



## From the Office of the President

Dr. Martin E. Hawkins

*"But thou, O Lord, art a shield about me. My glory and the one who lifts my head." - Psalm 3:3*

Dear SBIC Students and Community:

Our investment in you is related to achieving the highest quality education that is provided in a safe environment. In light of the continued global pandemic, we realize that many things will be different as we approach the fall semester. Through much consultation and prayer, our Executive Team, Board, and COVID-19 Task Force have implemented measures that will ensure your safety while allowing you to pursue your educational goals. We will continue to rely on God to direct Southern Bible Institute & College and grant us wisdom as we navigate these unprecedented times.

Through prayer and guidance, Southern Bible has adopted special protocols in order to provide a healthy and safe environment for students, faculty, and staff. These protocols are attached and are available on our website ([southernbible.org](https://southernbible.org)).

In submission to the instruction of Romans 13:1 that says: *"Let every person be in subjection to governing authorities, for there is no authority except from God, and those which exist are established by God"*, these guidelines we purpose are in conjunction with the laws of Dallas County and are designed for our good. Therefore, we are mandated to follow them. It is our wise duty to maintain your health and the health of all of those who God puts in our charge. We thank you in advance for your cooperative spirit. Let's continue to pray that SBIC will be obedient to the laws of the land unless they conflict with God's law. Updates to these protocols will be posted on our website.

Remember! IN TIMES LIKE THIS WE NEED A SAVIOR. THANK GOD THAT WE HAVE JESUS! Be safe and remain prayerful that God will soon deliver us through these challenging times.

Humbly Submitted,

A handwritten signature in black ink, appearing to read "Dr. Martin E. Hawkins", with a long horizontal line extending to the right.

Dr. Martin E. Hawkins  
President



# COVID-19 Campus Protocols

(Last update: August 24, 2020)

## Prevention

1. We have increased the routine cleaning of all rooms, hallways, restrooms, and other surfaces using a high-grade disinfectant.
2. Hand sanitizers will be available at the entrances, in classrooms, restrooms, snack areas, and other public areas.
3. We encourage the frequent washing of hands as recommended by the CDC.
4. All major areas will be treated on a daily basis to warrant that the facilities are thoroughly sanitized and prepared for use.
5. We discourage the sharing of materials without practicing the recommended protocols. Gloves will be recommended in areas where distribution of materials is necessary.
6. Each person must complete a Screening Form to enter the building. Employees must self-check before coming to work to determine their status for that day.

## Return-to-Campus Plan

### 1. *Daily Campus Arrival Protocol*

Prior to arriving on campus for instruction, work or other on-campus activities, students, personnel and guests will be required to complete the electronic Campus Pre-Arrival Screening Questionnaire. Based on response approval come to campus will be granted. Those not approved will be directed to contact designated SBIC personnel for next steps and instruction on when to return to campus.

### 2. *Arrival on Campus*

Upon receiving approval to come to campus, students, staff, faculty, administrators and guests will follow established protocol.

### 3. *Student, Staff, Faculty, Administrators and Guest Protocol*

All persons on campus will...

- Complete Daily Campus Arrival Protocol and receive approval to proceed to campus
- Enter through the front doors facing Hampton Road
- Scan in ID badge or log in contact information located at designated entry point
- Undergo a temperature check by SBIC screener and ask if student has been exposed to COVID-19 within last 7 days (*See Return-to-Campus Flowchart and associated actions*)
- Wear required face covering while on SBIC campus
- Contact designated SBIC personnel if positive COVID test results received

### 4. *Classroom Protocol*



- Faculty will teach using a face shield or protective barrier
- Class size will be limited to 8 student per class seated 6 feet apart
- Breaks will be staggered
- Classrooms will be sanitized and cleaned after each class meeting
- Students will be allowed to remove face coverings during class time to facilitate learning and engagement since seating will be at least six feet apart
- Student will be asked to use coverings during breaks

5. *Office Protocol*

Staff and Administrators will be allowed to remove face coverings while in assigned offices on campus

