

## ***Management of the Newborn Screening Program during the COVID-19 pandemic***

In response to the 2020 COVID-19 pandemic, the Division of Newborn Medicine has implemented a 'work from home' policy for the majority of staff/faculty. Due to the necessity of continuing the Newborn Screening program without interruption, Yvette Matos, Newborn Screening Coordinator, will continue to work on site three days a week (Mondays, Tuesdays and Wednesdays). She will be working from home on Thursdays and Fridays until further notice. Elba Perez will be in the office to manage newborn screening specimens on Thursdays and Fridays. Newborn Screening Program management on Saturdays will be provided by the nursery and NICU business associates (BAs) and nurse managers as is regular practice.

This workflow describes steps to continue the Newborn Screening Program at Mount Sinai Hospital in the event that neither Ms. Matos nor Ms. Perez are available to come to work due to illness, local travel restrictions, or other reasons.

- If the designated person (Ms. Matos or Ms. Perez) is unable to come to work she will do the following:
  1. Contact the other to ask her to come to work on the day in question instead of following the usual schedule.
  2. If neither Ms. Matos nor Ms. Perez can come to Mount Sinai, the person scheduled to work will call the Medical Director of the level I nurseries, Dr. Sarah Millburn, to inform her that neither can come to the hospital.
  3. The Medical Director will identify and then contact the covering assistant nurse manager to inform her that neither Ms. Matos nor Ms. Perez can complete their Newborn Screening Program duties on that day.
- The covering assistant nurse manager will instruct the nursery BAs to follow the same process for Newborn Screening card collections that is already in place on Saturdays.
- The covering assistant nurse manager (with the assistance of Dr. Milburn) will be responsible for electronically filing Newborn Screening data with the New York State Department of Health.
  - When filing, if there is any missing data, the covering assistant nurse manager can email Ms. Matos with baby's medical record number and what data missing. Ms. Matos will ensure that the information is transmitted to the Department of Health.
- The covering assistant nurse manager will create a UPS label and package the specimens for shipment.
- The package will be dropped off in the UPS pocket folder located 'The Zone' (1184 5<sup>th</sup> Ave, ground floor).