



# MSHS EHS COVID-19 Testing Policy

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## 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

SARS-CoV-2 PCR (PCR) testing and/or Serum Antibody testing for COVID-19 is voluntary, however, under certain circumstances, refusal to undergo PCR testing could impact leave or pay. Employees do not need to take either test in order to be cleared to work onsite and/or to perform their work duties.

Symptomatic employees will be removed from work and need to self-quarantine (as outlined below under Procedure A). Employees who get a PCR test within 3 days of symptom onset, will receive paid leave, with no deduction to the employee's sick bank until the PCR test results are made available to EHS. To be eligible for this paid leave, an employee must provide written test results to EHS. After the PCR test is resulted, time away from work due to COVID-19 related illness will be deducted from the employee's available leave bank.

Employees who have had a high-risk workplace exposures will be removed from work and need to self-quarantine (as outlined below under Procedure B).

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. Test results will not be shared with an employee's supervisor, nor impact work assignments.

## 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 may include (Updated by the CDC May 13, 2020):

- 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 (new or not explained by a pre-existing condition)
- Headaches (new or not explained by a pre-existing condition)
- Generalized muscle and body aches (new or not explained by a pre-existing condition)

### B. COVID-19 Testing

- **Swab (SARS-CoV-2 PCR) Test:** assesses if a person has the COVID-19 virus. A swab is put into a person's nose or throat to collect a sample. The sample is sent to the lab to test if COVID-19 is present. Results are usually available within 24 hours; *Negative* - a person is unlikely to have active COVID-19 infection, *Positive* - a person may have active COVID-19 infection.
- **Serum Antibody Test:** assesses if antibodies are present in a blood sample. A blood sample is taken and sent to the lab to be tested for people who do not have any COVID-19 symptoms for at least 14 days. Results are usually available in 3-5 days; *Negative* – the person has likely not been infected with COVID-19 or was infected too recently for antibodies to have formed; *Positive* - the person had a past or resolving infection with COVID-19 virus and their body fought off infection (the person may or may not have had symptoms). People who test positive likely have some protection from getting sick from COVID-19 in the future; a positive result does not mean the person is completely immune from future infection.

## Procedure

### A. Symptomatic Employees

All employees are required to self-monitor for COVID-19 symptoms (as defined above under Definitions A), and **MUST** be screened for symptoms including temperature prior to arrival 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 tool. To access the tool click [EHS tool](https://is.gd/employee_covid_registry) ([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 screen positive cannot return to work and must self-quarantine 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. This applies to all employees regardless of previous serum antibody results. All employees are encouraged to be diagnosed using the SARS-CoV-2 PCR test.

Unless they are considered a close contact of a laboratory-confirmed COVID-19 case before developing symptoms, employees who test negative for COVID-19 with the PCR test, 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 test results to EHS to be cleared prior to the 10 day waiting period.

COVID-19 Testing: Employees are eligible for PCR and COVID-19 serum antibody testing through EHS. Upon reporting the event, EHS will provide directions for testing. Test results will become part of an employee's EHS record, but will not be shared with their supervisor, nor impact work assignments upon return to work.

Return to Work: EHS **MUST** clear all employees before returning to duty. Clearance to return to work is done 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 10<sup>th</sup> 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

- 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: Healthcare workers who have experienced a high-risk exposure **MUST** report it to their supervisor immediately, as well as report the high-risk exposure to EHS **within 24 hours** of the event, via the online EHS tool. To access the tool click [EHS tool](https://is.gd/employee_covid_registry) ([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 them with the online registration process.)



Work Status: Employee cannot return to work and must self-quarantine for at least 14 days from the last exposure. The employee is required to actively monitor for symptoms of COVID-19; EHS will provide directions on the monitoring protocol at the time the incident is reported.

COVID-19 Testing: Employees are eligible for PCR and serum antibody testing through EHS. Directions for testing will be provided to the employee at the time of reporting the event. Test results will become part of an employee's EHS record, but will not be shared with their supervisor, nor impact work assignments upon return to work. Testing is voluntary.

Return to Work: EHS **MUST** clear all employees before returning to duty; Clearance to return to work is done 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 14<sup>th</sup> day after the exposure.

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### C. Asymptomatic Employees

COVID-19 Testing: Employees that have not developed COVID-19 symptoms nor have had a high-risk work exposure (as defined above in Procedures A and B) are not eligible for COVID-19 testing through EHS. However, both PCR and Serum Antibody testing are available to employees at any MSHS Ambulatory Testing Site (See Appendix A).

Reporting: Asymptomatic employees that have a **positive PCR test**, regardless of testing location, **MUST** report the results to EHS **within 24 hours** of receiving the results via the online EHS tool. To access the tool click [EHS tool](https://is.gd/employee_covid_registry) ([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 them with the online registration process.)



Asymptomatic employees that have a negative PCR test result or who have a Serum Antibody test do not need to report the result to EHS, but submission of results of the serum antibody test to EHS is strongly encouraged for purposes of contact tracing.

Work Status: Employees who remain asymptomatic and have a positive PCR test cannot return to work for at least 10 days from the date of the 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: EHS **MUST** clear all employees before returning to duty; Clearance to return to work is done 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 10<sup>th</sup> day after the positive test result.

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## Appendix A

### Mount Sinai Health System Primary Care Locations for Asymptomatic COVID-19 Testing

#### Downtown

- 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 (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

- 638 Columbus Ave Primary Care (212) 523-8672
- Morningside Clinic at 440 W. 114th Street (212) 523-6500

#### MSW

- Ansonia, 2109 Broadway (212) 523-8672
- Samuels Clinic, 1000 10<sup>th</sup> Avenue (212) 523-6500

#### Network

- Mount Sinai Doctors Crestwood (914) 813-3133
- Mount Sinai Doctors Five Towns (516) 563-7200
- Mount Sinai Doctors Forest Hills (718) 520-6100
- Mount Sinai Doctors Long Island Greenlawn (631) 628-5000



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- Mount Sinai Doctors Midwood (718) 758-1500
- Mount Sinai Jackson Heights (718) 879-1600

At time of booking at a MSHS Ambulatory site, for either a PCR or Serum Antibody test, the person 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 Covid-19 PCR or Serum Antibody test.

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>