

January 8, 2021

Dear Parents/Guardians,

This letter is to inform you that one employee from the Archway Lower School (*Waterford Township*) has tested positive for Coronavirus Disease 2019 (COVID-19). Archway staff is working closely with our administrative team and together we have been coordinating with the county health department in addition to following CDC, state, and county health department guidance in order to assure the health and safety of our community. We have also conducted a thorough and accurate contact tracing process and as of this morning we have communicated with parents of students and staff members who were considered to be in close contact (within 6 feet of distance for 15 minutes over a 24 hour period). **If you have not received a call from Archway specifically asking you/your students to complete a quarantine period, based on the [CDC](#) and [NJ Department of Health](#), your child was not deemed at risk for exposure as per the Department of Health and district protocols. Please note that if you have been contacted that your child has been exposed his or her return date will be January 25<sup>th</sup> or 26<sup>th</sup>, depending on which cohort they are in.**

All exposed areas have been cleaned and disinfected according to established protocols by Archway Programs and the Archway Schools. We will continue to take necessary precautions to prevent the introduction and spread of viruses and other germs.

Archway Programs believes in full transparency and will continue to keep clear, open lines of communication with parents and guardians to ensure everyone's safety. To view our Re-Opening Plan which lists added safety measures we are taking at the Archway Schools, in addition to any COVID-19 updates inclusive of all programs throughout our organization, visit [www.archwayprograms.org/covid19](http://www.archwayprograms.org/covid19).

Thank you for your support and understanding. If you have any questions, please do not hesitate to reach out by phone at 856.626.3769 or by email at [susan.lafferty@archwayprograms.org](mailto:susan.lafferty@archwayprograms.org).

Sincerely,

*Susan Lafferty*

**Susan Lafferty, Executive Director**  
*The Archway Schools*



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