

FSCJ Family,

I know you are concerned about COVID-19 and I share your concern. For the latest information and guidance, as well as access to useful resources and past messages, please visit [fscj.edu/covid-19](https://fscj.edu/covid-19).

In an abundance of caution, FSCJ will be extending spring break for **students** for one week, through Sunday, March 22. During this time, all faculty and staff will report to work and we will take this opportunity to further sanitize all of our common areas and give our faculty and staff time to move toward a fully online learning environment.

FSCJ is taking additional precautionary measures as faculty and staff return from Spring Break by requiring all who have traveled abroad since March 2 to self-isolate for 14 days from their date of return to the United States. This requirement applies to anyone who was required to use a passport to travel during this time period or who was on a cruise since March 2 (even if it did not make a foreign port of call). In addition, if you become symptomatic, you should not come to campus until you are cleared to do so by your physician and/or the health department. In order to not overwhelm our medical community and limit the spread of the virus, it is suggested that you look into telemedicine prior to arriving at any medical or healthcare facility.

FSCJ has also canceled all BlueWave athletic events through March 28 and suspended all FSCJ student sponsored travel outside of our service area (Duval and Nassau) through the end of March.

These preventive actions are important to reduce the likelihood of exposure for those who are most at risk.

Below is additional information for each student/employee group.

### **Faculty**

Faculty should report to work as usual and begin work toward moving your classes online to the extent possible. Should you feel that you are in a high-risk population, please work with your supervisor for additional flexible work options. Additional academic communications will be forthcoming, including information and helpful tips and contact information for assistance with technology and other resources. Should you meet the requirement of self-isolation, please know that you will be expected to provide documentation to your supervisor pertaining to your travels (this can be a photo from your passport showing the date of your return). In addition to communication with your supervisor, please email [travel@fscj.edu](mailto:travel@fscj.edu).

## **Staff**

Staff should report to work on Monday as usual. Should you feel that you are in a high-risk population, please work with your supervisor for additional flexible work options. If you need to self-isolate, Human Resources is prepared to work with employees and supervisors on potential flexible options. Please know that you will be expected to provide documentation to your supervisor pertaining to your travels (this can be a photo from your passport showing the date of your return). In addition to communication with your supervisor, please email [travel@fscj.edu](mailto:travel@fscj.edu).

## **CDC High Risk categories**

- Older adults (60+)
- People who have serious chronic medical conditions like:
  - Heart disease
  - Diabetes
  - Lung disease

Another resource offered to all students and employees is the Student Assistance Program (SAP) and Employee Assistance Program (EAP) through Health Advocate. Health Advocate provides 24/7 support by phone (SAP 855-384-1800, EAP 877-240-6863) or online at [www.HealthAdvocate.com/members](http://www.HealthAdvocate.com/members) and then entering Florida State College at Jacksonville – Student Assistance Program for students or Florida State College at Jacksonville for employees in the organization search bar. The Health Advocate website has information, including webinars, related to COVID-19.

As new information is available, please know that we will continue to provide updates. Please do not hesitate to contact me if you have any additional questions or concerns. I also plan to hold the open forums at Cecil (3/16- 3 p.m.), Kent (3/17- 2 p.m.) and Deerwood (3/18- 1 p.m.) next week and look forward to addressing any further concerns at that time.

Dr. A.