6. *Communication Plan*

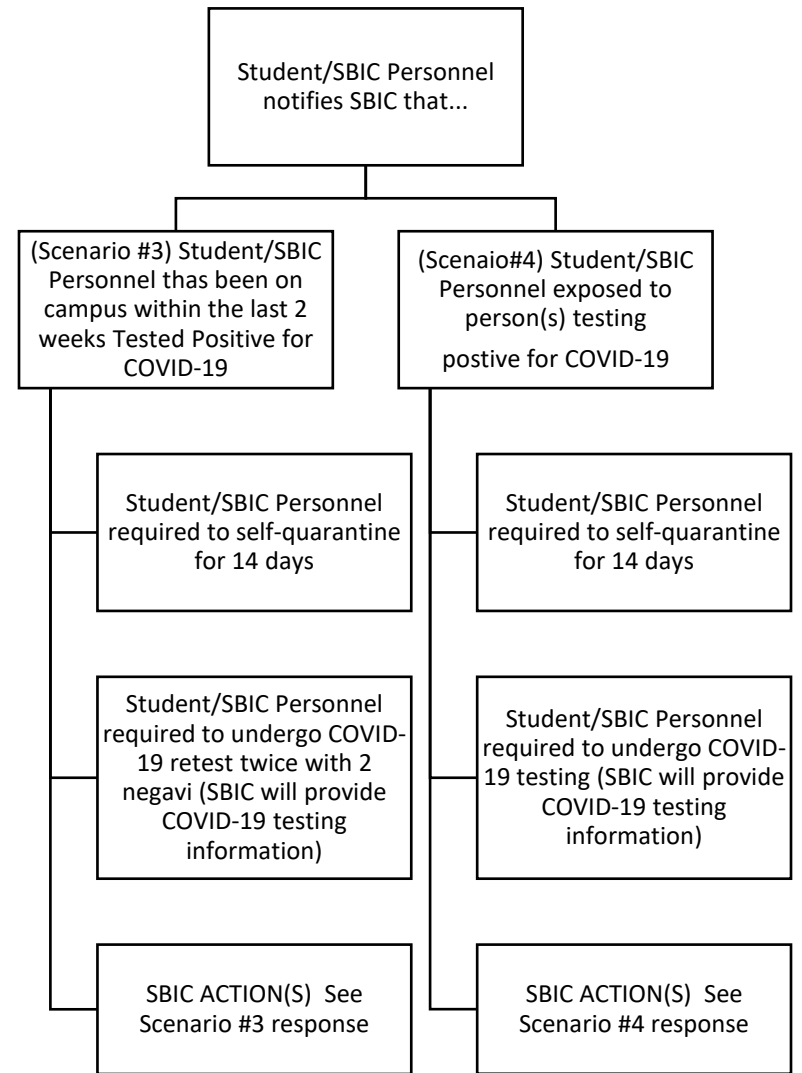
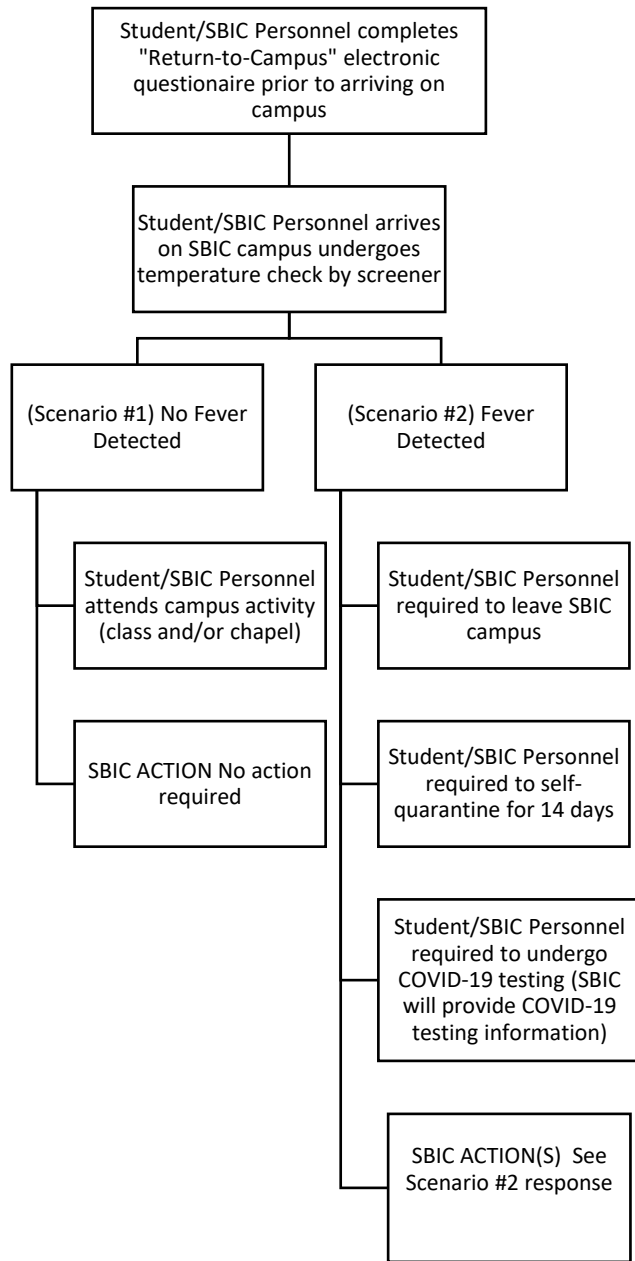
Constant Contact will be utilized to disseminate COVID related information to SBIC students, staff, faculty, administrators and other constituents.

Failure to comply with these guidelines may result in disciplinary consequence outlined in our policies and procedures.

**Special Note:**

Please understand that our goal is that all students will be competent servant leaders with a Bible-centered worldview, even under these circumstances.

# Return-to-Campus Flowchart and



## **SBIC Action(s) & Scenarios**

- Scenario #1 No Fever Detected
  - No action required
- Scenario #2 Fever Detected
  - Send communication to all students, staff, faculty, administrators that student/SBIC personnel arrived on campus with a fever
  - Require student to self-quarantine for 14 days
  - Require student to undergo COVID-19 retesting and obtain two negative testing results
- Scenario #3 – Student/SBIC personnel has been on campus within the last 2 weeks Tested Positive for COVID-19
  - Send communication to all students, staff, faculty, administrators
  - Require student to self-quarantine for 14 days
  - Require student to undergo COVID-19 retesting and obtain two negative testing results
  - Cease campus activity for 14 days 3) Move all campus activities to a remote environment including Chapel and face-to-face courses
- Scenario #4 Student exposed to person(s) diagnosed with COVID-19
  - Send communication to all students, staff, faculty, administrators