



Building Partnerships for Tomorrow

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  
elarson@ucesc.org

**Lorraine Vitiello**  
Transportation Coordinator  
lvitiello@ucesc.org

March 23, 2021

Dear UCESC Community:

This letter is to inform you that an individual affiliated with the UCESC Administrative Offices was identified earlier today as having a laboratory-confirmed case of COVID-19.

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

The individual who tested positive has not been to our building since March 19, 2021. Contact tracing was completed and it was determined that no additional precautionary measures nor close contact notifications are needed at this time.

Cleaning and disinfection of the Administrative Offices will be completed in accordance with the protocols outlined in our District Restart and Recovery Plan. You can access a copy of the plan on the Commission homepage at [www.ucesc.org](http://www.ucesc.org).

As always, we appreciate your flexibility and cooperation with all recommended practices. 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 my office at any time.

Thank you for your continued support.

Sincerely,

*Michael J. Kowalski*

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Acting Superintendent