. The College will be regularly providing light meals and/or snacks throughout June and July to enhance the sense of community as we return. Finally, faculty and staff will be hearing from Dr. Jewell Brazelton about the availability of counseling resources as we attempt to overcome the isolation and trauma we have all experienced over the last year.

I look forward to seeing and working with each of you as we create our post COVID-19 new normal.