

MSHS COVID-19 EMPLOYEE HEALTH SERVICES (EHS) PROCESS OVERVIEW (As of May 9, 2020)

Asymptomatic Healthcare Workers and Employees

The New York City Department of Health and Mental Hygiene (DOHMH) has asked that **ALL** healthcare workers and employees self-monitor by taking their temperature twice daily and assessing for COVID-19-like illness.

Signs and symptoms of COVID-19 include:

- ⇒ Fever (temperature greater than 100° Fahrenheit)
- ⇒ Shortness of breath
- ⇒ New onset persistent cough
- ⇒ Nasal congestion & runny nose not associated with seasonal allergies
- ⇒ Sore throat
- ⇒ New loss of taste or smell

OR at least two of these symptoms:

- ⇒ Chills
- ⇒ Muscle pain
- ⇒ Headache

Employees who do not have any of the above symptoms should report to work, regardless of known COVID-19 exposure, unless instructed by their supervisor/manager to work from home.

Symptomatic Healthcare Workers and Employees

If any employee develops any of the above symptoms, they should not report to work. If any symptoms occur while working, you should leave the patient care area, and inform your supervisor.

All staff sent home due to COVID-related symptoms must notify Employee Health Services (EHS) via the online EHS REDCap tool. To access the tool click [EHS REDCap](https://is.gd/employee_covid_registry) (https://is.gd/employee_covid_registry) or scan this QR code.



Upon your registration, a member of the EHS team will call you within 24 hours. If you would like a nasopharyngeal swab (PCR) test for active COVID-19 virus, the EHS team will schedule an appointment for you at a MSHS testing site. You do NOT need to also call and/or email to notify EHS. **Symptomatic employees should NOT walk into their local EHS sites, but follow the above process.** Employees without internet access can call 212-844-1100, and a member of the EHS will assist you to register in REDCap.

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All symptomatic COVID-19 test pending or COVID-19+ employees **are required to self-isolate**, and cannot work for at least **10 days** from symptom onset, regardless of date of testing. Staff may return to work as outlined in the *Returning to Work after Home Isolation* below. Approximately 3 weeks after an employee first reports their symptoms to EHS, a member of the EHS team will contact you to offer you a COVID-19 Serum Antibody test. Testing is performed when an individual is both asymptomatic for 14 days and at least 21 days after symptom onset. If you would like to be tested, a member of the EHS team will schedule an appointment for you at a MSHS testing site.

Employees in Isolation

During your isolation, you need to stay home, away from other household members, and only leave the house when seeking medical attention, taking proper precautions to do so. Please refer to the [CDC website](#) for recommendations on how to keep others in your home safe from infection.

You also need to carefully monitor your symptoms of COVID-19, such as fever, shortness of breath, or cough. If symptoms worsen and/or you have questions about COVID-19 testing criteria, contact your primary care provider.

You will be paid for your normal shift times during this 10-day isolation, without penalty to your sick or PTO bank balance.

High-Risk Exposures in the Healthcare Setting

In the event of a high-risk exposure (i.e. unprotected contact [>10 minutes] with a confirmed COVID-19 patient or unprotected contact during an aerosolizing procedure performed on a COVID-19 patient), the individual needs to immediately report it to their supervisor.

Additionally they MUST notify EHS via the online EHS REDCap tool. To access the tool click [EHS REDCap](#) (https://is.gd/employee_covid_registry) or scan this QR code.



Healthcare workers may report to work as long as they are asymptomatic. You will be required to wear a surgical mask throughout your shift and **self-monitor for 14 days** by taking your temperature twice daily and assessing for COVID-19 like illness. Temperatures and symptoms will need to be reported to EHS twice daily for 14-days via the same REDCap tool.

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COVID-19 Testing for Asymptomatic Employees.

Faculty, staff, and students who are concerned that they may have SARS-CoV-2 but have not developed symptoms of COVID-19 may request a nasopharyngeal swab test, also known as a PCR test. This test will show if you have active COVID-19 infection. This test is available employees once every 28 days, except for employees who have previously tested positive for SARS-CoV-2 antibodies (unless they are experiencing new symptoms of COVID-19) or who have previously had a positive PCR test. If your PCR test is positive, you will have to remain out of work for at least 10 days, or more if you develop COVID-19 symptoms.

To schedule a test, an employee needs to contact EHS via the online EHS REDCap tool. To access the tool click [EHS REDCap](#) (https://is.gd/employee_covid_registry) or scan this QR code.



Upon your registration, a member of the EHS team will call you within 24 hours, and schedule an appointment for you at a MSHS testing site. PCR testing is NOT performed at local EHS sites, testing sites will be provided by EHS.

A new REDCap registration is required each time testing is being requested.

Returning to Work after Home Isolation

You may return to work **10 days after symptom onset** if you are consistently afebrile (temperature <100° F) for at least 72 hours without taking fever-reducing medications, along with resolving other respiratory symptoms.

Employees that test negative can volunteer to return to work before the 10 days post symptom onset, as long as they have been afebrile for 72 hours without fever reducing medications. Please call 212 844-1100 to be cleared to return to duty.

EHS **MUST** clear all personnel before returning to duty; Clearance to return to work is done over the phone, and EHS will call the employee when they are eligible to return to duty. Alternatively, employees can call 212-844-1100 on the 10th day of symptom onset. If you tested positive for COVID-19, a repeat testing is **not** required to return to work, per NYC DOHMH.

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Extended EHS Hours

At this time, EHS is extending its hours to nights and weekends to provide both telephone and telehealth consults for COVID related illness and clearing employees to return to work. Please check the MSHS COVID Resource website for updated hours by clicking [MSHS EHS Extended Hours](#). The EHS Team is also available to answer employee questions by calling 212-844-1100.

To read this policy in its entirety, [click here](#) (updated as of May 9, 2020).

To see all Mount Sinai Health System COVID-19 policies, [click here](#).

If you have any questions you would like to escalate to the System, please email COVIDQuestions@mountsinai.org