

**TEANECK BOARD OF EDUCATION**  
**Human Resource Management**



**Christopher C. Irving, Ed. D.**  
Superintendent

**Simone Clark**  
Executive Assistant, Human Resources & Compliance  
[sclark@teaneckschools.org](mailto:sclark@teaneckschools.org)

To: All Staff  
From: Simone Clark, Executive Assistant, Human Resource Management  
Date: September 2, 2021  
Re: COVID-19 Testing Requirement for All Unvaccinated Staff

In our efforts to minimize the spread of COVID-19 and to provide an additional layer of safety in the workplace, effective September 9, 2021, all unvaccinated staff members will be required to take a weekly COVID-19 test and submit the results to be permitted entry into district buildings. Only staff members who submit proof of the Pfizer, Moderna, or Johnson & Johnson COVID-19 vaccine will be exempt from the mandated weekly COVID-19 testing. Please note, for the Pfizer and Moderna vaccines, *both* doses must have been received for the staff member to be exempt from the mandated weekly COVID-19 testing.

All unvaccinated staff will be required to submit their COVID-19 weekly test results to [covidhealthdocs@teaneckschools.org](mailto:covidhealthdocs@teaneckschools.org). **All weekly COVID-19 test results are required to be submitted no later than Sunday of each week.** The district has arranged for weekly drive-thru testing to take place at Holy Name Medical Center every Thursday from 7 am to 5:30 pm. Estimated time is 15 minutes and advanced registration is required (please see attached instructions). Please note, staff members may elect to get tested on their own each Thursday or Friday. If you are choosing to get tested on your own, please confirm the turnaround time to receive your result in time for weekly Sunday submission. The PCR Nasal Swab Test continues to be the most accurate test according to Health Officials, and is the only acceptable test to date.

To assist staff members with becoming acclimated to the new COVID-19 testing requirement, weekly reminders will be emailed to staff members for the month of September. Once the email reminders cease, it will be the responsibility of any applicable staff member to fulfill the weekly COVID-19 testing requirement to be permitted entry to their respective building each week.

Your cooperation and flexibility will help maintain a healthy work environment for the entire TPS community.

Thank you for your attention to this matter.

## Instructions for Holy Name's COVID Testing Services for Teaneck Public Schools Faculty/Staff

Accommodations have been made for **all unvaccinated staff** to come to Holy Name's drive-thru Carriage House for WEEKLY COVID testing on Thursday's between 7 am and 5:30 pm. (*NOTE: Vaccinated staff are welcome to use this service to test on other days*).

### **Registration is Required:**

To register online for weekly PCR testing, please follow these instructions:

1. Go to the following web page <https://covidtesting.holyname.org/COVID19>
2. Complete the registration form. **Please take extra care to enter the email address where you want your result sent.**
3. Complete the Questionnaire section. When you check Yes for "Are you being swabbed for COVID 19", the calendar will appear. Select the first date you need to be tested and select ***any time*** available. (*See image A on page 2*).
4. In the Comments section, please enter "Teaneck Schools" and enter the time you plan to come for your nasal swab. (*See Image A on page 2*). Holy Name is offering testing for Teaneck Public schools on Thursdays (beginning Sept. 9) from 7:00 am - 5:30 pm.
5. Holy Name's registration team will create an account for you and schedule appointments for the next 4 weeks.
6. If you need to continue testing after 4 weeks (which you will if still unvaccinated), you will need to call 201-833-7000, Option 3 to schedule additional weeks. If you no longer need testing, please contact Holy Name by calling 201-833-7000, Option 3 to let them know.

*To register by phone dial their Call Center at 201-833-7000, Option 3. Call Center Hours are Monday-Friday 8-6 & Saturday from 8-2. Please be sure to let the representative know you are with Teaneck Public Schools.*

**Appointments:** Please stick as close as possible to your requested time. This will help us eliminate/reduce any delays when you and others arrive at our site for their scheduled appointment. Because you are pre-registered, the check-in and swabbing process takes just a few minutes (not more than 15 minutes).

### **Results:**

Negative results will be emailed to you by Sunday and you can forward this to [covidhealthdocs@teaneckschools.org](mailto:covidhealthdocs@teaneckschools.org). **If you should have a positive result, Holy**

**Name's Telemedicine team will contact you by phone and then you need to contact your principal or immediate supervisor.**

**APPOINTMENT IMAGE A:**

**Questionnaire**

Are you being swabbed for the Flu? \*  Yes  No

Are you being swabbed for COVID 19? \*  Yes  No

Monday September 6 2021	Tuesday September 7 2021	Wednesday September 8 2021	Thursday September 9 2021	Friday September 10 2021
09:30 AM	09:30 AM	09:40 AM	09:40 AM	
09:50 AM	09:50 AM	10:00 AM	10:00 AM	
10:10 AM	10:10 AM	10:20 AM	10:20 AM	
10:30 AM	10:30 AM	10:40 AM	10:40 AM	
10:50 AM	10:50 AM	11:00 AM	11:00 AM	

(Please be advised this date and time are not guaranteed until confirmed by Holy Name Medical Center)

Do you have COVID19 Symptoms? \*  Yes  No

Comments

Teaneck Schools  
Time = 7:30 am