Travel Policy

Printable version of our **Travel Policy**
Updated: 03/16/2021

Due to updated travel guidelines on international travel from the [New York State Department of Health](#), the Mount Sinai Health System has updated the travel policy, effective for travel starting after March 17th. Employees must adhere to the MSHS policy, as well as to all state and federal travel guidelines. <u>COVID-19 vaccination status does not exempt employees from adhering to this travel policy.</u>

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 <u>no testing or quarantine requirements</u> to return to work.
- For employees who travel ***outside*** of New York, New Jersey, Pennsylvania, Vermont, Massachusetts and Connecticut to any other state or US Territory <u>for less than 24 hours</u>, there are <u>no testing or quarantine requirements</u> to return to work.
- For employees who travel ***outside*** of New York, New Jersey, Pennsylvania, Vermont, Massachusetts and Connecticut to any other state or US Territory <u>for more than 24 hours</u>, you must comply with one of the three options below in order to return to work after travel:
  1. Quarantine and self-monitor for COVID-19 symptoms for 10 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.
     - Staff must continue daily symptom monitoring through Day 14

  2. Obtain <u>Two</u> (2) SARS CoV-2 PCR tests
     - Take a PCR test within 24 hours of return from travel. <u>Staff may not report for onsite work while waiting for test results</u> and will be required to use PTO or other leave time during this period. Staff may return to work after receipt of a negative result.
     - Take a second PCR test on Day 4 following return from travel. Asymptomatic staff can work onsite while waiting for test results.

- 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.

3. Obtain SARS CoV-2 PCR Test on Day 4 after return from travel
    - Take a PCR test on Day 4 following return from travel. 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. Staff may return to work after receipt of a negative result.
    - 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.

- For employees who travel internationally, you must comply with one of the two options below in order to return to work after travel
    1. Quarantine and self-monitor for COVID-19 symptoms for 10 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.
        - Staff must continue daily symptom monitoring through Day 14
    2. Quarantine for 7 days and obtain SARS CoV-2 PCR Test on Days 3-5 after return from travel
        - Take a PCR test on Day 3-5 following return from travel. Staff may not report for onsite work until 7 days after return even with a negative test and will be required to use PTO or other leave time during this 7-day period.
        - 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.
        - Staff must continue daily symptom monitoring through Day 14
        - 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 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 to any other state or US Territory for more than 24 hours, you must comply with one of the three options below in order to return to work after travel:

1. Quarantine and self-monitor for COVID-19 symptoms for 10 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.
    - Staff must continue daily symptom monitoring through Day 14

2. Obtain Two (2) SARS CoV-2 PCR tests
    - Take a PCR test within 24 hours of return from travel. Staff may not report for onsite work while waiting for test results and will NOT be required to use PTO or other leave time during this period. Staff may return to work after receipt of a negative result.
    - Take a second PCR test on Day 4 following return from travel. Asymptomatic staff can work onsite while waiting for test results.
    - 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.

3. Obtain SARS CoV-2 PCR Test on Day 4 after return from travel
    i. Take a PCR test on Day 4 following return from travel. Staff may not report for onsite work while waiting for test results and will NOT be required to use PTO or other leave time during this period. Staff may return to work after receipt of a negative result.
    ii. 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.

- For employees who travel <u>internationally</u>, you must comply with one of the two options below in order to return to work after travel
  1. Quarantine and self-monitor for COVID-19 symptoms for 10 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.
     - Staff must continue daily symptom monitoring through Day 14
  2. Quarantine for 7 days and obtain SARS CoV-2 PCR Test on Days 3-5 after return from travel
     - Take a PCR test on Day 3-5 following return from travel. <u>Staff may not report for onsite work until 7 days after return even with a negative test</u> and will <u>NOT</u> be required to use PTO or other leave time during this 7-day period.
     - Staff who have supervisor approval to work remotely may do so during their quarantine.
     - Staff must continue daily symptom monitoring through Day 14
     - 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.