

MANDATORY EMPLOYEE TESTING (MET) PROGRAM ENROLLMENT

How do I enroll in the testing program?

Once approved, all individuals who are granted an exemption will receive an email with Mandatory Employee Testing (MET) program information. You will need to review this information, which includes an [Informed Consent for COVID-19 Saliva Testing](#) form. Review this form with your manager, hand sign it (typed signatures are not accepted), and upload it to the [REDCap Consent Portal](#). After you sign and submit this form, no additional enrollment is required.

How can I withdraw my request for vaccine exemption?

You may choose to withdraw your medical or religious exemption request at any time by [clicking here](#). Should you choose to withdraw, you are required to receive your first vaccine dose within seven (7) days and, if a second dose is required, it should be received within 30 days of the first.

TESTING FREQUENCY

When do I start testing?

You must test weekly for infection with SARS-CoV-2 as a condition of continued employment or matriculation, starting the week your exemption was granted.

How often do I need to be tested?

You are required to test **every week**. Each testing week starts on Sunday and ends on Saturday.

Do I need to test on the same day every week?

You may test on any day of the testing week so long as each test is:

- At least three (3) days apart (e.g. if test is on Friday, the next test **cannot be before** Monday), **AND**
- No more than eight (8) days apart (e.g. if test is on a Monday, the next test **must be on or before** Tuesday of the following week.)

TESTING AT EMPLOYEE HEALTH SERVICES (EHS)

As a courtesy for our MET program participants, free weekly saliva PCR testing is provided by EHS.

How can I schedule a test?

You may schedule a test at EHS here: [Schedule Appointment With Mount Sinai Health System](#). You may also stop by EHS, or an EHS testing pod if available, during its hours of operation. Please check the [Information on the Mandatory COVID-19 Testing Program](#) web page for hours of EHS operation.

If I work at multiple sites, where do I go to be tested?

You may choose to test at your local EHS office during its business hours, at another EHS site, or at a testing pod when available.

What if I work nights and/or weekends or when EHS is closed?

You may test outside of EHS if the EHS hours of operation are not convenient for you. Testing outside of EHS includes testing in another department within MSHS or outside of the Health System altogether. See "Testing Outside of EHS" for more information.

How does the testing process at EHS work?

A PCR saliva test is used for the weekly testing program. You will receive a saliva testing kit from EHS, and we recommend you submit your saliva sample the same day you pick up your kit. If you prefer to take home a kit each time you drop off your current week's specimen, you will need to identify yourself as a MET participant when picking up your kit and advise the staff not to mark your kit as received. All saliva specimens must be dropped off at EHS no more than 12 hours after producing the sample.

Can I eat or drink before taking the test?

You cannot eat or drink anything other than water, smoke or chew gum for at least **30 minutes** before you provide the saliva sample for your test. You cannot brush your teeth or use mouthwash for at least **two hours** before you provide the saliva sample for your test.

If you have eaten, drunk, brushed/washed, chewed gum, or smoked more recently than the recommended time, you will need to wait until enough time has passed to complete the test.

How is my saliva sample utilized?

All samples are collected, labeled, transported, tested, stored and discarded according to Mount Sinai policies and procedures, New York State laws and regulations, and the College of American Pathologists Accreditation Program for federal certification. Our certifications are publically available.

How will I get my results?

Results are typically available 24 to 36 hours after samples are dropped off at EHS. Negative test results will be sent to MyChart for you to view; a member of the EHS team will call you if your test results are positive. Tests performed within EHS are automatically reported to EHS and will not need to be submitted to EHS.

TESTING OUTSIDE OF EMPLOYEE HEALTH SERVICES (EHS)

Can I be tested outside of EHS if I prefer?

If you do not live and/or work near a Mount Sinai EHS site, or EHS is not open when you are onsite, you can choose to be tested weekly in another department or outside of the Health System altogether. Please note if you test outside of EHS, you are responsible for any costs related to testing.

How do I submit my test results if I test outside of EHS?

If you test outside of EHS, you will need to submit your results via the [Mandatory Testing REDCap tool](#). For tests results to be validated, the following must be visible in a single image/pdf: your full name, test date, test type, and test results. *Results must be submitted within 24 hours of your receiving them.*

If I choose to be tested outside of EHS, what type of tests are accepted?

All tests must be a PCR test. Antigen tests are not accepted. With few exceptions, MSHS will accept all SARS-CoV-2 PCR (NAAT) tests that have received an EUA (emergency use authorization) from the FDA and are performed at a CLIA-approved lab.

Tests currently **NOT** accepted include: Abbott IDnow SARS-CoV-2 Point of Care PCR; rapid antigen tests such as the Abbott Binax Now and the BD Veritor Plus Antigen test.

If I choose to get tested outside of EHS, how often do I need to get tested?

