



MSHS EHS COVID-19 Monitoring, Testing & Return to Work Policy

Last Revised July 23, 2021

Purpose

The purpose of this policy is to outline the Mount Sinai Health System's (MSHS) 2019 Coronavirus (SARS-CoV-2) disease (COVID-19) Employee Health Services (EHS) monitoring and testing protocol and return to work policy.

Policy

Symptomatic employees are removed from work and must self-isolate (as outlined below under Procedure A). Employees should get a PCR test within 3 days of symptom onset and provide written test results to EHS as soon as possible after receipt to enable contact tracing in the event of a positive test. After the PCR test is resulted, appropriate leave time will be applied. Refusal to undergo PCR testing could impact leave or pay.

Asymptomatic employees who have been fully vaccinated or have been cleared to return work following a COVID-19 diagnosis in the last 90 days and had a high-risk workplace or high-risk community exposure may return to work immediately. Partially vaccinated or unvaccinated employees cannot return to work and must self-quarantine for at least 10 days from the last exposure.

Employees are required to report to EHS Covid-19 test results and vaccination status, as it relates to this policy

Employee test results may be shared with the New York City Department of Health, the New York State Department of Health and the Centers for Medicare and Medicaid Services.

Scope

This policy applies to all members of the MSHS workforce employees including, but not limited to: nurses, medical staff, trainees, students, volunteers, physician office staff, and other persons performing work for or at the MSHS.

Definitions

A. COVID-19 Symptoms

Symptoms of COVID-19 (updated by the CDC May 13, 2020) may include the following that are **new onset and not explained by a pre-existing or another condition**:

- Fever (temperature greater than 100° Fahrenheit)
- Chills
- Shortness of breath or difficulty breathing
- New onset persistent cough
- Nasal congestion & runny nose not associated with allergies
- Sore throat
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea
- Fatigue
- Headaches
- Generalized muscle and body aches

B. COVID-19 Testing

SARS-CoV-2 PCR Test: assesses if a person has the COVID-19 virus, and is performed through a swab put into a person's nose or throat to collect a sample, or through collection of a saliva sample by a person spitting into a cup. The sample is sent to the lab to test if the SARS-CoV-2 is present. Results are usually available within 24-48hours; *Negative* - a person is unlikely to have active COVID-19 infection, *Positive* - a person may have active COVID-19 infection.

C. Vaccination Status

Fully VACCINATED is defined as at least 2 weeks have passed after the following AND proof of COVID-19 vaccine has been submitted to and verified by EHS:

- The 2nd dose of a 2-dose vaccine series was administered (e.g. Pfizer or Moderna), OR
- The 1 dose of a 1-dose vaccine was administered (e.g. Johnson & Johnson)

Employees vaccinated outside of the United States, should submit proof of COVID-19 vaccine to EHS for verification.

Procedure

A. Symptomatic Employees

All employees are required to self-monitor for COVID-19 symptoms (as defined above under Definitions A); unvaccinated employees and symptomatic vaccinated employees must complete the daily symptom attestation prior to arriving at work.

Reporting: If an employee screens positive for any symptom, they **MUST** contact their supervisor immediately and not enter the workplace. Additionally, the employee **MUST** contact Employee Health Services (EHS) within 24 hours, via the online EHS COVID-19 tool. To access the tool click [EHS tool](https://is.gd/employee_covid_registry) (https://is.gd/employee_covid_registry) or scan this QR code. (If an employee does not have internet access, they can call 212-844-1100, and a member of the EHS team will assist with the online registration process).



Work Status: Employees who are symptomatic with COVID-19 symptoms cannot return to work and must self-isolate for at least 10 days from symptom onset; and they have to be fever free for 72 hours without fever reducing medications and symptoms are resolving before returning to work. All employees are advised to be diagnosed by the SARS-CoV-2 PCR test.

An employee **MUST** report their SARS-CoV-2 PCR test results to EHS within 24 hours of the employee's receipt of the results

Symptomatic employees that have a **negative SARS-CoV-2 PCR test** and not considered a close contact of a laboratory-confirmed COVID-19 case before developing symptoms, may return to work if they have been fever free for 72 hours and their symptoms are resolving. Employees not tested at a MSHS testing site must submit a negative SARS-CoV-2 PCR test result to EHS to receive clearance prior to the 10-day waiting period.

