This policy is effective as of 11/18/20. Please make sure to check the website for the most up to date policy: https://www.mountsinai.org/about/covid19/staff-resources/policies

Due to updated travel guidelines from the New York State Department of Health, the Mount Sinai Health System has updated the travel policy as of 11/18/20. Employees must adhere to the MSHS policy, as well as to all state and federal travel guidelines.

PERSONAL TRAVEL

All employees planning personal international and domestic travel outside New York, New Jersey, Pennsylvania, Vermont, Massachusetts and Connecticut must notify their manager/supervisor of their travel plans, including destination and total number of days needed, including time for testing or quarantine.

All employees must enter all personal travel plans outside of New York, New Jersey, Pennsylvania, Vermont, Massachusetts and Connecticut into the MSHS Travel Registry before departure. This registry is an important tool to keep staff and patients safe. The registry does not replace manager/supervisor approval for PTO. The tool can be accessed both within and outside the MSHS network.

For employees traveling within New York, New Jersey, Pennsylvania, Vermont, Massachusetts and Connecticut, there are no testing or quarantine requirements to return to work.

For employees who travel outside of New York, New Jersey, Pennsylvania, Vermont, Massachusetts and Connecticut for less than 24 hours, there are no testing or quarantine requirements to return to work.

For employees who travel outside of New York, New Jersey, Pennsylvania, Vermont, Massachusetts and Connecticut for more than 24 hours or to any international destination, you must comply with one of the two options below in order to return to work after travel:

• Quarantine and self-monitor for COVID-19 symptoms for 14 days.

• Staff who have supervisor approval to work remotely may do so during their quarantine and will not need to take paid time off.

• Those who cannot work remotely will be required to use PTO or other available leave time for quarantine.

Or Obtain a SARS CoV-2 PCR test

• Take a PCR test upon return from travel (this may be done as soon as you return). Staff may not report for onsite work while waiting for test results and will be required to use PTO or other leave time during this period.

• All results (negative & positive) must be sent to COVID_travel@mountsinai.org. For negative results, staff will receive an email that must be shared with supervisors upon return to work. For positive results, EHS will contact the employee to discuss additional quarantine requirements.
WORK-RELATED TRAVEL

Work-related international and domestic travel is permissible only for essential purposes (e.g., annual conferences are unlikely to be essential). In these very limited and specific circumstances, the Department Chair or supervisor must approve the travel.

All employees must enter all work-related travel plans outside of New York, New Jersey, Pennsylvania, Vermont, Massachusetts and Connecticut into the MSHS Travel Registry before departure.

For employees traveling within New York, New Jersey, Pennsylvania, Vermont, Massachusetts and Connecticut, there are no testing or quarantine requirements to return to work.

For employees who travel outside of New York, New Jersey, Pennsylvania, Vermont, Massachusetts and Connecticut or less than 24 hours, there are no testing or quarantine requirements to return to work.

For employees who travel outside of New York, New Jersey, Pennsylvania, Vermont, Massachusetts and Connecticut for more than 24 hours, you must comply with one of the two options below in order to return to work after travel:

- Quarantine and self-monitor for COVID-19 symptoms for 14 days.
- Staff who have supervisor approval to work remotely may do so during their quarantine.
- Those who cannot work remotely will NOT be required to use PTO or other available leave time for quarantine.

Or Obtain a SARS CoV-2 PCR test

- Take a PCR test upon return from travel (this may be done as soon as you return). Staff may not report for onsite work while waiting for test results but will not be required to use PTO or other leave time during this period.
- All results (negative & positive) must be sent to COVID_travel@mountsinai.org. For negative results, staff will receive an email that must be shared with supervisors upon return to work. For positive results, EHS will contact the employee to discuss additional quarantine requirements.

Please note:

Check with your State Department of Health website for specific requirements on quarantine restrictions outside of work.

- CT: https://portal.ct.gov/coronavirus/travel
- PA: https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx

As a reminder, all positive tests must be immediately sent to COVID_travel@mountsinai.org and your supervisor must be notified.

Individuals returning to New York State must comply with all State travel guidelines, including completing the traveler health form.
A resource guide on travel considerations is available to assist with travel planning can be found here.

For U.S. visa holders who plan to travel internationally, please check with your immigration specialist in International Personnel for updates on any international travel restrictions prior to departing the United States to ensure that your re-entry to the United States will not be hindered.

If you have any questions, please speak with your supervisor or manager.

This policy may be adjusted per Department of Health guidelines.

**TRAVEL POLICY FAQs**

**I am planning a trip to Texas from November 21st to November 28th, what do I need to do at work before I go?**

You need to submit and receive PTO approval for your trip, including time to either quarantine upon return or to allow time for a PCR test. You also need to enter your travel plans into the MSHS Travel Registry before you leave for Texas.

If you decide to have a PCR test to return to work rather than waiting out the 14 days of quarantine, you should:

1. Submit for PTO from November 21st to around December 2nd, which allows time for the test results to return.
2. Make an appointment to get a PCR test upon return. You can get the PCR test as soon as you return from Texas. You must use PTO until you are cleared to return to work.
3. Once results are received, send them to COVID_travel@mountsinai.org. If test results are negative, you will receive an email that confirms you can return to work.

**What day do I need to get the PCR test in order to return to work?**

As an employee of Mount Sinai (an essential employee as defined by the State), you may get a test anytime upon your return. It can be the day you return back home or 2, 3, 4, 5 days from the return. The key is that you need a negative test result in order to return to work, and you must use leave time until you are able to return. Send your test results to COVID_travel@mountsinai.org. That is a Mount Sinai requirement.

**What if I do not want to get a test?**

You do not have to get a COVID test but then you must quarantine for 14 days upon return. If you have supervisor approval to work from home, you will only need PTO days for the time you are away. If you are unable to work from home but do not want to have a COVID test, you must account for this in requesting PTO. In the case above of travel to Texas from 11/21-11/28, you would need to request PTO for November 21st to December 13th.

**What travel do all these rules apply to?**

All travel outside New York except travel to New York’s five neighboring states—New Jersey, Pennsylvania, Connecticut, Massachusetts, and Vermont. This includes international travel.

**Who do these rules apply to?**

These travel rules apply to all staff, regardless of where you live and what your position is within the health system.

As an employee you do not need to do anything in order to return to work. No testing or quarantine is required. The restrictions do not apply to interstate travel between: NY, NJ, PA, CT and VT. However, as always, staff should follow social distancing guidelines, practice hand hygiene and wear a mask when appropriate.