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**PREPARING STUDENTS FOR LIFE BEYOND THE CLASSROOM**

*Accredited by NCASES and Middle States Association*

April 30, 2021

Dear Parents/Guardians,

It was brought to our attention today that a member of our school community has tested positive for COVID-19. The individual as well as any students or staff who were in contact will be in quarantine for 14 days from last exposure. This individual was in the school building on Wednesday, April 28<sup>th</sup> and Thursday, April 9<sup>th</sup>. As part of our protocol, the contact tracing forms were reviewed, an interview was conducted and the Nutley Health Department was called. As per the Nutley Health Department, the students and staff members who were in close contact with this individual **have been notified by our school nurse and received a separate, personalized letter with further details for virtual learning.** The guidance provided by the Nutley Health Department is being followed.

If any further developments occur, you will be notified in a timely manner. If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform our school nurse and contact your health care provider. The Phoenix Center will keep all medical information confidential and will only disclose it on a need-to-know basis.

The Phoenix Center's cleaning and sanitization protocol has been put in place and the individuals involved in the potential exposure have been contacted and quarantined as needed.

Thank you for your attention to this important matter.

Sincerely,

Julie Mower, M.A.Ed.  
Executive Director

c. district