



**Union County Educational Services Commission**

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January 23, 2021

Dear HAS Faculty Members:

This letter is to inform you that the district was notified earlier today that an individual at Hillcrest Academy - South Campus received positive COVID-19 test results.

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.

Contact tracing was completed and identified close contacts have been notified of recommended follow-up actions. A close contact is defined as someone who was within 6 feet of an individual with COVID-19 for 15 or more minutes during a 24-hour period within specific dates identified by local health officials.

While a single confirmed case of COVID-19 neither requires nor justifies temporary closure, I have decided to place all Hillcrest Academy – South Campus staff on remote work from Monday, January 25 to Friday, February 5, 2021 due to the impact of contact tracing on the organized and efficient operation of the school.

Cleaning and disinfection of Hillcrest Academy - South Campus will continue in accordance with protocols outlined in our District Restart and Recovery Plan. You can access a copy of the plan on the district homepage at [www.ucesc.org](http://www.ucesc.org).

I 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 prior to the anticipated return to school on Monday, February 8, 2021.

In the meantime, we encourage students, parents and 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 incident.

Should you have any questions, please feel free to contact my office at (908) 233-9317 x 1001.

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>