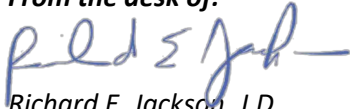


From the desk of:

A handwritten signature in blue ink, appearing to read "Richard E. Jackson", with a horizontal line extending to the right.

Richard E. Jackson, J.D.
Executive Vice President
December 31, 2021

To All Employees, Faculty and Staff of American Baptist College:

As we turn the page from 2021 to 2022, updates are needed on several of the items I referenced in my memo of December 22, 2021.

Please note the following:

- **Extension of Holiday Season Break/COVID Booster mandate:** Because of the rapid increase in the spread of the COVID-19 virus caused largely by breakthrough infections caused by the Omicron variant, we are **delaying the post-holiday reopening of the campus until Wednesday, January 5, 2022**. This delay is because COVID-19 boosters will now be required for all employees, consultants and contractors working on campus, and all students desiring to participate in in-person classes and/or on campus activities during the 2022 spring semester. Employees are to use Monday, January 3, 2022 and Tuesday, January 4, 2022 to schedule and obtain a COVID-19 booster shot (if they have not already obtained one). **All ABC employees (including adjuncts scheduled to teach classes during the 2022 spring semester) must provide proof of having received or scheduled a COVID-19 booster shot to the VP to whom they report, the staff person manning the Griggs Hall check in station, or to Ms. Mary Carpenter in the Office of the President by 12 noon on Wednesday, January 5, 2022.** With the exception of adjunct instructors, all ABC employees are to be present on campus and available for work on Wednesday, January 5, 2022. Failure to comply with booster requirement and to be present on campus will result in the employee being considered to be in “absent without leave” status and no pay will be provided for the month of January, 2022 until the employee is in complete compliance. This directive supersedes and overrides any prior guidance provided, whether oral or in writing (including, but not limited to, the written communication provided earlier this week to faculty and staff reporting to the VP for Institutional Strategy and Academics).

Note: Previously identified essential employees (security, utility and IT personnel) should report for the normal working hours on Monday, January 3, 2022 and Tuesday, January 4, 2022.

Until further notice, masks are to be worn while on campus unless a person is the sole occupant of an assigned work space.

- **Accessibility while working remotely:** Effective January 1, 2022, any employee being compensated while working remotely, must provide to the VP to whom they report _ to Ms. Mary Carpenter in the Office of the President, a working home or cell phone number and be available during normal working hours to answer or respond to a work-related call placed to that number within 30 minutes. Employees are once again reminded to initiate and respond to your voicemail and to consider forwarding their work phone to their home or cell phone to assure their accessibility for work related matters.

- **Network Upgrade:** We have made considerable progress in upgrading our internet networks and systems and providing for “in the cloud” data storage and backup during the holiday break. These network and system enhancement will require a level of access security that we have not been accustomed to in the past but will be absolutely essential going forward. Therefore, if your ABC assigned computer has not been analyzed and upgraded by a member of the IT staff since December 10th, 2021 you should not use it to attempt to access to CAMS or other network drives. When checking emails, do not click on any internet links unless you are absolutely certain that it comes from a legitimate source.

IT personnel will need to examine and re-configure all ABC computer devices specific before they will be able to connect to ABC Network and systems going forward. Any personal computer devices you desire to use to access the College’s networks or systems hereafter will also need to be approved and specifically configured to do so by ABC IT personnel.

To be clear: *Effective immediately, you will not be able to connect to ABC networks or systems until IT installs the new configuration on the device you will be utilizing. (If IT has yet to contact you, upon your return to work after the holiday break please contact the IT Department to ensure your ABC device receives this upgrade.)*

- **COVID Home Self-Tests :** Before returning to campus on January 5, 2022, you should use a COVID home self-test kit, adhering to the following test schedule:
 1. Faculty and staff should conduct a first self-test during the New Year’s weekend and note the results, then
 2. Secondly, conduct an additional test on January 4, 2022 in order that users can obtain solid results of the test.
 3. If you do not receive a negative result on both self-tests, you should immediately notify the ABC Vice President to whom you report and **quarantine for ten (10) days** before returning to the College’s campus. ABC has made an intentional decision to continue to require a ten (10) day quarantine period to better protect everyone in our campus community.
 4. Please find Summary Instructions -for use of the ABC provided COVID home self-test kits on the next page
- **2022 Kickoff Town Hall Meeting:** President Harris is planning a town hall meeting that will provide an opportunity to shed further light on issues that arose as we wrapped up 2021, including, but not limited to, Strategic Plan updates, COVID-19 related developments, staffing changes, and accreditation self-study planning. This Town Hall meeting will likely be scheduled for January 5th, 6th or 7th, 2022. Keep an eye on your email for further details.

If you have any questions on the above, please contact the VP to whom you report for additional clarity. I look forward to seeing all of you upon our return on January 5, 2022.

iHealth COVID-19 Antigen Rapid Test Instruction SUMMARY

(users are encouraged to follow the specific instructions in each Test Kit Box)

1. **Prepare Materials:** Open the package and take out the COVID-19 Test Card-in-Pouch, the Tube filled with extraction buffer and the swab.
2. **Collect Sample:** Using the swab, brush the interior of each nostril with at least 5 circular strokes
3. **Process the Sample:** Insert the swab with sample into the tube and stir 15x, mixing your sample and test liquid (included in kit tube) and then squeeze the tube and swab head to mix the liquid with your sample.
4. **Add Sample:** After removing the small cap of the tube, apply 3 drops of the sample liquid to the COVID-19 Test Card
5. **Wait 15 Minutes:** *(Users should be mindful to wait 15 minutes to gauge results. Users ought not wait longer than 30 minutes to ensure accuracy in test results.)*
6. **Read Result:** Using the Test Result Explanation in the Test Kit Instructions, Users can determine the positive or negative result using the by using the Guide for results.
7. **After Completion,** Users can dispose of the samples and kit components in the trash.
8. **Report Results:** Employees who do not get a negative result from both tests should contact the VP to whom they report for additional instructions *before* returning to campus.