



**Union County Educational Services Commission**

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November 13, 2020

Dear Parents/Guardians and Staff Members:

This letter is to inform you that an individual at the Union County ESC Administrative Offices has presumptively 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, at this time, there are no known instances of COVID-19 transmission at the Commission Administrative Offices related to this presumptively positive case. A small number of staff members who were potentially in close contact with this individual will be notified with follow-up actions recommended by local health officials. At this time, we have no reason to recommend a temporary closure of the Administrative Offices and anticipate that scheduled business operations will resume at 8:30 a.m. on Monday, November 16, 2020.

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 our plan on the Commission homepage at [www.ucesc.org](http://www.ucesc.org).

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

In the meantime, we encourage parents, students and staff members to continue following the Centers for Disease Control & Prevention promoted safeguards, 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.

As always, we appreciate our community's 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.

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>