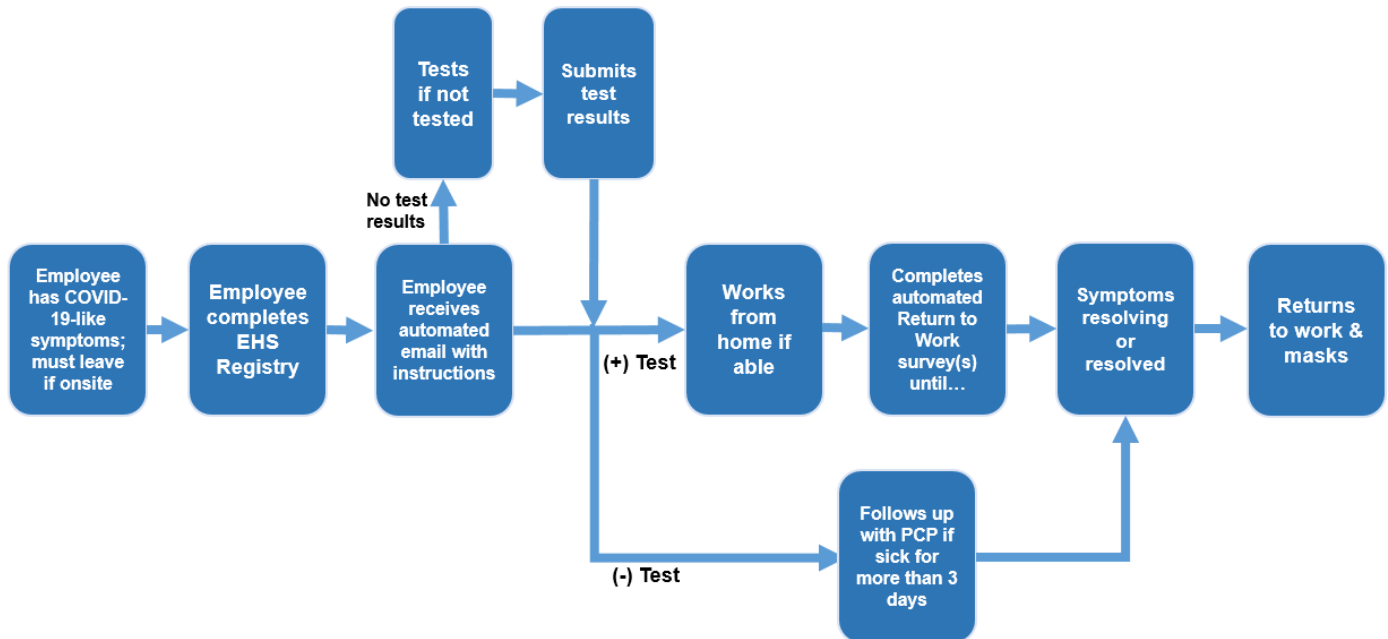


EHS Registry for COVID-19-Like Illness or Positive COVID-19 Test

Questions & Answers Guide

Automated Process



Employee Q&A

TESTING

1. What does COVID-like illness mean?

Symptoms of COVID-19 are shared by other illnesses such as those caused by upper respiratory cold and flu viruses. Employees demonstrating any of the symptoms below will need to register in the [EHS Registry for COVID-19-Like Illness or Positive COVID-19 Test](#).

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

2. I feel poorly but took a home test which was negative. Do I need to register?

If your symptoms are COVID-like, you will need to register in the [EHS Registry for COVID-19-Like Illness or Positive COVID-19 Test](#). Once you've registered, you will receive an email with follow-up instructions.

CLEARANCE

1. How long do I need to isolate if I test positive for COVID-19?

Currently, as per CDC recommendations, employees who test positive will need to isolate for at least five (5) days.

Day 0 (e.g. Monday): *First day of symptoms OR day of positive test, whichever is first.*

Days 1 - 5 (e.g. Tuesday – Saturday): *Potential last day of isolation. Must complete EHS Return to Work Survey to evaluate fitness to return to work.*

Day 6 (Sunday) and beyond: *IF cleared by passing the EHS Return to Work Survey, first possible day no longer need to isolate. Employees with non-resolving symptoms or compromised immune systems will be evaluated for clearance by EHS as appropriate.*

2. How will I know if I'm cleared to return to work?

POSITIVE COVID-19 TEST: On day five (5) you will be emailed an automated **Return to Work Survey which you MUST complete** to evaluate your ability to be cleared to return to work. If you are cleared to return to work, you will receive another email informing you that you have been cleared.

