

Dear Colleagues,

The Academy is committed to keeping in regular communication as the evolving COVID-19 situation continues to unfold. Please know that we aim to be as supportive and healthy a workplace as possible. Although we do not want to promote anxiety or to overreact unnecessarily, we do want to take prudent steps to protect everyone's health and wellbeing. As the Academy continues to respond and plan ahead, we remain guided by the following principles:

- Protecting the health and wellbeing of our campus community with an aim to minimize risk of exposure
- Continuing the Academy's mission to educate our students

As many are planning to travel during spring break, we write to share the Academy's expectations and plans for all employees.

Personal Travel

The prevalence of COVID-19 in the U.S. is small but changing rapidly. Please use caution and good judgment in planning your own domestic travel. There are currently no restrictions on travel within the U.S.

At this time, we discourage all non-essential personal international travel. If you decide to maintain your international travel plans, be aware of available health resources, and recognize that you may be subject to government travel restrictions with little or no notice. Airlines may also adjust flights with little notice. You will be subject to any restrictions in place at the time of your return, not only at the time of departure.

If you or a member of your household visits any of the areas designated by the CDC as level 1, 2, or 3 travel advisory due to COVID-19 you will be required to self-identify and self-quarantine for 14 days after leaving these countries. We regret the personal inconvenience this may cause; however, the health risks associated with the possible spread of the virus and the potential impact on our school community compel us to make this decision.

If you or a member of your household plans to travel to any area with a CDC travel advisory designation of Level 1, 2, or 3, or if you or a member of your household travels to any area that is eventually so designated, please complete the survey at https://andover.co1.qualtrics.com/jfe/form/SV_bJy3XOI7vHgy9AV.

Personal Health

Any employee who meets CDC risk criteria—symptoms of fever, cough, shortness of breath, and/or respiratory difficulties—must call their primary care provider or Sykes Wellness Center for guidance on testing (978-749-4455). If you meet this criteria, please also email Leeann Bennett, director of human resources, at lbennett@andover.edu

We recognize that events like these can cause anxiety and emotional stress. If you'd like support, please contact our 24-hour Employee Assistance Program (EAP) at 1-800-854-1446 or visit <https://www.unum.com/employees/services/life-balance>

Employee Expectations

Effective immediately, and until otherwise notified, all adults should follow these protocols:

Do not report to work while you are ill and/or are caring for an ill family member. We provide paid sick time to compensate employees who are unable to work due to illness. If you do not have sick time or vacation time, you should stay home and contact your manager and Leeann Bennett. Together we will find a solution to ensure you are able to take time off and remain compensated while caring for yourself or a family member during the period of illness.

Please ensure that the Academy has your updated cell phone information in case we need to communicate in the event of an emergency. Please reach out to Stephanie Donovan (sdonovan@andover.edu) in Human Resources to update your information.

Continue to practice universal precautions:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

On Monday, March 9 at 12:15 p.m. in Kemper, there will be an opportunity for Q&A for any faculty or staff around topics in this email or other questions about the coronavirus situation. This meeting is optional.

During this evolving, extraordinary situation we thank you for your ongoing partnership, patience, and support. Please don't hesitate to reach out with your questions or concerns.

Ferd Alonso, Assistant Head for Operations and Finance

Clyfe Beckwith, Assistant Head for Teaching and Learning

Jeff Domina, Dean of Faculty

Amy Patel, Medical Director

Leeann Bennett, Human Resources Director