

THE MOUNT SINAI HEALTH SYSTEM, NEW YORK	SUBJECT NO.
STANDARD: POLICY	HR-03.27
DEPARTMENT: HUMAN RESOURCES	
SUBJECT: COVID-19 TEMPORARY REMOTE WORK POLICY DURING THE DECLARED EMERGENCY	

Original Date Issued: 3/12/2020

Reviewed:	03/11/2020						
Revised:							

- A. This policy applies only to Temporary Remote Work arrangements of less than 90 days and does not apply to long-term or permanent remote work arrangements. This policy shall remain in effect until Mount Sinai, at its sole discretion, terminates it at which point any Temporary Remote Work under this policy will end.
- B. Temporary Remote Work arrangements can be a viable alternative in cases where the individual and the manager agree that such an arrangement is appropriate under the circumstances and where the job functions can be performed off-site.
- C. Whether Mount Sinai finds that Temporary Remote Work is appropriate shall be based on, to name a few considerations, whether the employee is in good standing, the nature of the position, the specific functions the position involves, the ability to measure the work, and the best interests of the institution.
- D. Mount Sinai does not guarantee that Temporary Remote Work will be available for any job, category of jobs, or for any specific employee. Temporary Remote work is subject to departmental approval and periodic review. Managers who determine that it is appropriate to permit an employee to work from home, must input the name, email address and telephone number into the Remote Work portal. Until the portal is operational, managers must maintain a list with that information which must be provided to HR upon request.
- E. Information Technology assistance for Temporary Remote Work may be obtained by calling the following numbers:
 - MSH/MSQ – 212-241-4357
 - NYEE – 212-979-4273
 - ISMMS – 212-241-7091
 - BI/SLR – 212-523-6486

- F.** For employees who are on Mount Sinai sponsored employment visas, managers must consult with the Office of International Personnel before approving or ending Temporary Remote Work arrangements at 212-241-8300.
- G.** When engaging in Temporary Remote Work employees are subject to all Mount Sinai policies and procedures without exception, including but not limited to: the Code of Conduct and the requirement to use appropriately secure IT equipment and Mount Sinai email addresses. It is critically important that employees maintain the confidentiality of Mount Sinai Confidential Information, including patient information.