



JON J. P. FERNANDEZ
Superintendent of Education

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MEMORANDUM

To: GDOE Employees, Parents & Students

From: Superintendent of Education

Subject: **Health and Hygiene Tips to Prevent the Spread of Respiratory Illness**

In light of the global concerns regarding the spread of the 2019 novel coronavirus, or COVID-19, all Guam Department of Education (GDOE) employees, parents & students are urged to review and practice the hygiene tips below at schools and at home. Teachers are asked to ensure that these health and hygiene tips are posted in each classroom, and are reviewed with students daily.

Health & Hygiene Tips:

- Stay home when you are sick – do not go to work or school.
- Avoid close contact with people who are sick.
- Wash hands often with soap and water for at least 20 seconds.
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60-95% alcohol (check the label to confirm the alcohol content).
- Avoid touching your mouth, eyes, and nose with unwashed hands. Try to stop touching your mouth, eyes and nose altogether, as germs spread this way.
- Practice proper cough etiquette – cover your mouth and nose with a tissue when you cough, then throw the tissue in the trash and wash your hands. If you do not have a tissue on hand, cough into your upper sleeve, not your hands.
- Clean and disinfect frequently touched objects or surfaces.
- Avoid high fives, shaking hands, or kissing relatives to show respect (man nginge').
- Avoid using your fingers to touch surfaces that many people have touched (i.e. door handles, light switches, and elevator buttons). Use a napkin or your knuckle instead.

Detailed Centers for Disease Control and Prevention (CDC) handwashing guidelines may be found online here: <https://www.cdc.gov/handwashing/when-how-handwashing.html>.

Parents are asked to keep students home if they exhibit symptoms such as fever, or signs/symptoms of lower respiratory illness such as cough or shortness of breath. We appreciate your understanding of the importance of implementing these health guidelines.


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