



March 9, 2020

Dear Friends,

The evolving novel coronavirus (COVID-19) situation has us thinking about your well being; faculty and staff travel plans over March break, and the potential for a temporary school shut down. A few of you have come to me to discuss your specific travel plans, and I appreciate your willingness to have that conversation.

We have been in touch with many other independent schools, and most are asking faculty, staff, and families to self-report travel plans through the end of this school year; and we have decided to err on the side of caution and do the same. The reason we are asking for all travel plans, and not just for those going to higher risk areas, is that the coronavirus situation is changing daily, and an area that is not considered high risk currently could change at a moment's notice. Travel plans will only be shared with a small group of administrators and Michele Leclerc. [Here is the link to the google form to report your spring break travel plans.](#) After spring break, we may send out another form, asking for additional travel plans through the end of the school year.

#### **Traveling families and returning to New Hampshire**

**We strongly recommend that, for the health and safety of our community, families not travel to level two and three countries, as designated by the CDC, until the COVID-19 situation subsides. If a Derryfield family does travel to a level three country, the family members will need to self-quarantine and will not be permitted on campus for 14 days after returning home, regardless of the presence or absence of symptoms.**

Here are specific CDC guidelines pertaining to travel to classified countries and other areas:

- **LEVEL 3** (currently China, Italy, Iran, South Korea): Mandatory 14 day self-quarantine.
- **LEVEL 2** (currently Japan): If a person has COVID-19 symptoms — fever (100 degrees or greater), cough, difficulty breathing — mandatory self-quarantine for 14 days.
- **CRUISE TRAVEL:** The State Department and CDC have issued a warning recommending that U.S. citizens, particularly those with underlying health conditions, not travel by cruise ship at this time.
- **ALL OTHER TRAVEL:** For other locations, if you return home with any potential COVID-19 symptoms, you will have to stay out of school and contact Michele Leclerc (mleclerc@derryfield.org), your division/department head, and Deb Bremberg, Human Resource Director, to develop an action plan and discuss how a self-quarantine and/or illness might affect your ability to work during that time.
- **PLEASE NOTE:** The State department and CDC have issued a warning, recommending that U.S. citizens, particularly those with underlying health conditions should not travel by cruise ship at this time.

If you are scheduled to attend a workshop or conference anytime through the end of the school year, please speak with your division head or department manager. Many of the Massachusetts COVID-19 cases emerged from one professional conference. Decisions will be made on a case by case basis depending on a number of factors.



*leading lives of passion and purpose*

---

Plans are currently made to prepare for school closure. There are two scenarios that might lead to a closure:

1. The state could mandate a closure if the virus spreads significantly in New Hampshire;
2. We may close school if a student, colleague or other person was exposed to the virus or became ill with the virus and attended school after they were exposed.

If school closes, we will extend paid time off as necessary to ensure permanent Derryfield employees will be paid while out of school.

If there is a mandatory school closure, there are plans in place for remote learning. Faculty have already begun discussions and training related to working and teaching remotely. Department managers will work with each staff member to determine the best strategy depending on one's position. Specific instructions related to school and work hours will be sent out if the need to close school arises.

If you miss school due to becoming ill from the virus and/or the need to self-quarantine, paid sick time policies will apply, and we may extend sick time as necessary.

I also want to take this opportunity to acknowledge our own fears and anxiety about COVID-19, and to remember that some of our students, especially our international students, might be worrying as well. Recently there were reports of insensitive comments by a few students about the virus and China's "responsibility" for it. While I think these comments are being made by a minority of our students, it's very important for any adult who overhears such comments to intervene, and possibly report to Reina Stimpson (depending on the situation). We will also share with you the letter that is being sent to all Derryfield families, which includes similar information about traveling and students' return to school. Thanks for your understanding as we navigate this difficult and unprecedented situation together, and let me know if you would like to discuss your own travel plans or concerns.

My wish is for a restful and healthy spring break for everyone!

Best,

Susan Grodman, Associate Head of School