

From the desk of:


Richard E. Jackson, J.D.

Executive Vice President

February 22, 2022

RE: End of COVID-related “Work at Home” mode of operation

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

The College will end its most recent COVID-related “Work at Home” mode of operation at the end of the work day on Monday, February 28, 2022 and resume its normal on-campus operations on Tuesday, March 1, 2022. All full-time employees (including academic personnel) are to report for work on-campus on March 1, 2022 and resume on-campus work hours consistent with the College’s standard work schedule of 10:00 am to 6:00 pm, unless an alternative on-campus work schedule has been approved in writing by the Vice President to whom they report.

The on-campus schedules of part-time employees, on-site consultants and contracted service workers will be governed by the institutional agreement(s) pertaining to their work. As previously directed, **all ABC employees, on-site consultants and contracted service workers are required to submit written verification of full vaccination (including at least one booster) for the COVID-19 virus**, if you have not already done so. Requests for exemption from the COVID-19 vaccination requirement must be submitted to the Executive Vice President (abcevp@abcnash.edu) and approved in order for the employee, consultant or contracted service worker to continue to be compensated after February 28, 2022.

Academic classes for the 2022 Spring Semester will continue to be in remote learning modality for the remainder of the academic term. On-campus housing for students will not be offered for the remainder of the (spring) semester. To the fullest extent possible, faculty/staff interactions with students are to be conducted via telephonic or video conferencing. Interactions with students that cannot be accomplished via telephonic or video conference are to be conducted by appointment only, requiring the student to present to the Griggs Hall check in booth for COVID-19 screening prior to being cleared to proceed to the designated on-campus appointment location.

To help protect our individual and collective health and safety, group gatherings on campus involving students or other persons from outside the ABC campus community will be limited at least through June 1, 2022. Requests for exceptions to the general restriction must be submitted in writing to and approved by the Senior Management Team.

OTHER IMPORTANT INFORMATION –

- **New Network Log-In Protocol Required for ABC Assigned Computers and Other Devices:**
Upgrade: if your ABC assigned (computing) device 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 resources. All ABC computer devices will need a specific configuration

to connect to ABC Network and systems going forward. Any personal computer devices needing to access the College's networks or systems hereafter will also need to be 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 contact the IT Department to ensure your ABC device receives this required upgrade.)

- **COVID:** The most current information available relating to the COVID-19 virus (particularly the Omicron Variant) shows an improving forecast for the greater Nashville area. Locally, the latest round of the virus appears to have peaked with fewer positive test results, hospital admissions, ICU bed utilization, and deaths being reported. To keep the ABC campus community as safe as possible, masks will still be required when inside any ABC building, except when you are alone in a designated personal workspace. This mask requirement will remain in effect until further notice. Employees are reminded to use sanitizing solution to wipe down shared surfaces and areas after each use.
- **SECURITY:** ABC has been advised by local and federal law enforcement agencies to be on heightened alert in light of the recent bomb threats targeting HBCU campuses. To assist our security personnel in identifying the vehicles of members of the ABC campus community, please make sure your parking tag is easily visible in/on the front windshield or rear-view mirror of your vehicle. The gate for the main roadway into the campus will be closed more frequently than has been the case in the past to limit the ability of persons unknown to the campus to place suspect packages. Easy visibility of your parking tag will assist our security personnel in determining that you and your vehicle have a legitimate purpose for being on campus.

Last, but certainly not least, you should have received an email on Saturday, February 19, 2022 informing you that President Harris was recovering from a medical procedure. All signs indicate that he is making good progress. He has temporarily reassigned some of his routine, day to day responsibilities and is being appropriately informed of developments, activities, accomplishments and issues on a regular basis. Cards and other well wishes for Dr. Harris' speedy and complete recovery may be provided to Ms. Carpenter in the President's Office. Dr. Harris and his family have specifically requested that no food items or floral arrangements be offered at this time. We will keep you posted on Dr. Harris' progress as it is made available.