

# COVID-19 PRECAUTIONS

NOVEMBER 2020



## RISK

COVID-19 cases have been increasing. It is still a serious risk that must be managed to protect not only our staff, but our families and the community we serve.

The COVID-19 virus can be transmitted by direct contact with infected people, droplets from coughs and sneezes, aerosols from exhaled breath, and contact with surfaces.

NJ Executive Order 192 establishes the following required precautions for workplaces to address the recent increase in COVID-19 cases in New Jersey.

## MASKS

Masks are required upon entering Borough facilities, including visitors.

- Masks minimize exhalation of droplets and aerosols, and also protect from inhaling airborne virus.
- Masks can be removed in offices and at workstations when 6-foot distance is maintained or a barrier provided.
- Masks must be worn in common areas such as hallways, restrooms, and breakrooms.
- Alternative precautions may be needed if an individual cannot wear a mask for medical reasons.

## SOCIAL DISTANCING

Distance protects us from direct contact, droplets and aerosols.

- Keep a 6 foot distance when feasible.
- Wear a mask if you cannot maintain 6 feet.
- Rearrange work areas and seats to allow for social distancing.
- Barriers are being used in some locations where distancing cannot be maintained.



## DAILY HEALTH CHECKS

Daily pre-shift health checks are required (see page 2).

- Employees shall complete the health check daily before work.
- Do not report to work if you have symptoms, suspect that you may be ill, or have been exposed to someone with COVID-19.
  - You may have the illness and transmit the virus without getting symptoms.
- If symptoms occur at work, immediately self-quarantine and notify your supervisor.

## SANITIZING AND HYGIENE

The COVID-19 virus can live on a surface for several days, but does not grow and will eventually die outside of a human host. Household disinfecting cleaners are very effective at killing viruses.



Hand sanitizers and cleaning supplies are available.

- Wash or sanitize hands regularly.
- Minimize contact with surfaces contacted by other people or wear gloves.
- High contact surfaces are cleaned regularly

## NOTIFICATIONS

The Borough will provide notification to staff with known exposure to COVID-19 within Borough facilities.

- Confidentiality will be maintained in accordance with applicable regulations.

## EMERGENCY SITUATIONS

Alternate precautions may be needed in emergency situations, but the same requirements apply to responders during non-emergency activities.

Be vigilant about COVID-19 precautions, they not only protect you, they protect our coworkers, our families, and our communities.

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Borough of  
Tinton Falls  
New Jersey

## DAILY HEALTH CHECK QUESTIONS

1. Do you have any of these symptoms that are not caused by another condition?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion
- Nausea or vomiting
- Diarrhea

2. Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-like symptoms?

- Contact is being 6 feet (2 meters) or closer for more than 15 minutes with a person, or having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on).

3. Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?

4. Are you currently waiting on the results of a COVID-19 test?

## YES to ANY Question

- Do not report to work, contact your supervisor
- Call your medical care provider for further instructions, including information about COVID-19 testing.

## NO to ALL Questions

- Thank you for completing the screening

If you have been in close contact with someone with COVID-19 you should stay home and self-quarantine for 14 days before returning to work. Read more about when you should be in isolation or quarantine at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>.

If you have had symptoms consistent with COVID-19 or have tested positive for COVID-19, DO NOT physically return to work until you get a medical evaluation and are approved to return to a work setting by your medical provider.

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