



February 3, 2021

Dear MCI Employees,

We are about a week away from our Winter Carnival; all are excited, and we have carefully planned activities to keep everyone as safe as possible while still enjoying the spirit of the event. At MCI, we continue to maintain restrictive transmission measures in the same ways the academic year began in September. Our protocol for international travel and/or out-of-state travel over the holiday breaks will be the same for the residential students as when we started the year. The safety of our students, employees, and families are at stake here. In a few weeks, we will be heading into our winter break. This break, albeit shorter than over the past holiday break, may still see people traveling. As you consider what you will be doing over these breaks, I ask that you take the time to read the following guidelines to help us keep our community safe.

1) Travel: The state of Maine offers [this guideline](#) for travel to and from the state. These are guidelines and expectations whether you are receiving visitors and/or if you are traveling out of the state. As these guidelines are changing frequently, please review them regularly. *Keep Maine Healthy* [FAQ's](#) also provides clear expectations for us to follow.

2) Hosting: The CDC recommends the following [guidelines](#) should you decide to host gatherings at your home and/or at a different venue. These are guidelines and expectations necessary to keep everyone as safe as possible in social settings. We have worked diligently with our students and with our employees to keep everyone healthy and safe despite the recent surges and increased cases nationally and within the state – we do not want to lose it now.

3) MCI Faculty and Staff: *Please notify Karla of travel plans* if you are planning on leaving the state. This applies to our February and April breaks. A few states do not require quarantine/testing upon return, but most others do. And the list changes frequently. You are expected to follow the aforementioned guidelines provided by the state of Maine and the CDC.

Thank you in advance for heeding to the expectations from both the Federal and State governments. We take this very seriously, and I can assure you that expectations are the same for all of our employees. Let's all enjoy a safe and relaxing winter break.

All the Best,

Christopher M. McDonald
Head of School