



**Union County Educational Services Commission**

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November 23, 2020

Dear Westlake Parents and Staff Members:

This letter is to inform you that we received notification over the weekend that an individual at Westlake School tested positive for COVID-19.

We are coordinating closely with public health officials in the Westfield Regional 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 had limited access to the building and did not enter any classrooms or common areas. There are currently no known instances of COVID-19 transmission between students or staff at Westlake School. Contact tracing was completed and one individual determined to have been in close contact was notified of recommended follow-up actions.

Cleaning and disinfection of Westlake School will be completed in accordance with the protocols outlined in our District Restart and Recovery Plan.

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 the flexibility and cooperation of students, parents, and faculty members. You can assist us by remaining vigilant but sensible in your approach to dealing with this concern.

Should you have any questions, please feel free to contact your child's school administrators at (908) 232-4181 or 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>