

February 1, 2021

Dear Albizu Community,

I hope all is well with you and your family. As we are now in the first part of our Spring 2021 semester and have a few courses scheduled in face to face mode, I would like to remind all of our students, staff, and faculty that we are still adhering to the Center for Disease Control (CDC) and local government guidelines in maintaining our campus and community safe in the midst of the COVID-19 pandemic. This information was shared with you all last year and will serve as a reminder of our responsibilities to one another and the greater community to do our best to follow safety protocols when you are on campus.

Our institution has protocols in place to establish concrete measures to avoid the risks of contagion, including academic continuity plans in case they are necessary. Please take the time to review the prevention measures recommended by the CDC and protocols we have developed to prevent the spread of COVID-19 among our community:

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

Students who come to campus for a course or who have an appointment to use the library services are required to use the temperature kiosk at the main campus entrance. Anyone with a temperature above 100 is asked to leave campus immediately and monitor their symptoms, seeking medical attention as appropriate. Furthermore,

- Students are required to wear Mask/Face Coverings while on campus.
- Students who have any symptoms of illness should not come to campus and report this to their academic program.
- Any student who has reported to have tested positive for COVID-19 should quarantine for 14 days and provide either a COVID-19 test with negative results or a doctor's note that states they can return to campus.
- For courses that are currently being held on campus, students who test positive for COVID-19 may join their courses using online learning during quarantine; if they are able to. Faculty have been instructed to accommodate students who find themselves unable to attend on-site classes.

A negative test is required to return to campus – please send your test results to the office of student affairs at [dosa@albizu.edu](mailto:dosa@albizu.edu) before returning to campus.



## Campus Facilities

- The campus has been thoroughly sanitized and is thoroughly cleaned throughout the day.
- Wiping door handles and other high touch areas throughout the school day.
- Deep cleaning classrooms after each use.
- Hand sanitizing stations have been installed and use is encouraged. Students should use sanitizing stations and wash their hands at regular intervals while on campus.

Our institution has a social responsibility of ensuring public safety and health. We take this seriously and ask you to stay home when you are sick. The Dean of Students and the Director of Human Resources are available to answer specific questions that you might have. Please send any questions to the Office of Student Affairs at [dosa@albizu.edu](mailto:dosa@albizu.edu) or the Office of Human Resources at [cgarci@albizu.edu](mailto:cgarci@albizu.edu).

Rest assured that we are committed to ensuring the academic progress of our students and the well-being of our staff and partners.

Sincerely,

A handwritten signature in black ink, appearing to read "Tilokie Depoo", written over a light blue horizontal line.

Tilokie Depoo, Ph.D.  
Chancellor