

Frequently Asked Questions on the Employee Screening Process

October 16 2020, Friday

Thank you for everyone's collaboration and patience as we implement our new Employee Screening Process.

During this week's town hall, we received a few questions relating to the new process. Below, we have addressed some frequently asked questions.

Frequently Asked Questions

Question: When should I complete the attestation form?

Answer: It should be completed every day before you arrive to the Mount Sinai campus.

Question: Who needs to complete the employee attestation?

Answer: All faculty and staff who enter the campus must complete the attestation every day before reporting to work. Students should complete the student self-attestation and show proof of the "green screen."

Question: How does the temperature scanning kiosk work?

Answer: To properly scan your temperature, please stand approximately one foot away from the scanner and align your face with the outline on the screen. When you see the green light, you may proceed to enter the building.

Please make sure your forehead is clear of any obstructions, such as hair, hats, helmets, and eyewear.




Finally, the scanner will only record your temperature if you are wearing a surgical mask, so please avoid colored or patterned masks.

Question: How can I access the employee attestation?

Answer: You can access the employee attestation [here](#) or by using the QR code below.



We recommend that you add the webpage to your home screen for easy access. See instructions below for adding it.

Device	Button	Select	
iPhone		"Add to Home Screen" or "Add Bookmark"	<p>This Icon will appear on the smart device</p> 
Android	⋮	"Add to Home Screen" or 	

Question: Which entrances should I use?

Answer: All entrances are open to employees with the exception of 1468 Madison (Guggenheim Pavilion, Madison Avenue Entrance), 19 East 98th Street, and the Atran Staircase.

If you work in one of these locations, we recommend that you enter at 1190 Fifth Avenue (Guggenheim Pavilion, Fifth Avenue Entrance).

Question: What happens when I leave the campus for lunch or breaks?

Answer: Every time you enter a building on campus, you must show proof of your attestation and have your temperature scanned at a kiosk. For the next several days, you must be screened again if you leave and re-enter. Within one week, we expect daily stickers will be provided so that only one screening per day is necessary.

Question: What can I do to reduce delays and help the line move faster?

Answer: You can do the following things to help expedite our screening process:

- 1) Complete your attestation prior to arriving on campus
- 2) Have proof of your attestation readily available to show the screener
- 3) Wear a surgical mask
- 4) Make sure your forehead is clear of any obstructions before approaching the temperature scanner

If you are interested in viewing the town hall, you can access it using this [link](#). We will be holding our next town hall on Wednesday, October 28 at 2 pm.

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