



Guidelines to Prevent Spread of COVID-19 in the Workplace

1. Monitor yourself for symptoms of COVID-19 twice a day. If you have any of these symptoms 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. Symptoms include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
2. Practice social distancing by staying 6 feet away from others as much as possible while working.
3. Face coverings are required to prevent asymptomatic persons infected with COVID-19 from spreading droplets. Wear a face covering over your mouth and nose at all times. Surgical masks will be provided to employees working on site. They should be changed when soiled or wet.
4. When needed, staff must wear the PPE that is provided to them to ensure an appropriate level of protection. All PPE, including masks, used on site at Mount Sinai facilities 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 on site).
5. Perform hand hygiene frequently 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. Do not crowd the elevator. Keep an arm's length distance from others.
7. Do not crowd the break room/common areas. Always perform hand hygiene prior to retrieving food from the break room. You must be at least 6 feet away from your colleagues when eating lunch.
8. Wear a face covering during your commute to and from work.