



EDWARD WATERS COLLEGE

OFFICE OF THE PRESIDENT | A. ZACHARY FAISON, JR., J.D.

MEMORANDUM

To: Edward Waters College Community

From: Dr. A. Zachary Faison, Jr., President & CEO

Date: May 28, 2020

Re: UPDATE - Resumption of On-Campus Operations & Plans for Summer/Fall 2020

The administrative team at Edward Waters College (EWC) has been working diligently since my last communication (May 15, 2020) to ensure an effective and sound resumption of on-campus operations. An institutional realization of the local, state, and national impacts of the COVID-19 pandemic has created a state of ever-evolving implications on the reengineering and movement to a new operational normalcy. Pursuant to the on-going communications from the Office of the President, **this memorandum is to provide significant updates regarding the planning and implementation of campus operations to date.**

As such, I am writing to apprise you of new information regarding when and how normal business operations will resume at EWC over the coming weeks and months. Please note, that our resumption of operations plan and its subsequent details regarding the resumption of on-campus operations **will remain contingent upon information received through the ongoing and continuous monitoring of infection rates, recommendations from local, state, and national health authorities (i.e. Centers for Disease Control, National Institutes of Health, etc.), and the state of Florida and city of Jacksonville** health and safety assessments, testing, and treatment outcomes, guidance and protocols.

Therefore, Edward Waters College has made modifications to the phased reopening of its on-campus operations with particular details as follows:

Employee Resumption of On-Site Work Schedules: Campus Operational Protocols

ALL EWC staff will return to campus on a regular business operating schedule beginning Monday, July 6, 2020. Staff will be expected to report to their respective offices and workspaces at 8am.

This will allow time for employees to prepare accordingly for the transition back to an on-campus work environment. Relatedly, the EWC administrative team will continue its due diligence in ensuring the development of a critical, intentional and strategic return to campus coordination plan and its subsequent implementation in keeping with the safety and welfare of our constituencies that remains at the forefront of our decision-making processes. Additionally, returning on this date will allow for the necessary time to complete the in-depth cleaning and sanitization protocols by our third-party facilities management provider, Sodexo, as well as ServePro personnel of all related campus buildings and offices. Particular emphasis will continue to be placed on the sanitization of high touch surfaces, bathrooms, common areas, and shared equipment. Further, this return date will allow for the arrival and subsequent packaging of personal protection equipment (PPE) and related supplies for disbursement to staff.

Consideration will be given for the implementation of alternative work arrangements for those employee populations that are aged 65 and above, as well as those with pre-existing health conditions or those who are pregnant, have chronic medical conditions, or immunocompromised conditions that may prohibit their immediate return to on-campus work. **Individuals that fall within these parameters are asked to contact the Office of Human Resources at humanresources@ewc.edu or 904-470-8151.** Again, this return to campus work re-entry plan **will be contingent upon our continuous monitoring of the information received from various health and governmental officials to ensure the safety and wellness of our campus community.**

Until further notice, Edward Waters College **will require that all employees take their temperature at home before coming to campus; employees must notify their immediate supervisor by email that this has been done.** In accordance with CDC guidelines, if an employee's temperature is 100.4 degrees Fahrenheit, or higher, the employee must stay home. Employees who have symptoms of COVID- 19 (e.g. fever, cough, or shortness of breath, etc.) or who have been in recent, close contact with a person with a probable or confirmed case of COVID-19 should notify Human Resources and stay home. **NOTE: This procedure may change as the institution moves closer to the return to campus date and will be contingent upon best practices for return to work employee screening and recommendations by various health and governmental advisory outlets.**

During the pandemic, and through the end of FY 2021 (June 30, 2021), employees who are, or believe they are, sick from COVID-19 should stay home and not report to work. **Time off for this reason will not result in a reduction of current sick accumulation.** However, employees must inform Human Resources and remain in regular contact with their immediate supervisors.