Symptomatic employees that have a **positive SARS-CoV-2 PCR test** cannot return to work for 10 days from the symptom onset; they should also be fever free for 72 hours without fever reducing medications and the symptoms should have markedly improved.

COVID-19 Testing: Employees are eligible for SARS-CoV-2 PCR testing through EHS. Upon reporting the event, EHS will provide directions for testing. Test results will become part of an employee's EHS record.

Return to Work: A negative PCR test is not required after isolation, however, EHS **MUST** clear all employees before returning to duty. Clearance to return to work is completed over the phone; EHS will call the employee when they are eligible to return to duty. Alternatively, employees can call 212-844-1100 on the 10th day after symptom onset.

The above guidance is subject to change based on local, state and federal health authority guidelines

B. High-Risk Workplace Exposure to a COVID-19 Patient

A high-risk workplace close contact exposure is defined as follows:

- The employee was not wearing a surgical mask and was within 6 feet for at least 15 minutes to a laboratory-confirmed COVID-19 patient, co-worker, or visitor. OR

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- The employee was not wearing both a surgical mask and appropriate eye protection, AND the laboratory-confirmed COVID-19 patient/co-worker/visitor was not wearing a face covering. OR
- The employee was not wearing the recommended Full PPE (N-95 respirator, eye protection, gown, and gloves) while involved in an aerosol generating procedure.

Reporting: All healthcare personnel **MUST** report a high-risk work exposure immediately after the event, including employees who have previously tested positive for COVID-19 (SARS-CoV-2 PCR test and/or antibodies). Employees are required to notify both their supervisor and EHS. EHS can be contacted through the online EHS COVID-19 tool. To access the tool click [EHS tool](https://is.gd/employee_covid_registry) (https://is.gd/employee_covid_registry) or scan this QR code. (If an employee does not have internet access, they can call 212-844-1100, and a member of the EHS team will assist with the online registration process).



Work Status: Asymptomatic employees with a high-risk work exposure:

- a. Fully vaccinated employees (as defined above) may return to work immediately after the exposure, BUT **MUST** get a SARS-CoV-2 PCR test 3 to 5 days after the exposure (proof of vaccination status is required).
- b. Partially or unvaccinated employees cannot return to work and must self-quarantine for at least 10 days from the last exposure. The employee is required to actively monitor for symptoms of COVID-19 for 14 days; EHS will provide directions on the monitoring protocol at the time the incident is reported.
- c. Post COVID-19 diagnosis (based on a SARS-CoV-2 PCR test): if the positive test has been within 3 months of the exposure the employee may immediately return to work after the exposure (proof of positive test results is required).

COVID-19 Testing: Employees are eligible for SARS-CoV-2 PCR testing through EHS. Testing directions are provided to the employee at the time of reporting the event. Test results will become part of an employee's EHS record.

During an outbreak investigation, the testing frequency and schedule will depend on the Infection Prevention and EHS investigators and may vary among employees who are exposed.

Return to Work: A negative SARS-CoV-2 PCR test is not required after quarantine, however, EHS **MUST** clear all employees before returning to duty. Clearance to return to work is completed over the phone; EHS will call the employee when they are eligible to return to duty. Alternatively, employees can call 212-844-1100 on the 10th day after the exposure.

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C. Asymptomatic Employees

COVID-19 Testing: Employees who have not developed COVID-19 symptoms are eligible to be scheduled for a SARS-CoV-2 PCR test through EHS once a month (unless otherwise outlined in this policy).

If an employee or student wants additional testing, they should contact their provider or a MSHS Primary Care Location (See Appendix A). Fees may apply to see a provider; however, there should not be any out-of-pocket expenses for the cost of the SARS-CoV-2 PCR.

Reporting: There are categories of asymptomatic employees that are required to report to EHS and isolate or quarantine¹.

1. *Asymptomatic Employee with a High-risk Community Exposure to COVID-19.* High-risk community exposure is defined as follows:
 - A household member was diagnosed with COVID-19 or suspected of having COVID-19 in the last 10 days. OR
 - A close contact in the community with a laboratory confirmed case of COVID-19 (e.g., less than 6 feet for 10 minutes or more) in the last 10 days.
2. *Asymptomatic employees that have a positive SARS-CoV-2 PCR test.*

Regardless of testing location, an employee **MUST** report positive test results to EHS **within 24 hours** of the employee's receipt of the results.

