



Union County Educational Services Commission

45 Cardinal Drive
Westfield, New Jersey 07090
Phone: 908-233-9317
Fax: 908-233-7432
Transportation Fax: 908-518-1669

Michael J. Kowalski
Acting Superintendent
mkowalski@ucesc.org

Eric Larson
Business Administrator/
Board Secretary
el Larson@ucesc.org

Lorraine Vitiello
Transportation Coordinator
lvitiello@ucesc.org

December 13, 2020

Dear HAN Faculty Members:

This letter is to inform you that an individual at Hillcrest Academy – North Campus was identified as having a positive case of COVID-19.

We are coordinating closely with public health officials in the Scotch Plains Health Office and following CDC, State, and local guidance to assure the health and safety of our learning community.

Contact tracing was completed and one person identified as having been in close contact (Within 6 feet for 15 cumulative minutes or more) with the individual who tested positive on either December 11 or 12, 2020 has been notified of recommended follow-up actions.

While circumstances do not require temporary closure of Hillcrest Academy – North Campus, I decided that the building will close and staff will telework on Monday, December 14, 2020 as a measure of precaution. During this time, custodial staff will deeply clean and sanitize all classrooms in accordance with protocols outlined in the District Restart and Recovery Plan.

I appreciate the level of concern regarding COVID-19 and assure you that we will continue to monitor this situation closely and notify you of any relevant updates. You can also expect an email tomorrow regarding expectations for Tuesday, December 15, 2020.

In the meantime, we encourage staff members to continue following the promoted safeguards of the Centers for Disease Control & Prevention, such as:

- Staying home when you are sick;
- Washing hands often with soap for at least 20 seconds;
- Covering coughs and sneezes and properly disposing of tissues;
- Limiting close contact with people who are sick and not sharing food, drinks and utensils;
- Practicing social distancing;
- Wearing a face covering while in school; and
- Continuing to monitor your health for symptoms of illness.

As always, we appreciate your flexibility and cooperation. You can assist us by remaining vigilant but sensible in your approach to dealing with this incident.

Should you have any questions, please feel free to contact Mr. Marquet or me at any time.

Thank you for your continued support.

Sincerely,

Michael J. Kowalski

Michael J. Kowalski
Acting Superintendent

HELPFUL RESOURCES

a. NJDOH COVID-19 Information for Communities and the General Public:

https://www.nj.gov/health/cd/topics/covid2019_community.shtml

b. Get the Facts about Coronavirus:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

c. Symptoms of COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/symptomstesting/symptoms.html>

d. Testing:

<https://covid19.nj.gov/pages/testing>

e. How to Protect Yourself:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-gettingsick/prevention.html>

f. What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/stepswhen-sick.html>