

# TEANECK BOARD OF EDUCATION HUMAN RESOURCE MANAGEMENT



## How to Self-Isolate

### A GUIDE FOR EMPLOYEES

If you have recently returned from a destination in which the novel coronavirus (COVID-19) is circulating or if you have been in contact with someone who has the virus, you will be asked to self-isolate and monitor your symptoms for 14 days before returning to work.

#### YOUR SELF-CARE KIT

Be prepared with a self-care kit that contains:

- Digital thermometer (for daily use)
- Hand sanitizer (for times you can't wash)
- Alcohol wipes (for cleaning, as needed)
- Water bottle (stay hydrated!)
- Temperature and symptom log

#### WHAT TO WATCH FOR...

Symptoms related to COVID-19 include: fever (above 100.4°F), cough, shortness of breath. In more severe cases, infection can cause pneumonia and other complications, especially for older individuals and those with other health conditions.

#### MONITORING YOUR SYMPTOMS DURING SELF-ISOLATION

Please take your temperature daily and record your symptoms on a health log. If you develop symptoms or need medical help while in self-isolation, please call your primary care provider who will determine if

you should leave the premises to seek medical attention.

#### WHILE YOU'RE IN SELF-ISOLATION

To the extent possible, remain at home for the 14-day period. You should avoid crowds, limit public activities, and practice social distancing. Do not go out, except when recommended by a medical professional. Do not use public transportation. Maintain distance (approximately 6 feet or 2 meters) from others. If you must leave your home, try to do so during off-hours and avoid places where people are congregating.

#### COMMUNICATION WITH FAMILY

Your personal health information is confidential. You will need to sign a release before our staff will be able to speak with your parents or other family members or friends.