Asymptomatic employees that have a negative SARS-CoV-2 PCR test result do not need to report the result to EHS.

Asymptomatic employees who have had a high-risk community exposure (as defined above) and/or have a positive SARS-CoV-2 PCR test (not previously reported to EHS), need to report to EHS by completing the online EHS COVID-19 tool. Access the tool by clicking [EHS tool](https://is.gd/employee_covid_registry) (https://is.gd/employee_covid_registry) or by scanning this QR code to access the tool. (If an employee does not have internet access, they can call 212-844-1100, and a member of the EHS team will assist them with the online registration process.)



Work Status:

1. Asymptomatic employees with a high-risk community exposure (as defined above)
 - a. Fully vaccinated employees (as defined above) may return to work immediately after the exposure, BUT **MUST** get a SARS-CoV-2 PCR test 3 to 5 days after the exposure (proof of vaccination status is required).

¹ Isolation separates sick people with a contagious disease from people who are not sick; Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.
<https://www.cdc.gov/quarantine/index.html> 10/9/2020



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- b. Partially or unvaccinated employees cannot return to work and must self-quarantine for at least 10 days from the last exposure. The employee is required to actively monitor for symptoms of COVID-19 for 14 days; EHS will provide directions on the monitoring protocol at the time the incident is reported.
 - c. Post COVID-19 diagnosis (based on a SARS-CoV-2 PCR test): if the positive test has been within 3 months of the exposure the employee may immediately return to work after the exposure (proof of positive test results is required).
2. *Asymptomatic employees that have a **positive SARS-CoV-2 PCR test*** who remain asymptomatic cannot return to work for at least 10 days from the date of the positive test. Employees who develop symptoms during this period cannot return to work for 10 days from the symptom onset; they should also be fever free for 72 hours without fever reducing medications and the symptoms should have markedly improved.

Return to Work: A negative SARS-CoV-2 PCR test is not required after isolation or quarantine, however, EHS **MUST** clear all asymptomatic employees with either a high-risk community exposure and/or a positive PCR test before returning to duty. Clearance to return to work is completed over the phone; EHS will call the employee when they are eligible to return to duty. Alternatively, employees can call 212-844-1100 on the 10th day respectively.

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Appendix A

MSHS Employee/Student-Only Asymptomatic Covid-19 PCR Testing

Employees and students of MSHS are eligible to be tested once a month. Testing is by appointment only and must be made through this link <http://EHSAppointments.as.me>.

Mount Sinai South Nassau employees should call 516-632-8445.

MSHS Primary Care Locations for Asymptomatic COVID-19 Testing

These testing appointments require an office visit with a primary care doctor. At time of booking at a MSHS Ambulatory site, the employee should request a “Covid Screening” visit. Fees may apply for seeing a provider, however there should not be any out-of-pocket expenses for the cost of the SARS-CoV-2 PCR.

Free COVID-19 testing is also available through New York State (NYS). To find a NYS testing site, please click on the following link <https://coronavirus.health.ny.gov/find-test-site-near-you>.

Downtown & Brooklyn

- Peter Krueger Clinic at 275 7th Avenue (212) 420-2620
- 10 Union Square Urgent Care (212) 844-6000
- 104 Delancey St (212) 677-2157
- 135 N 7th St (Williamsburg) (718) 218-0450
- 200 W 57th St (212) 247-8100
- 226 W 14th St (212) 252-6000
- 255 Greenwich St (212) 298-2720
- 309 W 23rd St (212) 256-7000
- 518 E 20th (646) 682-3555
- 52 W 8th St (212) 466-4848
- 55 E 34th St (212) 252-6000
- 729 7th Ave (212) 930-7300
- 780 8th Ave (212) 641-4500

MSH

- 17 E 102ND Internal Medicine Associates (212) 659-8551
- 234 E 85th Street (212) 241-6585

MSM

- Morningside Clinic at 440 W. 114th Street (212) 523-6500

MSW

- 1000 10th Avenue, Suite 2T (Samuel’s Clinic) (212) 523-6500



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Network

- Mount Sinai Doctors Five Towns (516) 563-7200
- Mount Sinai Doctors Forest Hills (718) 520-6100
- Mount Sinai Doctors Jackson Heights (718) 879-1600
- Mount Sinai Doctors Scarsdale (914) 370-5000