



March 2, 2020

Dear Parents,

With concern about the spread of the novel coronavirus (COVID-19) growing, I wanted to be in touch with you to update our approach to this dynamic and evolving public health challenge. We will continue to pay close attention to the guidance and direction provided by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), the Massachusetts Department of Public Health (DPH), and a range of independent school health consortiums. In this letter, I would like to underline what we have done, and are planning to do, over the weeks ahead -- mindful of the fact that circumstances will likely change and require ongoing updates. In terms of what we have done to this point, I would underline the following:

- Our Health & Wellness Center has been emphasizing the importance of practicing good hygiene here at school: washing hands regularly, covering our coughs, and doing all we can to reduce the risk of spreading illness in the midst of flu season.
- We have been in touch with all students who might ordinarily be traveling to their homes in any of the six areas currently rated by the CDC as "Level 1 - Limited community transmission" (currently Hong Kong), "Level 2 - Sustained (ongoing) community transmission" (currently Japan), or "Level 3 - Widespread sustained (ongoing) transmission" (currently China, Iran, Italy, South Korea). Our hope has been to support these students and families through an especially stressful time, and do all we can to ensure the students have a place to go over spring vacation. We are grateful to these families who have been proactive in thinking with us about finding places for their children to go during the break.

As we look ahead and do our best to plan for circumstances still unknown to us, we will be taking the following steps:

- We are gathering Spring Break travel information for all students and employees. A record of where members of our community have been during this stretch of time will help inform our decision-making after the break. Please use [THIS FORM](#) to submit travel information for your child.
- In particular, we are strongly advising against travel to any "Level 2" (currently Japan) or "Level 3" destination (currently China, Iran, Italy, South Korea). CDC guidelines indicate that anyone returning to the United States from a "Level 3" destination could be subject to a self-quarantine period of 14 days upon return. The school will not be equipped to host students on campus in need of self-quarantine. We, of course, do not know what additional countries might be classified as "Level 2" or "Level 3" over the next month, and ask that all

contemplating international travel monitor this [CDC Link](#) in order to stay up to date.

- We will be working with the faculty in the coming week to make contingency plans for continuing academic work at the end of the break should we find ourselves in circumstances preventing us from being able to hold classes on campus. To be clear, we currently have no reason to believe school will not resume as scheduled at the end of spring vacation, but we are making preparations to continue remotely if need be. While we feel the most meaningful educational experience we can provide our students happens on the Brooks School campus, and by extension, our programs, we also believe that impactful learning can happen remotely when designed and facilitated by our faculty. In the case of prolonged student absences following spring break, our teachers will be prepared to provide academic continuity via OnBrooks.
- At present, we are not canceling any Spring Break athletic trips within the United States.
- Over Spring Break, we will be thoroughly cleaning all of our facilities to do all we can to eliminate any contagions and germs lingering from the winter season.
- We are asking that any student or employee not feeling well, or experiencing anything resembling flu-like symptoms, to stay home. This is always the case, but will be especially important upon our return to classes on Thursday, March 26.

Our crisis management team will be meeting regularly this week and through the break to monitor this ever-changing situation. We will update the community as circumstances and corresponding plans change, and certainly welcome your questions and concerns at any point.

- For questions about health and wellness, please contact [Health and Wellness Center Director Tracey Costantino](#) at (978) 725-6207.
- Questions about student travel over Spring Break can be directed to [Associate Head for Student Affairs Andrea Heinze](#) at (978) 725-6264.
- Questions about academics can be directed to [Academic Dean Susanna Waters](#) at (978) 725-6355.

Thank you for your support as we work further into this challenge intent on doing all we can to continue at school as safely as possible. I am as grateful as ever to be part of this community.

Best,

John R. Packard  
Head of School

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