

From: James F Ventre <jventre@andover.edu>
Sent: Monday, March 9, 2020 8:22 PM
To: James F Ventre <jventre@andover.edu>
Subject: important decisions

Dear Colleagues,

I am writing to update you on several decisions regarding Andover's response to the evolving COVID-19 situation. Our most recent decisions relate to spring term academics, the wellbeing of employees and students, Academy business travel, and Academy-sponsored events.

Health and Safety

Based on the consultation of public health resources, we understand that the number of COVID-19 cases in the U.S. is likely to rise in the coming weeks. To try our best to preserve our people and our program, we have decided on a phased approach to the opening of the spring term. **All asymptomatic/healthy faculty and staff should return to campus as scheduled, by Monday, March 23.** Individuals who do not feel well, and/or who have traveled to an area designated by the CDC with a level 1, 2, or 3 advisory within the last 14 days, and/or traveled on a cruise within the last 14 days, and/or have been in contact with a person being tested for or diagnosed with COVID-19, should do the following: update their activity in the travel survey, reach out to HR and the dean of faculty, and communicate with their supervisor before returning to work.

Academic program

Our plan allows those faculty and staff who are away on spring break to return to campus before students, and it relies on remote teaching and learning modes as classes begin on a delayed schedule. **The first day of classes will be Monday, March 30, and this first week of instruction will be conducted remotely. Faculty will be on campus, while students remain off-campus.** From March 24 – 27, faculty will receive training in remote teaching and learning options. We do not anticipate having the opportunity to make up this lost class time; therefore teachers are asked to modify their syllabi accordingly.

For students, March 23 – 29 will be an extended break. Students will begin taking classes remotely March 30 -- April 3. This will be accomplished primarily through online teaching and video tools; it might also include class assignments and homework communicated by teachers. Details on accessing course content will be provided in the coming days. If you become aware of any family who is unable to accommodate a remote learning environment for their child, please contact Raj Mundra, dean of studies. **Asymptomatic/healthy students should plan to return to campus Monday, April 6. Classes will resume on campus Tuesday, April 7.** Students who have traveled to an area designated by the CDC with a level 1, 2, or 3 advisory and/or have traveled on a cruise and/or have been in contact with a person under investigation for or diagnosed with COVID-19 should prepare to be outside of their designated area of risk or exposure for 14 days before returning to campus on April 6. Students who do not feel well or who are at increased risk for complications from COVID-19 should first check-in with the Sykes Wellness Center for guidance.

Academy travel and events

Following the cancellation of international travel, we have made a similar decision to suspend all Academy business travel, domestic and international. Please note that this policy shift is in effect until May 1 and includes all modes of transportation. We are encouraging the use of video or conference calls where feasible. **We have also decided to cancel or postpone events on campus involving outside guests as well as all Andover-organized events off-campus.** These include the cancellation of Non-Sibi Day activities and ACT testing. If you have specific questions about an event you are planning, please reach out with questions to Ferd Alonso at faalonso@andover.edu. These restrictions will be in place through May 1. In the weeks ahead, the crisis response team will reconvene with the SAC to reassess whether to resume Academy travel and events. **One area that remains undecided is how to manage our *spring sports schedules*. We are continuing these discussions with colleagues and peer schools and will share information as soon as possible.**

Going forward

We continue to rely on your support and compassion concerning your health, your family's health, your social contacts, and personal travel. As members of a close residential community, the choices we make may have serious implications for others. We will continue to monitor the latest information on COVID-19, and we will be in touch if new information causes us to modify these plans in any way.

As always, we are incredibly grateful for your patience, flexibility, and support as we navigate these extraordinary circumstances.

With my very best wishes,

Jim