

Daniel M. Sheff
Dean of Students

Dear students and families,

We hope this finds you healthy and safe as we all grapple with the new realities of our world in the era of COVID-19. While it would be much easier just to allow students and families to return to campus and pack themselves up, given Governor Baker's stay-at-home guidelines as well as the shared obligation of limiting the exposure and spread of COVID-19 for all who may come into contact with our campus, **we cannot allow families to pack up their own rooms and lockers at this time.**

This letter lays out how everything will work. For boarders, there are various options for moving out of the dorm, and we ask you to fill out a Google form below to tell us your choice. We also ask for your patience as we embark upon this very different way of conducting the annual end-of-year move-out.

Athletic lockers: Athletic lockers will be emptied and packed into boxes or bags. For boarding students, those will be included in whatever move-out option a student chooses. If there are larger pieces of athletic equipment that you need which are not in your locker, please contact Mr. Ken Risley (krisley@mxschool.edu; 978-371-6560). Day students, see below.

Musical instruments: The music department does not recommend shipping musical instruments. Rather, they recommend that you rent an instrument until you return to Middlesex. Day students, see below. If you have any specific questions or concerns related to instruments, please contact Mr. Marcus Rabb (mrabb@mxschool.edu; 978-402-1439).

Packages in the mailroom: If you have a package in the mailroom and are returning to Middlesex, the package can remain on campus or be forwarded along to you via FedEx. Graduating seniors or other students not returning should arrange for their packages to be sent to them via FedEx. Please contact Mr. Paul Torres (ptorres@mxschool.edu; 978-402-1499) to arrange for this.

Day students: Athletic lockers and day student lockers will be emptied and packed into bags or boxes, brought to Stu-fac, and numbered individually by student. We will include musical instruments in this process. Families will be assigned a time to pass through campus to pick those up. Doors will be propped open with one entrance and one exit, and times will be staggered to ensure social distancing.

Optional box of essentials: Echoing my email to all students last week, boarding students may request a box of essentials (contact lenses, notebooks for AP exams, etc.) necessary for the near term. Please use [this form](#) to indicate what you **need**. All items must fit in a box measuring 13 x 10 x 6 (8 lbs. limit), which will be packed by Middlesex faculty and staff. These boxes can be shipped to you at your expense, or made available for a scheduled on-campus, drive-through pick-up. All shipping will be done through UPS in Concord. This process will mobilize as soon as possible with priority given to those who request AP notebooks.

Move-out options: Please indicate your preference on this [move-out form](#).

Option One: Use Dorm Room Movers. We will be using a professional moving and storage company called Dorm Room Movers to pack your belongings and have them stored or shipped to you at your expense. Dorm Room Movers would give you the flexibility to: **a)** have your room packed by Dorm Room Movers* without using shipping or storage; **b)** ship and/or store your items over the summer with Dorm Room Movers (seniors can also store and ship to a college). For students who receive financial aid from the School, the cost of these services will be prorated based on the portion of tuition that is paid by the family.

Option Two: Pack your own room at a later date. Your belongings can remain in your room. Once/if it is deemed safe by state and local authorities, as well as by the COVID-19 advisory group here on campus, we will designate a time when families can return to campus to pack up their rooms. It is hard to predict when this will be able to happen, but we anticipate June at the earliest. In the event that a return to campus is not possible we will communicate further.

*For a flat fee of \$99 plus a registration fee and per-box packing fee, Dorm Room Movers will pack your room and leave it in place. Local families can elect to come to campus at a designated time to retrieve items from a MX location outside of the dorm. We can also keep these boxes and items on campus for the summer to be collected in the fall and brought to your new dorm room. **NOTE:** Boxes stored on campus will be stored in a *secure* spot - i.e., locked - but we do not have the ability to provide other elements of safe-keeping (e.g., climate control, fully weatherproofed, air-tight storage) and cannot take responsibility for any damages to your belongings.

On Dorm Room Movers: [Dorm Room Movers](#) (DRM) provides professional moving, storing, and shipping services to over 240 colleges and boarding schools across the country and have performed over 120,000 student moves since 2007. Due to COVID-19, DRM is now providing an [additional service](#) where their background-checked movers will pack rooms for families on a live Zoom video call. We are working with them directly to schedule this, and as their team is considered essential personnel, they tentatively may begin as early as late this week.

I want to extend my thanks for your patience, and for the cooperation and community morale that I have felt in this unprecedented and unpredictable time. Do not hesitate to reach out with any further questions.

With warm regards,



Daniel M. Sheff