Required On-Campus Protocols for All Employees

Employees are **required to wear their ID badges** at all times and should **contact the IT Help Desk IT Help Desk at ITHelpdesk@ewc.edu or 904-470-8179 if a new or replacement ID badge is needed prior to July 6, 2020.**

All Edward Waters College employees **will be required to wear masks when returning to campus.** The College will provide employees with non-medical masks when they return to work. EWC also approves masks obtained or made by employees according to Florida Department of Health and/or CDC policies. The Department of Health requests non-medical personnel use cloth or fabric masks in order to conserve surgical and N95 masks for healthcare workers. These cloth masks are preferably made using 100 percent cotton material. Fabric masks must be washed after each use and should not be used when damp or wet. **All employees must wear the masks while on campus,** except during break time when they are eating or drinking. Employees are required to wear masks while on premises in public areas such as hallways and restrooms. If you are working alone in a private office, you may remove the mask.

Employees **will make every reasonable effort to maintain at least six (6) feet of distance between each other within the workplace at all times.** This includes meal breaks, meetings, or any other gathering. In addition, employees will regularly wash their hands with soap and/or hand sanitizer.

The College will also provide cleaning products for employees to clean personal workspaces. Through the work week, Edward Waters College facilities management staff and custodial services team will empty trash can(s), spot vacuum as needed, and clean desk(s) and any conference tables. Employees are responsible for cleaning their work-spaces daily.

Use of elevators will be reserved for vulnerable populations and those employees unable to take the stairs. The College will be erecting increased signage throughout the campus to notify members of the Edward Waters College community and guests of required safety, personal hygiene and social distancing requirements.

Staff will continue to meet using Zoom and other virtual platforms. For those staff who lack webcam capabilities, please contact the IT Help Desk at ITHelpdesk@ewc.edu or 904-470-8179 immediately. IT has a protocol in place to provide employees with the appropriate equipment, including laptops that will be assigned to support on-campus virtual meetings during this process.

Again, Edward Waters College **will require that all employees take their temperature at home before coming to campus; employees must notify their immediate supervisor by email that this has been done.** In accordance with CDC guidelines, if an employee's temperature is 100.4 degrees Fahrenheit, or higher, the employee must stay home.

Child Care

Although schools remain closed, child care centers complying with the issued guidance in many cases are open and/or will soon be resuming operations. Members of the Edward Waters College community who are parents of young school-age children (K-5) may continue to telework from home with the prior approval of their immediate supervisor in consultation with the Office of Human Resources. In every case, employees must continue to keep their immediate supervisor informed and must demonstrate the expected level of work productivity from home as assessed by their supervisor.

Campus Guests

Campus guests, including prospective students and their families, alumni and friends, and business vendors **must wear masks when on campus.**

If visitors do not have a mask, the College will provide one. Access to campus will be denied for individuals not wearing masks. An exception will be made for individuals who cannot wear a mask due to a medical condition (including children under the age of 2 years). Whenever possible, business should be conducted with visitors by appointment only. More information is forthcoming on the location and procedure for visitors to obtain a mask.

COVID-19 C.O.R.E. (Campus Operational Re-Engineering) Task Force

As a part of the campus reopening, **I have appointed a COVID-19 Campus Operational Re-Engineering (CORE) Task Force** charged with the development and implementation of contingency plans that will allow the College to resume comprehensive campus operations safely. **This CORE Task Force** is comprised of various individuals across the campus and local community, including faculty, staff, students, and community officials, who will oversee working groups that will ultimately ensure a comprehensive plan for all aspects of campus operations including academic affairs, business and finance, student engagement, athletics and communications. Official appointments to participate have been extended and accepted, and the Task Force is currently meeting on a regular basis to coordinate the planning and implementation of a successful comprehensive resumption of on-campus business and educational operations.

UPDATE: Summer 2020 & Fall 2020 Academic Start Dates and Instructional Delivery

Summer School Sessions I and II will remain online for the Summer 2020 term. This decision is due in part to current recommendations related the start of the Fall 2020 semester and its proximity to the end of Summer Session II. Additionally, this online delivery of class instruction will allow for the assessment, evaluation, and appropriate cleaning of all on-campus buildings, in particular, classroom and housing facilities.

