



May 13, 2020

To: Florida Technical College Students and Employees

From: Dr. James M. Burkett, President, FTC, DAVE, and FTC-CE

DocuSigned by:

James Michael Burkett

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Phase I Communication Memo – Central Florida Campus Operations

On May 11, Florida Technical College transitioned to Phase I of the Reopening Plan. Florida Technical College's Lakeland, Orlando, Kissimmee, and Deland campuses have moved forward with Phase I. **Florida Technical College's active academic courses will continue to be delivered 100% via distance education.** On-campus operations remain restricted as departments may allow employees to return to their work location as long as no more than 25% of staff are present at one time. FTC employees may only return to campus with supervisory approval and must abide by established guidelines to ensure a safe work environment.

The *Academic Calendar for the Coronavirus (COVID-19) Emergency* will remain in effect in all units. During Phase I, the College is providing opportunities for students (at specific locations) to complete their laboratories, competencies, and practicum on-campus to satisfy the requirements for their incomplete courses.

All campuses are adhering to the Governor's, CDC, and OSHA guidelines to maintain the safety of our faculty, staff, and students. Our Academic Leaders and faculty will be contacting each student to schedule a timeframe for each student to come to the campus to complete their necessary labs.

For your safety, we have implemented the following Campus Operation guidelines:

- All students, faculty, and staff must check-in with security at the one designated entrance available. Temperature screenings will be required for all employees and students to gain access to the facility as an additional screening and safety protocol,
- All students, faculty, and staff must wear face coverings while on campus and must have their Identification (College ID).
- All students, faculty, and staff must adhere to the physical distancing guidelines of 6 Feet and not have more than 10 people in a classroom area.
- All students, faculty, and staff must comply with posted guidelines and comply with established hygiene and sanitation requirements.
- All students must report to their scheduled classrooms. Once the students are dismissed, they must exit the building. Common areas will not be open at this time in order to avoid group gatherings.

If you are unable to complete the scheduled make-up sessions, please communicate with your Dean of Academic Affairs or Program Director/Coordinator and they will provide you with your options. Our number one priority is the safety of our faculty, staff, and students. I encourage you to continue to follow the CDC and other local, state, and federal government recommendations for social distancing, health, and safety until we see this pandemic behind us.