

# Guidelines to Prevent Spread of COVID-19 in the Workplace

June 29, 2020, Monday

In our ongoing effort to ensure the safety of our staff, patients, and community, we want to remind everyone to take the necessary precautions to prevent the spread of COVID-19. While things are gradually returning to normal in the New York metropolitan area, the pandemic is far from over. Now more than ever, vigilance is key—mask wearing, hand hygiene, and social distancing will all be essential in the weeks and months ahead to keep our region moving in the right direction.

All employees must follow the guidelines below to prevent the spread of COVID-19.

**Please note that managers/supervisors should lead by example and also have the responsibility to ensure their department members are in compliance with the following:**

1. **Employees must wear a Mount Sinai Health System-issued face mask at all times while at work in public areas.** This includes in hallways, open office spaces, elevators, meeting rooms, and restrooms. For more information on appropriate face coverings, please click [here](#).
2. **Monitor yourself for symptoms of COVID-19 twice a day.** If you experience symptoms of COVID-19 at home prior to your shift, please notify your supervisor and do not come to work. If symptoms begin at work, notify your supervisor and leave work immediately. The symptoms include:
  - a. Fever or chills
  - b. Cough
  - c. Shortness of breath or difficulty breathing
  - d. Fatigue
  - e. Muscle or body aches
  - f. Headache
  - g. New loss of taste or smell
  - h. Sore throat
  - i. Congestion or runny nose
  - j. Nausea or vomiting
  - k. Diarrhea
3. **Practice social distancing.** Stay six feet away from others as much as possible while in the workplace.

4. **Wear the appropriate personal protective equipment.** Staff must wear the personal protective equipment (PPE) that is provided to them to ensure an appropriate level of protection. All PPE, including masks, used onsite should come from the Mount Sinai Health System supply chain (for example, cloth masks and masks with valves do not come from our supply chain and should not be worn onsite).
5. **Perform hand hygiene.** Frequently wash hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer, especially before touching your face. Hand hygiene should be performed as soon as possible upon arrival at work.
6. **Meeting policy remains in place.** [Our policy](#) on large in-person group lectures, events, and meetings remains in place. All meetings should be less than 10 people; larger events should be cancelled or offered virtually.
7. **Do not crowd the elevator.** Keep an arm's length distance from others and be sure to wear a mask.
8. **Do not crowd break room or common areas.** Always perform hand hygiene prior to retrieving food from the break room. You must be at least six feet away from your colleagues when eating lunch.
9. **Stay safe after work.** After work hours, please be sure to adhere to proper social distancing, mask usage, and hand hygiene.

Thank you for your cooperation in stemming the spread of COVID-19.

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