

Dear Staff and Administrators,  
cc. Faculty

We hope you and your families are staying healthy during this extraordinary time. As you read in Jim's email earlier this week, the return of students to campus has been postponed until at least April 30, and faculty colleagues will implement online teaching resources during the month of April. We want to express our deep gratitude for the staff and administrators supporting those online teaching efforts, for those working remotely to facilitate Academy business, as well as those colleagues working on campus this week to support critical systems. Your dedication and support are deeply felt and have been extraordinary.

Looking at the week starting Monday, March 23, our goal is to continue to limit the number of people on campus. This will help to ensure social distancing for colleagues who do need to come to campus. Please work with your individual managers to determine whether you are able to perform all or most of your job duties remotely.

Phillips Academy places the highest priority on the health, safety, and wellbeing of our community, while protecting the continuity of academic programs and essential services. Our guidance in setting these workplace policies are to:

- Maintain a safe and healthy workplace, including minimizing the transmission of contagious disease;
- Sustain academic programs and operational continuity;
- As much as possible ensure pay for regularly scheduled hours for Academy employees;
- Encourage a culture of fairness, open communication, and care for the wellbeing of our faculty, staff, and students.

The Academy workplace policies will be updated as circumstances related to the COVID-19 virus change. Questions can be directed to the [Human Resources](#) Department at [HR@Andover.edu](mailto:HR@Andover.edu).

### **Staff and administrators who can work from home**

1. Starting on Monday, March 23, and until further notice, we ask all employees who can work from home to do so. Going forward, we will strive to announce any change to this plan seven days in advance to provide time for families to coordinate childcare, if needed.
2. We ask managers whose teams are working remotely to try and connect via Zoom at least once a week to retain the visual human connection, which is important to many of us as our routines are disrupted.
3. For those who have family members needing care at home, we appreciate that you may need some flexibility in your workday. Please work out your schedule directly with your manager.

4. For employees who can work remotely, we also recognize that there may be a need to come to campus for a few hours to do critical business. If that is the case, managers should reach out to Leeann and Ferd with the specific request, recognizing that these would be temporary exceptions.

### **Staff and administrators whose job cannot be conducted from home**

1. Managers and employees should work together on the appropriate schedule for the week. For those who come to campus, we ask that everyone follow social distancing practices.
2. We ask managers and department heads to reach out to Leeann and Ferd with their plan for those employees who will be working on campus.
3. Managers may also institute split shifts in order to increase social distancing. Please note that in those instances, employees will still be paid their regularly scheduled work hours.
4. We are working with Paresky Commons on potential alternatives for food service. We will share more information as it becomes available.
5. If you have questions or concerns, please speak with your manager and with Human Resources at [hr@andover.edu](mailto:hr@andover.edu).

### **Timecards**

All full and part-time employees who currently keep timecards should continue to enter their regularly scheduled hours worked in ADP.

### **Important guidelines for those staff and administrators coming to campus:**

1. **Sick Employees:** Those who are sick should use their sick time and should not come to work. If you are sick or self-quarantining and you do not have any remaining sick time, please remain at home, regardless. Please contact Leeann Bennett [lbennett@andover.edu](mailto:lbennett@andover.edu) and together we will find a solution.
2. **Social Distancing Practices:** Everyone should practice social distancing during this time.
  - Use email, telephone, or Zoom to conduct business as much as possible, even when colleagues are in the same building.
  - Avoid person-to-person contact such as shaking hands. Maintain a distance of at least six feet from others.
  - Properly sanitize all equipment, wash hands frequently, and use hand sanitizer.

- Avoid congregating in work rooms, break rooms or other common meeting areas.

**3. Returning from Travel:** Anyone who has traveled to an area designated by the CDC with a level 3 travel advisory due to COVID-19 must self-quarantine for 14 days after leaving a location or transiting through a location with a level 3 travel advisory. Anyone who has returned from a cruise must self-quarantine for 14 days from the end of the cruise. Anyone who has returned from an area designated by the CDC with a level 2 travel advisory due to COVID-19 must self-observe for symptoms for 14 days after leaving a location or transiting through a location with a level 2 travel advisory. Recognizing that travel is not the only potential risk factor for COVID-19 exposure now that community transmission is widespread across the world (including the US), we will continue to use CDC guidance for self-quarantine and self-observation criteria. You are not permitted to come to work during any period of self-observation/self-quarantine.

**4. Workers at Higher Risk:** Employees who believe they may be at increased risk for complications from COVID-19 due to underlying health conditions are urged to consult their physician about steps they can take to protect their health. These may include requesting a temporary change in job location, hours, assignment or duties, or additional protective measures to reduce their exposure to others or chances of being infected. If their physician agrees that workplace modifications are prudent, the employee should contact their supervisor and/or Human Resources to request an alternative work arrangement. A physician's note or other appropriate documentation will be required to support the request.

We appreciate your understanding that this is a fluid situation and policies and practices may continue to change. If you have questions, please reach out to your manager or to Human Resources at [hr@andover.edu](mailto:hr@andover.edu).

We have faced unprecedented challenges over these last few weeks and we are comforted knowing that all of us in the Andover community are working to support one another. We have faced serious challenges in the past and we know that together we will emerge from this crisis as a stronger community. We hope that you and your family stay safe and healthy and please stay connected to each other during this dislocation, we are stronger together.

Thank you and we continue to be grateful for your patience, dedication, and flexibility.

Sincerely

Ferd Alonso  
Leeann Bennett