



**Union County Educational Services Commission**

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](mailto:mkowalski@ucesc.org)

**Eric Larson**  
Business Administrator/  
Board Secretary  
[el Larson@ucesc.org](mailto:el Larson@ucesc.org)

**Lorraine Vitiello**  
Transportation Coordinator  
[lvitiello@ucesc.org](mailto:lvitiello@ucesc.org)

April 15, 2021

Dear Parents and Staff Members:

I hope everyone safely enjoyed their Spring Break.

This letter is to inform you that we received notification earlier today that an individual affiliated with Work Readiness Academy 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 has not been in the building since March 24, 2021; therefore, there is no need for contact tracing or other follow up actions.

Cleaning and disinfection of 45 Cardinal Drive 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.

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 concern.

Please contact Mr. Bornstein at (908) 233-9317 x 1026 if you have any questions or concerns.

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>