

Infectious Disease Prevention Advice
(Distributed to NEA Employees)

Practice Safe Hygiene

- Wash your hands frequently with soap and warm water for at least 20 seconds.
- Make frequent use of an alcohol based hand sanitizer.
- Avoid touching your eyes, nose and mouth.
- Avoid close contact with people (e.g. hugging, hand shaking, kissing, etc).
- Cover your cough/sneeze with a tissue and throw it away immediately.
- Clean and disinfect frequently touched surfaces (keyboards, cell phones, desk, etc).
- Stay home when you are sick, except to get medical care. Call ahead for advice before visiting your doctor.

Traveling?

- Practice safe hygiene (see above)
- Be sure to provide your current and accurate contact information to meeting organizers, airlines and hotels – just in case they need to get in contact with you after your event, trip or stay.
- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations.
- Check yourself for symptoms of [acute respiratory illness](#) before starting travel, and notify your supervisor and stay home if you are sick.
- If you become sick while traveling or on temporary assignment notify your supervisor and promptly call a healthcare provider for advice if needed.
- Persons with compromised and/or weakened immune systems should take extra precautions before traveling or attending gatherings. Seek advice from a health care provider.
- Use disinfectant wipes on airplane surfaces when you get to your seat (tray table and latch, seat armrests, etc).

At a meeting?

- Practice safe hygiene
- Try to maintain at least 3 feet of space between you and the people sitting next to you.

Planning a meeting?

- Avoid theater style seating, try to use rounds and or classroom settings. Try to have at least 3 feet of space between seats.
- Talk to the venue about measures they are taking (cleaning, hand sanitizer, etc).
- Try to have plenty of sanitizer and tissue in the space.
- Be sure to ask the hotel/venue about their preparedness measures if a quarantine or other emergency is ordered or declared
- Have an effective communications plan to reach attendees and presenters
- Be sure to have valid and current contact information for all attendees and presenters
- Have an advisory sheet and signage reminding attendees to practice Safe Hygiene (see above)
- Be prepared for cancellations and reduced numbers of attendees. Try to make correlating adjustments to food orders and room blocks as soon as practicable.

Home sick or with sick loved ones?

- Practice safe hygiene
- Review these [guidelines](#) from the CDC for tips to care for yourself and others
- Feeling better? Conduct a [self-assessment](#)
- Do not return to work until you have been fever and symptom free for at least 24 hours.