



**BAYONNE BOARD OF EDUCATION
ADMINISTRATION BUILDING**

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**BAYONNE BOARD OF EDUCATION
COVID-19 Protocol**

1. **PROTECTIVE MASKS and CLOTH FACE COVERINGS:** All employees shall wear a protective face mask or cloth face covering over their nose and mouth (a) when in public spaces (hallways, bathrooms, conference rooms, etc.) within the work place and (b) when in private offices in the presence of another individual. This means if more than one person is in an office, they should all be wearing protective masks or cloth face coverings. Face masks will be available to employees upon request. Employees may wear their own cloth face coverings. The CDC recommends wearing a cloth face covering as a measure to contain the wearer's respiratory droplets and help protect their co-workers and members of the general public. Cloth face coverings are not considered personal protective equipment ("PPE"). Cloth face coverings may prevent workers, including those who do not know they have the virus, from spreading it to others but may not protect the wearers from exposure to the virus that causes COVID-19. **FAILURE TO PROPERLY WEAR A MASK OR FACE COVERING CONSISTENT WITH THE ABOVE MAY RESULT IN DISCIPLINARY ACTION.**
2. **MANDATORY SOCIAL DISTANCING:** Social distancing shall be implemented as recommended by federal, state and local health authorities. Social distancing means maintaining distance (6 feet or more) from others when possible.
3. **SELF-MONITOR and REPORT SYMPTOMS OR POSITIVE RESULTS:**
 - a. Employees who have symptoms of COVID-19 (i.e., fever (100.4°F or higher, cough or shortness of breath) while at home should notify their supervisor and stay home. An employee who begins to feel symptoms at work, should notify their supervisor immediately (preferably by phone or text) and go home. The employee then should call the Employee Health Department at 201-858-6247.
 - b. An employee who is sick should stay home and contact their doctor or seek medical treatment.
 - c. Follow your doctor or health care provider's advice and seek testing for COVID-19 based upon your symptoms. Testing is available to everyone in New Jersey: <https://covid19.nj.gov/pages/testing>.
 - d. Any employee who is symptomatic and has been tested for the virus must not return to work until notification of the results of the test (negative or positive) are provided to the Employee Health Department and the employee has been cleared to return to work after a "Return to Work Interview" by the Employee Health Department.

- e. Any employee who is symptomatic and has NOT been tested for the virus must not return to work until the employee has been cleared to return to work after a “Return to Work Interview” by the Employee Health Department.
4. **EXPOSURES:** If an asymptomatic employee lives with someone who has tested positive for the COVID-19 virus or has been in contact with someone who has tested positive, that employee must not come to work until such time as he/she has been cleared to return to work after a “Return to Work Interview” by the Employee Health Department. Please note that an asymptomatic employee who lives with someone who has tested positive for the COVID-19 virus or has been in contact with someone who has tested positive, should self-isolate (self-quarantine) for fourteen (14) days from the date of the last exposure.
5. **POSSIBLE EXPOSURE:** If an asymptomatic employee lives with someone who is symptomatic but who has not been tested for COVID-19, that employee should stay home and contact The Employee Health Department at 201-858-6247. Said employee shall remain home until directed to return to work. If an employee has tested negative, but a member of the employee’s household has tested positive, that employee shall not return to work until being cleared to do so after a “Return to Work Interview” by the Employee Health Department at 201-858-6247.
6. **FAILURE TO OBSERVE PROTOCOLS and GUIDELINES:** Failure of any employee to STRICTLY abide by this protocol or any previous protocol could result in disciplinary action, up to and including termination of employment. COVID-19 is a serious and sometimes fatal communicable disease. This Administration will not tolerate employee conduct, intentional or unintentional, that runs afoul of or violates the Board of Education’s protocols and guidelines.
7. **TRAVEL POLICY:** If an employee traveled out of state to a state that is listed on the travel advisory list during the last 14 days, the employee must contact the Employee Health Department at 201-858-6247 and must remain home until cleared to return to the building. If an employee is planning to travel out of state to a state on the travel advisory list, the employee needs to contact the Employee Health Department at 201-858-6247 before traveling.

I understand and agree to the Covid-19 Protocol and Guidelines set forth by the Bayonne Board of Education:

Print Name: _____ Signature: _____