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**30 YEARS**  
OF EXCELLENCE

**PREPARING STUDENTS FOR LIFE BEYOND THE CLASSROOM**

*Accredited by NCASES and Middle States Association*

September 14, 2020

Dear Parents/Guardians,

It was brought to our attention late Friday afternoon that a staff member from Cohort A has tested positive with COVID-19. This staff member was in the school building September 9<sup>th</sup> and 10<sup>th</sup>. As part of our protocol, the contact tracing forms were reviewed, the staff member was interviewed 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, and 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 Connie Andolino 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