



**Union County Educational Services Commission**

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November 20, 2020

Dear Staff Members:

This letter is to inform you that an individual who visited Hillcrest Academy – North Campus on Wednesday, November 18, 2020 has since tested positive for 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.

It is important to note that the individual was only inside of the building for a limited amount of time and did not enter any classrooms. Contact tracing determined one potential incident of close contact and this staff member has been notified of follow-up actions recommended by the health officials.

Cleaning and disinfection of Hillcrest Academy will be completed over the weekend in accordance with the protocols outlined in our District Restart and Recovery Plan. At this time, we have no reason to recommend temporary closure of the building and anticipate that regular operations will resume at 8:30 a.m. on Monday, November 23, 2020.

I completely appreciate the level of concern regarding COVID-19 and assure you that we will continue to monitor the situation closely and notify you immediately of any relevant updates.

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 (staying at least 6 feet apart);
- 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 health concern.

Should you have any questions, please feel free to contact my office at (908) 233-9317 x 271.

Thank you for your continued support. Have a safe and enjoyable weekend.

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](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>