



March 13, 2020

TO ALL OUR EMPLOYEES

A handwritten signature in black ink, appearing to read "Michael Bennett".

Michael Bennett  
President

#### CORONAVIRUS - UPDATE II

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The occurrence of the Coronavirus 2019 (COVID-19) continues to increase and the World Health Organization (WHO) has declared that the events related to COVID-19 is a pandemic which means that this outbreak is occurring over a wide geographic area and has a broad reach among the population.

Accordingly, we have put in place multiple measures to ensure the prevention and management of the COVID-19. These are:

- **Management Committee:** we have created a Management Committee composed of health care professionals from our campuses and other representatives from the University. Two certified epidemiologist are consultants to this committee. Among the many initiatives that the committee is putting in place are: a) establishing protocols for the prevention and management and the CODIV-19 which includes cleaning plans, proper hygienic and disinfection practices across our campuses and centers; b) preparing Q & A for managers and supervisors as well as for faculty; and c) a university wide Operating Plan. These protocols are readily available in our libraries and web-sites.
- **Academic Committee:** a university wide Academic Committee has been created to ensure the continuity of our classes. They are developing changes in the modalities of our classes in order to foster distance education as a viable option, when applicable. They are also implementing changes that will mitigate the impact of students who will need to stay isolated in their homes or other locations. These protocols will also be available in our libraries and web-sites.
- **Operational Committee:** this committee is led by the Chancellors, Executive Directors and Online Division and Corporate Directors. They are responsible for the implementation and follow up of the protocols, measures, initiatives and activities. For additional information you may contact your Campus, Center or Online Division leader.

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As a result of the prevention and management protocols and procedures put in place, we have decided that our campuses and centers will remain open and will continue providing all services. We will monitor the situation continually and will communicate any changes as soon as they occur.

During the next twenty-four (24) hours you will receive detailed instructions for the management of the CODIV-19 in support of our students, employees and faculty.

Since communications is fundamental to the success of the plans we are working on, and changes are occurring at a fast pace, we have designated the following colleagues to answer questions and serve as internal consultants. These are:

<b>NAME</b>	<b>LOCATION</b>	<b>TELEPHONE</b>	<b>EMAIL</b>
Pura Lopez, VP HR	Guaynabo	787-982-3000 Ext. 1022	<a href="mailto:plopez@edukgroup.com">plopez@edukgroup.com</a>
Ana Milena Lucumi VP Student Services	Guaynabo	787-982-3000 Ext. 1140	<a href="mailto:alucumi@nuc.edu">alucumi@nuc.edu</a>
Carlos Tort, Director PMO	Guaynabo	787-982-3000 Ext. 1070	<a href="mailto:CTort@edukgroup.com">CTort@edukgroup.com</a>
Leiby Adames Boom, VP Academics	Orlando	407-483-5700 Ext. 8403	<a href="mailto:ladames@FTCCollege.edu">ladames@FTCCollege.edu</a>
James Burkett, President FTC	Orlando	407-447-7300	<a href="mailto:jburrkett@FTCCollege.edu">jburrkett@FTCCollege.edu</a>

We will keep you posted as we progress in our prevention and management measures and any other vital information communicated by the appropriate authorities. However, the best prevention is following the personal hygienic recommendations of washing your hands, using disinfectant, using tissues should you sneeze and not shaking hands.

We have met and overcome many challenges due to your support, collaboration and dedication. We will do it again now.