



ST. ANDREW'S SEWANEE

290 QUINTARD ROAD
SEWANEE, TENNESSEE 37375-3000
931.598.5651 | www.sasweb.org

SENT VIA EMAIL TO FACULTY AND STAFF by Head of School Karl Sjolund 3/13/20 3:57 PM

Dear Faculty and Staff,

As you might imagine, the administrative team and I have been consumed with concerns and contingency planning regarding the COVID-19 pandemic. Our primary concern has been for the safety and care of our SAS community, but we also take very seriously our responsibilities to the greater community. Much of the following information will be conveyed to our parents and students in the next 24 hours. I ask that you let the official communications settle in with our families before you start talking to them about these plans. We will copy you on the messages that go to them as we have them.

Based on all that we know and our concerns about what we do not yet know, we have decided to suspend classes for students through March 25 and in-person classes through at least April 3. Faculty and staff are asked to return to campus after the break as they are able (more on this later) to prepare to provide virtual learning, which will begin on Thursday, March 26. Academic Dean Kelley Black and Educational Technology Coordinator Viva Reynolds have spent much of the break researching best options for this and will be in touch with you as the plans for your training and the implementation are rolled out. We promise much patience and grace in this process both for you and for our students. All afternoon programs, including athletics, will be suspended. Please note that we are not closing campus. Offices will remain open.

Domestic boarding students will be asked to stay at or return to their homes. We will make provisions for getting their school materials and other necessary belongings to them. International students who are on campus will remain on campus unless or until their parents decide otherwise. International students who are off campus will be asked to return to campus but may undergo a health screening and/or quarantine depending on their Spring Break travel or exposure. They, too, may leave if their parents choose, but with a warning that it may raise visa concerns and that we may be limited in our ability to provide them with virtual classes.

Should you return to campus?

Faculty and staff who have remained in Tennessee for the break should plan to report for work as they had planned and no later than 8 a.m. on Monday, March 23. Employees are asked to complete this [travel form](#). Based on your responses, you may be asked to complete an additional health screening from our Health Clinic. If you are concerned about your travel or if our School Nurse Melissa Gilliam is concerned about your return, you will be asked to either

stay off campus or go into quarantine. If you are a teacher who is in quarantine but is not ill, you will still be asked to participate in virtual learning plans.

Moving forward, we are implementing CDC recommendations and asking that faculty and staff limit official travel. If you must travel out of state for work or personal reasons, please make me aware of your plans.

We have canceled all large gatherings on our campus through April 3. Chaplain Molly Short will head a committee to look at ways to continue to provide spiritual sustenance and a sense of community for the SAS family. If you would like to help Molly with these efforts, please let her know. Events after April 3, including Commencement, will be discussed at a later date.

This is the first of several communications. In the coming days we will be clarifying policies and plans for campus meals, academic schedules, duty rosters, faculty meetings, quarantine pay policies, etc. Stay tuned. Stay safe. Stay healthy.

Sincerely,

Karl J. Sjolund
Head of School