Further, this will allow for a more robust collaboration and implementation of the C.O.R.E Task Force protocols, including but not limited to social distancing, student engagement, and other attendant practices for a full on-site operational experience. This ultimately will ensure a well-conceived plan for the safety and wellness of our campus community.

As such, EWC is expected to resume full on-site operations for students, faculty, and staff for the Fall 2020 semester, barring no COVID-19 influenced changes and health and safety conditions permitting.

More specifically, **the resumption of on-site campus operations includes, but is not limited to, a hybrid instructional model that involves face-to-face and virtual instructional teaching platforms, modified scheduling, applied social/physical distancing, strategic reopening of campus student residence halls and student dining services, appropriate use of personal protective equipment (PPE), and other structured management of space and movement.** The comprehensive plan and correlative protocols are being developed by the aforementioned C.O.R.E. Task Force who will meet regularly to continuously assess the nature and ongoing function of campus operations throughout the pandemic. Their plan, protocols, and recommendations will be shared with College leadership for consideration and made available to the campus community in the coming weeks.

Additionally, the **academic calendar has been shifted** to accommodate these operational changes. The following dates now reflect **the first day of classes** for each academic term:

- **Summer School Session I: Tuesday, May 26, 2020 (Online)**
- **Summer School Session II: Monday, June 29, 2020 (Online)**
- **Fall Semester 2020: Monday, August 17, 2020**
- **Spring Semester 2021: Tuesday, January 19, 2021**

Regarding Fall Semester 2020

Out of an abundance of caution, the College has elected to end classes for the Fall Semester prior to the Thanksgiving Holiday. **As such, the last day of instruction for Fall 2020 will be Tuesday, November 24, 2020, with student final exams being administered remotely.**

Relatedly, Graduating Senior Exams **will be conducted online Friday-Monday, November 27-30, 2020.** All other Final Exams **will be conducted online Monday-Thursday, November 30-December 3, 2020.**

From a health and safety perspective, ending Fall 2020 semester courses prior to Thanksgiving will limit the movement of students and faculty, mitigating the exposure and possible proliferation that may result from holiday travel. Additionally, this will be a cost-savings to students and their families, eliminating the need to return to campus for a short stint simply to complete final course requirements.

The following dates now reflect the **dates of Faculty return to work and Virtual Faculty/Staff Institutes** for each academic term:

- **Fall Semester 2020**
 - **Faculty Return: Thursday, August 6, 2020**
 - **Faculty Institute: Friday, August 7, 2020**
- **Spring Semester 2021**
 - **Faculty/Staff Return: Monday, January 11, 2021**
 - **Faculty/Staff Institute: Tuesday, January 12, 2021**

The full academic calendar with respective changes will be posted on the EWC website and other forms of official EWC communication.

Additionally, we thank all of you who have participated thus far in enrollment outreach efforts to our prospective and returning students. As such, we continue to solicit the support of faculty and staff in the recruitment and retention of our EWC students. Relatedly, we must remain diligent and steadfast in meeting our enrollment objectives to ensure our continued viability and propitious posterity. Accordingly, I am counting on you and all of our colleagues to share selflessly and generously in this effort.

As President, I am keenly empathetic to the fact that this has been and remains a dauntingly challenging time for our entire Tiger family. In so many ways this unprecedented period of upheaval has caused us all to rethink the ways in which we move, operate, and function. In addition, this period has also demonstrated our uncanny and extraordinary capacity to adapt, grow, and use our ingenuity to create positive opportunities that have far exceeded even our own cognition. Indeed, our venerable legacy is one that has been largely personified by our ability to rise above even the most formidable of challenges. And in the spirit of that laudable legacy and tradition, Edward Waters College continues to reposition itself, and build upon its longstanding legacy as a premier institution of remarkable distinction, uniqueness, and longevity that is advancing on a forward trajectory towards achieving unparalleled eminence.

Thank you for ALL YOU DO!

Yours for Edward Waters College,



A. Zachary Faison, Jr. J.D.
President & CEO