Testing must be completed and submitted **weekly** to EHS. The testing week is defined as Sunday through Saturday, and testing must be completed:

- At least three (3) days apart (e.g. if test is on Friday, the next test **cannot be before** Monday), **AND**
- No more than eight (8) days apart (e.g. if test is on a Monday, the next test **must be on or before** Tuesday of the following week.)

REMOTE/HYBRID WORKERS

If I work 100% remotely and have an exemption, do I have to be tested?

Employees who work remotely only need to test if they come onsite. If you work 100% remotely (on site one day or less per year) it is your responsibility to notify EHS you work 100% remotely. To notify EHS, email testingexempt@mounsinai.org the following information: your name, life number, and statement

that you work 100% remotely, with the understanding that should you need to come onsite, you will need to test the week you are onsite and will let EHS know you will be coming onsite. Your manager must be included on all email correspondences.

If I work a hybrid situation where I am onsite more than once a month and have an exemption, how often do I have to be tested?

Employees who work partially onsite (more than one (1) day a month) only need to test the weeks they come onsite. It is your responsibility to **notify EHS beforehand** of the days you will be offsite. To notify EHS, email testingexempt@mounsinai.org the following information: your name, life number, and the dates you will be offsite. Your manager must be included on all email correspondences.

PTO/SICK/LEAVE

What happens if I am out sick or on PTO for the entire week or more?

If you are on an authorized leave of absence or offsite for the entire testing week (e.g., vacation, sick leave, jury duty, bereavement leave), you are not required to undergo testing for that week. It is your responsibility to notify EHS that you will be out of the office for the entire week. To notify EHS, email testingexempt@mounsinai.org the following information: your name, life number, and the dates you will be offsite. Your manager must be included on all email correspondences.

What if I do not have access to my email?

For employees who are unexpectedly out for more than seven (7) days and without email access, you must call your manager and have them email EHS at testingexempt@mounsinai.org with your name, life number, reason for extended absence, and anticipated date of return.

How long do I have to complete my test upon return from PTO/authorized leave that extends beyond an entire work week?

If you miss a week of testing because of extended leave, etc., you are required to submit a test within two (2) business days of your return.

What if I am away for part of a week, and when I return, it will be more than eight (8) days from my last test?

If, for example, you normally test on a Friday and will be away the following week from Wednesday to Sunday, you must either:

- Submit a test before you leave and no earlier than Monday of that week if you prefer to test at EHS
- Test outside of EHS and submit the test results via the [Mandatory Testing REDCap tool](#). For tests results to be validated, the following must be visible in a single image/pdf: your full name, test date, test type, and test results. *Results must be submitted within 24 hours of your receiving them.*

TESTING NONCOMPLIANCE

Failure to test or notify EHS beforehand of when you will be offsite for more than seven (7) consecutive days is considered noncompliance and will result in immediate determination as not fit for duty.

What happens if I miss my weekly test?

If you miss your weekly test and/or do not submit a specimen within eight days from your last test, your supervisor and Labor Relations will be notified. You will immediately be considered not fit for duty and will be required to take a leave without pay until you have tested. Furthermore, you risk being subjected to disciplinary action up to and including termination.

What happens if I forget to email EHS when I am offsite?

If you fail to notify EHS beforehand of when you will be offsite for more than seven (7) consecutive days, your supervisor and Labor Relations will be notified. You risk being subjected to disciplinary action up to and including termination.

COVID-19 Mandatory Employee Testing: Frequently Asked Questions



COVID-19 ILLNESS/POSITIVE PCR TEST

What happens if my PCR test results are positive?

If your PCR results are positive, you will need to immediately leave if you are at work, isolate, and complete the [EHS COVID Illness REDCap tool](#). EHS will contact you for an assessment to determine the length of time you will need to isolation. You may not return to work onsite until you are cleared by EHS.

Can I work from home if I need to isolate?

You may work remotely if previously approved by your manager.

Will I be able to use COVID-19 sick pay for the days I am unable to report to work?

EHS will work with you to determine the appropriate type of leave for your situation. Depending on your individual situation, you will need to use accumulated PTO or other leave time if available as appropriate.

Do I still need to test weekly?

Weekly testing will be suspended for approximately 90 days from the date you tested. EHS will provide guidance on the appropriate testing protocol and confirm the date you need to return to testing. EHS will notify you and your line manager when testing must be restarted.

What if I have symptoms of COVID-19?

If you develop symptoms of COVID-19, you **must** contact your supervisor immediately and leave the workplace. Additionally, you **must** take a PCR test and report the symptoms to EHS through the [EHS COVID Illness REDCap tool](#). To access the tool, click the link or scan this QR code. You may not return to work onsite until you are cleared by EHS.



*NOTE: All unvaccinated employees must wear a mask at all times, in all locations while onsite.