NEGATIVE COVID-19 TEST: You will receive an email with instructions on how to proceed if you have continued symptoms. Additional testing for Flu and RSV is required if you work in the following high risk areas: hematology/oncology, solid organ or bone marrow transplant, or neonatal ICU.

3. What if I don't have access to my Mount Sinai email?

You do not need a work email address to complete the registry. It is important that you enter an email that you will be able to access and check regularly from home.

COVID-19 SICK PAY

1. Do I qualify for COVID-19 sick pay?

Employees qualify for COVID-19 sick pay if they:

- Submit a laboratory confirmed positive COVID-19 test
- Have not used more than three (3) episodes of COVID-19 sick pay since the start of COVID-19 pandemic in March 2020.

2. What if I already have three (3) episodes of COVID-19 sick pay?

You will receive sick time benefits as defined by your benefits package.

Manager Q&A

1. When and what updates will I receive about my employee?

You will receive an email when your employee:

- Completes the “EHS Registry for COVID-19-Like Illness or Positive COVID-19 Test”
- Tests positive for COVID-19
- Is not cleared to return to work
- Is cleared to return to work
- Tests negative for COVID-19

Automated email communications to managers are sent Monday – Friday, excluding holidays.

Case specific email responses to supervisors will be sent during normal business hours Monday – Friday.

2. What if I will be out of work? Can I designate someone else for EHS to notify?

The automated emails will be sent to the supervisor of record in Sinai Cloud. Your employee will also be instructed to forward the clearance email to you. If you, the supervisor of record, are away the employee should forward the email to the covering supervisor.

3. How will I know my employee is cleared?

You and your employee will receive an email advising when they are cleared to return to work. You and your employee should determine when their next scheduled shift will be.

4. What if my employee has a high risk exposure to COVID-19?

If your employee had a high risk exposure to Covid-19, such as close household contact with someone who has Covid-19, they:

- May continue to work as long as they do not have symptoms and test negative
- Will need to continue to test on day three (3) and five (5) after their exposure
- If they test positive, they will need to isolate and complete the [EHS Registry for COVID-19-Like Illness or Positive COVID-19 Test](#).

5. What if my employee tests negative for COVID-19?

If they test negative for COVID-19, AND their symptoms are improving/have resolved, AND they are fever-free for 24 hours without taking fever reducing medication, they are to inform you that **they are able to return to work for their next scheduled shift without additional EHS clearance**. This will be counted as regular sick time and NOT COVID-19 sick pay. They are advised to wear a mask when working onsite if they still have mild upper respiratory symptoms, e.g. a runny nose or cough, until their symptoms are completely gone.

Employees should not report to work onsite if they have ongoing *severe or worsening* symptoms.

- They are advised to follow-up with their Primary Care Physician for non-COVID-19 related issues.
- They are to inform you they are not able to return to work.

Note: Employees working high risk areas, such as hematology/oncology, solid organ or bone marrow transplant, or neonatal ICU, must test for Flu and RSV to rule them out.

6. How will I know if my employee qualifies for COVID-19 sick pay?

Until COVID-19 illness is confirmed by EHS, you may designate the time off as sick pay. Once your employee submits a laboratory confirmed positive COVID-19 test to EHS and it has been verified by EHS, you will be notified if your employee's absence is COVID-19 related.

All employees are eligible for up to three (3) occurrences of COVID-19 sick pay since the start of the pandemic in March 2020.

It is important to share the above information with the individual(s) responsible for timecard approval/payroll so that the correct type of absence is applied in the payroll system.

7. What if my employee fails to respond to the RTW surveys?

It is important for managers and supervisors to remind their staff to check their emails and respond to the email surveys.

8. What if my employee fails the RTW survey?

EHS will continue to evaluate the employee for return to work clearance, and they will receive subsequent surveys until they are cleared.

Relevant Policies

Fitness for Duty: [Fitness for Duty v.7 \(policytech.com\)](https://policytech.com/policies/fitness-for-duty-v7)

Covid-19: [COVID-19 Healthcare Exposures, Illness, and Return to Work for Healthcare Professionals v.16 \(policytech.com\)](https://policytech.com/policies/covid-19-healthcare-exposures-illness-and-return-to-work-for-healthcare-professionals-v16)