

## ***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, Brenda Santana, Newborn Screening Coordinator, will continue to work on site. Newborn Screening Program management on Saturdays will be provided by the nursery and NICU unit clerks and nurse managers as is regular practice.

This workflow describes steps to continue the Newborn Screening Program at Mount Sinai West in the event that Brenda Santana is not available to come to work due to illness, local travel restrictions, or other reasons.

- If Ms. Santana is unable to come to work she will do the following:
  1. Contact Diana Diraffaele, NICU administrative coordinator.
  2. Diana Diraffaele will assume the duties of Brenda Santana.
  3. If neither Ms. Santana nor Ms. Diraffaele is able to come to Mount Sinai West, Ms. Diraffaele will contact Meryl Gold, division administrator and Dr. Lisa Eiland Director of Newborn Services to inform them that neither can come to the hospital.
  4. Ms. Gold and Dr. Eiland will contact Marina Irchak to assume the newborn screening responsibilities.
  5. Should Marina Irchak not be available, Ms. Gold and Dr. Eiland will contact the covering postpartum and NICU nurse managers to inform them that the Newborn Screening coordinators and support staff, as outlined above, are unable to fulfill their Newborn Screening Program duties on that day.
- The nurse managers will instruct the NICU and nursery unit clerks to follow the same process for Newborn Screening card collections that is already in place on Saturdays.
- The nurse managers (with the assistance of Meryl Gold and/or Dr. Eiland) will be responsible for collecting and logging Newborn Screening specimens.
  - If there is any missing data, the nurse manager can email Ms. Santana with baby's medical record number and what data missing. Ms. Santana will ensure that the information is transmitted to the Department of Health.
- The nurse manager will create a UPS label and package the specimens for shipment.
- The package will be dropped off in the UPS drop boxes located on the postpartum units.