March 26, 2021

Michelle Asher Cooper, Ph.D.
Acting Assistant Secretary for
Postsecondary Education
Washington, DC

Dear Dr. Cooper:

Thank you for giving us this opportunity to provide some of Jarvis Christian College’s best practices as it relates to the COVID-19 Pandemic and the return of faculty, staff, students, vendors and visitors.

The safety, health, and well-being of JCC’s family is the college’s first priority. We have implemented back to work and back to school guidelines that must be followed by anyone entering the campus grounds. Jarvis has also implemented a COVID-19 Task Force to manage all information, issues, concerns and guidance related to this pandemic. This task force has implemented a “COVID-19 Campus Guidance for all Employees” to be followed upon their return to campus, as well as guidance for our college students from Student Services. These guidelines are posted on social media and have been sent via email to the campus community. The guidance addresses the following topics:

- Safe and Healthy Environments:
  - Social distancing
  - Mandatory mask wearing by everyone upon entry to the campus
  - PPE tool kit bags for everyone on campus
  - Zoom calls vs in-person meetings
  - Work from home
  - Technology support for faculty, staff and students
  - Weekly testing (temperature kiosk added to buildings and physical weekly testing via nurses)
  - Security gate temperature testing prior to entrance onto campus
  - Created two testing areas on campus
  - Daily temperature checks and daily questionnaires for students, faculty, and staff
  - Sanitize all office spaces immediately upon notification of a positive result
  - Separate building to house students under quarantine
• Providing Support to Students:
  o Employed one full-time and four part-time nurses
  o Made available face-to-face counseling or virtual counseling sessions
  o Closed campus to mitigate spread of COVID-19; however, allow students to attend
    off campus appointments and emergencies on a case by case basis.
  o Hybrid classes; online and in class
  o Instituted mandatory masks wearing when outside of your personal space or
    eating.
  o Reduced the size of the classrooms and offices on campus.
  o Placed a capacity limit on areas that are used for socializing.
  o Increased the operating time frames for the cafeteria, campus grill, and campus c-
    store.
  o Created a food pantry for students that may need additional items.
  o Created drop off points for students to receive personal items from parents and
    visitors.
  o Created links on website for students to schedule appointments with registrar,
    financial aid, and the business office.
  o Placed all updates for COVID-19 procedures, protocols, and new information on
    the institution’s website.

• Teacher, Faculty, and Staff Well-Being, Professional Development and Support:
  o Provided contact information for campus counselor to faculty and staff
  o Encouraged virtual wellness checkups with respective healthcare providers
  o Provided faculty opportunity to be certified in Quality Matters and participate in
    professional development opportunities
  o Provided guidance and support to assist faculty on engaging students via Zoom and
    in a virtual environment
  o Allowed high risk employees (faculty and staff) to remote work/work from home
  o Enforced social distancing and mask wearing
  o Held meetings via zoom or conference calls

Whether there is a focus on racial equity and/or another equity focus, such as a focus on
historically underserved populations including students with disabilities; English learners;
students from low-income backgrounds; first-generation college students; students
experiencing homelessness; students in or formerly in foster care; Lesbian, Gay, Bisexual,
Transgender, Queer, Intersex, Asexual (LGBTQIA+) students; undocumented students;
student veterans and military connected students; student parents; and international
students.

If it is one thing that this pandemic highlighted for us as it related to our students was the
“technology inequities” that pervade the communities where our students live. Most students
did not have access to high speed internet nor did they have access to laptop or other technology. They
attempted to do their work on their phones which were not sufficient to take care of what they
needed. The places where they would have normally gone in their communities to gain access
were closed such as libraries, community centers, churches. In order to attempt to address this
inequity, Jarvis Christian College provided laptops and hot spots for students. However, this is a
matter that needs as much attention as that given to rural areas when there was much discussion on how to rectify the “digital divide.”

For additional information on Jarvis Christian College’s COVID-19 Procedures and Guidelines, please visit https://www.jarvis.edu/jcc-covid-19-guidelines/

Other COVID-19 related links include:

https://www.jarvis.edu/blog/post/jarvis-online-for-fall-2020
https://www.jarvis.edu/blog/post/jarvis-christian-college-forgives-10000-in-student-debt/
https://www.jarvis.edu/blog/post/update-to-students
https://www.jarvis.edu/blog/post/covid-19-update32520
https://www.jarvis.edu/blog/post/covid-19-new-updates/
https://www.jarvis.edu/blog/post/covid-19-update/
https://www.jarvis.edu/blog/post/coronavirus/
https://www.jarvis.edu/blog/post/covid-19/

Thank you for the opportunity to share the College’s COVID-19 best practices.

Best Regards,

Lester C. Newman
President