

# COVID-19 Mount Sinai Health System Work-From-Home and Travel Policies

March 13 2020, Friday

Challenging times such as these are when health care workers are at their best; supporting and caring for their patients as well as one another. We know so many of you have stepped up to the plate at this time of crisis, and we are proud and grateful.

Throughout the past few weeks, we have been closely monitoring the COVID-19 crisis and revising our policies in order to stay ahead of the frequently changing needs and events so that we can keep our faculty, staff, trainees, and patients safe.

Today, in order to help stop the community spread and ensure we have adequate workforce staffing, we are sharing a set of guidelines for how managers can permit **eligible staff to work from home** as well as implementing **international and domestic travel and PTO restrictions** for Mount Sinai staff, faculty, and trainees.

In addition, given all of the COVID-19-related policy changes we have implemented thus far - and in anticipation of making more in the coming days and weeks - we have created one location that will include all of the revised policies to date and be updated in real time. To access this full list of policies, please click [HERE](#).

## Travel Policies:

- **All WORK-RELATED international and domestic travel is prohibited. In limited and specific circumstances, managers/supervisors may allow exceptions to this policy.**
- **All PERSONAL international and domestic travel—that is travel outside of New York, New Jersey, Pennsylvania, and Connecticut—requires notification of the manager/supervisor.**

## PTO Policies:

- **All PTO that was already approved before March 11, 2020, should be reviewed with the manager/supervisor again to confirm that the planned PTO is acceptable given the changed institutional need under the current COVID 19 emergency circumstances.**
- **Even if approval is given for PTO, and because we anticipate that circumstances may change rapidly, all PTO must be reviewed and**

**approved again with the manager/supervisor 48 hours in advance of the commencement of the PTO.**

We sincerely apologize for any inconvenience this may cause. We did not make these decisions lightly but rather we weighed all of the options and consequences in trying to ensure we are prepared to assist in the stop and recovery of the community spread of COVID-19.

We appreciate your understanding as we continue to make the best decisions we can to keep you and our patients and communities safe. You are the backbone of our Health System and critical to way our state and local communities respond and overcome this challenge. Thank you again for all you are doing.

We appreciate the heightened concern that people are feeling and again want to thank you all for your tremendous work on behalf of our patients and community.

**COVID-19 Work-From-Home Policy:**

Nonessential employees, who are in good standing and able to work from home, may request approval from managers to work from home. **Not all employees will be eligible**, and any approval will be at the discretion of the manager and will depend on, among other things, the nature of the position, the specific functions the position involves, the ability to measure the work, and operational needs of the department. This policy is effective as of Monday, March 16. We will reassess and update as the situation requires. For a link to the full work-from-home policy and guidelines please click [HERE](#).

**COVID-19 Travel and PTO Restrictions:**

With COVID-19 continuing to spread around the world and throughout our nation, it is important that we keep our patients, faculty, trainees, employees, and their families safe. At the same time, given the critically important role the Mount Sinai Health System is playing and will continue to play in addressing the crisis, we also need to be sure that we have safe staffing. In addition, for those staff members who travel, there is the added concern that the staff member might be detained or quarantined as a result of the travel and not be able to return. For those reasons and priorities, we are implementing the following new travel policies.

These policies are effective for travel that is scheduled before April 30. We understand that there may be a cost to *canceling business and personal travel* under this policy – please see the [policy document for additional information](#) on reimbursement policies.

Vicki R. LoPachin, MD, MBA  
Senior Vice President

Chief Medical Officer  
Mount Sinai Health System

Jane Maksoud, RN, MPA  
Senior Vice President  
Chief Human Resources Officer  
Mount Sinai Health System