

# TEANECK BOARD OF EDUCATION HUMAN RESOURCE MANAGEMENT



## How to Reduce Risk

### How can I practice social distancing?

- Keep at least six feet between yourself and another person in all public places, schools, and offices.
- Avoid close contact, including handshakes and hugging.
- Limit in-person meetings.

### What can employees do to reduce the risk of getting coronavirus?

The best things you can do are the same as those for preventing flu:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue. Then throw the tissue in the trash and disinfect your hands.
- Clean and disinfect frequently touched objects and surfaces.

### Should I wear a face covering in public?

On April 2, the CDC updated its guidance **to recommend the use of cloth face coverings** “in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies). The guidance also clarifies that this recommendation is to use cloth face coverings and disposable surgical face masks.

In addition, Governor Phil Murphy issued an Executive Order requiring everyone in New Jersey to wear a face covering when entering any retail establishment or restaurant for take-out orders and when riding public transportation. **Face coverings** include cloth masks, bandanas, scarves, or other items that allow fabric to cover the nose and mouth.

## Travel Guidelines

### What do I do if I am returning from a state that is on the state of New Jersey’s travel advisory list?

COVID-19 has spread throughout the United States and domestic travel is not advised. New Jersey has issued an incoming **travel advisory that all individuals entering New Jersey from states with a significant spread of COVID-19** are expected to quarantine for 14 days after leaving that state and upon arrival in New Jersey.

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Some important tips:

- **Stay away from others:** With the exception of meals or getting medical care, stay in your designated room and away from other people.
- **Call ahead before visiting your medical provider:** If you need urgent medical care, call 911.
- **Wear a face covering,** if you must leave your room (including every time you pick up your meals and when entering a medical facility), to limit risk of exposure to others. The face covering may be reused and should be washed regularly.
- **Regularly and thoroughly clean your** hands with an alcohol-based hand rub (containing at least 60% alcohol) or wash them with soap and water for 20 seconds.
- **Avoid touching eyes, nose and mouth.**
- **Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze.** Then dispose of the used tissue immediately. Follow by washing your hands.
- **Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people.**
- **Clean high touch surfaces daily with disinfectant wipes.** High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.