



**Union County Educational Services Commission**

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March 18, 2021

Dear Parents, Families and Staff:

This letter is to inform you that we received notification a few moments ago that an individual affiliated with Crossroads School and the Work Readiness Academy was identified as having a laboratory-confirmed case of COVID-19.

Our staff are currently implementing contact tracing procedures and will advise any students or faculty determined to have been in close contact with the individual of appropriate follow-up recommendations. As a general reminder, close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset or positive test results, regardless of whether the contact was wearing a mask.

While awaiting guidance from the Westfield Regional Health Department, I feel it is in the best interest of health and safety for Crossroads School and the Work Readiness Academy to implement a remote learning day on Friday, March 19, 2021. Students and staff members assigned to both programs should plan to work from home. Doing so will allow time to complete contact tracing, clean and sanitize; and determine the best course of action after consulting with local public health officials.

Instruction on Friday, March 19, 2021 will follow existing full-day remote learning schedules. Parents and/or students are advised to check the Google Classroom or distance learning websites of assigned teachers and therapists for specific details regarding schedules and activities.

I apologize for the last-minute notification and assure you that we are monitoring this situation closely. You can expect to receive an update regarding our status once that determination is made tomorrow. In the meantime, you can assist in our efforts by remaining vigilant yet sensible in your approach to responding to this notification.

If you have any questions, please contact the Principal of Crossroads School, Reed Leibfried, at [rleibfried@ucesc.org](mailto:rleibfried@ucesc.org) or 908-232-6655 x 2002 or the Director of the Work Readiness Academy, Josh Bornstein at [jbornstein@ucesc.org](mailto:jbornstein@ucesc.org) or 908-233-9317 x 1026.

Thank you for your continued support. Have a safe evening.

Sincerely,

*Michael J. Kowalski*

Michael J. Kowalski  
Acting Superintendent