

As we enter the last official work day prior to our Spring Break, we wanted to share some helpful information about the College's response to COVID-19. **We know that there is a lot of information below, but it is important that you read it thoroughly.**

As you are aware, FSCJ has been closely monitoring the status and potential impact of COVID-19 (Coronavirus) to our service area. In coordination with our local health departments, the Centers for Disease Control (CDC) and the Governor's office, FSCJ is taking the following precautionary measures for our College community:

- Increasing the frequency of cleaning of highly touched surfaces with a disinfecting solution.
- Encouraging regular, diligent hand washing and use of hand sanitizers, as well as proper preventative sneeze and cough etiquette on campus.
- Encouraging and asking students, faculty and staff who exhibit signs of illness to remain off campus and seek medical evaluation.

Below are some helpful tips for faculty and staff:

### **Attendance**

- **Employees** with symptoms of the Coronavirus (acute respiratory illness, signs of a fever or any other symptoms) should not report to work until they are free of fever and other symptoms for at least 24 hours. If an employee with these symptoms reports to work, the manager is to send the employee home.
- All **employees** and **students** who return from travel to China, Iran, Italy, Japan and South Korea should self-isolate and not return to campus for 14 days after their return.
  - Due to this restriction, made by Governor DeSantis and State Surgeon General Dr. Scott Rivkees, employees will be required to utilize sick and/or annual leave. If you do not have leave accrued, the absence will be calculated as leave without pay.
- **Students** with symptoms of the Coronavirus (acute respiratory illness, signs of a fever or any other symptoms) should not attend class until they are free of fever and other symptoms for at least 24 hours. If a student with these symptoms reports to class, the faculty member should send the student home. Reasonable flexibility should be provided while working with students on assignments and classwork.
  - The CDC has provided interim guidance for administrators of U.S. Institutions of Higher Education which can be found [here](#).
  - The U.S. Dept. of Education provided guidance for interruptions of study related to COVID-19 [here](#).

### **Manager Responsibilities**

- Manager to contact Human Resources (632-3210) to report if an employee called out or is sent home due to coronavirus symptoms. (HR will maintain confidentiality.)
- Manager to contact Facilities to sanitize the employee's workspace.

### **Sick Leave and Flexibility**

- Sick Leave Rule ([APM 03-1005](#)) requires that an employee who is out for own illness for more than 5 consecutive days, the employee must provide a doctor's statement attesting to the absence and ability to return to work.
- Employees with household members being monitored for Coronavirus should provide documentation of self-isolation to HR.
  - In situations of self-isolation, the College will be working with supervisors as much as possible during this time to be flexible and accommodating to employees who personally or have household member(s) who have been diagnosed with Coronavirus or are under monitoring for Coronavirus. Employees should discuss the potential for telecommuting with their immediate manager.

It is important to remember that it is currently flu season, and the Florida Department of Health (FDOH) recommends getting a flu vaccine, taking everyday preventive actions to help stop the spread of germs, and taking flu antivirals if prescribed. We encourage you to continue to stress these common guidelines with all members of the school community, students, staff and parents:

- If you are sick, stay home.
- Wash your hands often with soap and warm water for at least 20 seconds.
- Carry and use alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Call ahead before visiting your doctor.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Monitor your symptoms.

As information evolves, please know that we will keep you informed through communications channels, including email, our [FSCJ COVID-19 webpage](#) and the FSCJ Safe app.

Enjoy your spring break.

FSCJ Emergency Management Team