

Changes to CME at Winthrop & Long Island locations: 2020

This memo consolidates various COVID-19 related directives to provide you with guidance on running CME activities in your department, to maintain safety relative to health system policies.

1. Effective March 16, **No live group gatherings of more than 10 people are permitted.**
2. Effective March 16, **No group food in open buffet-like containers may be served on campus, nor will any food expenses be reimbursed.** Brown-bagging is permitted by learners in socially distant settings (E.g. sitting 6 feet apart while eating, cleaning surfaces before and after eating)
3. Effective March 16, **No external CME speakers are permitted to travel to campus,** through at least 12/31/2020.
4. Effective March 18, **Social distancing at all locations must be observed,** including mandatory workplace masking.
5. Effective April 16, **all parties, meetings, travel and events will be cancelled for 2020 calendar year which includes employee recognition events.** There will be no reimbursement for any of these activities.
6. Effective May 9, **use of internal NYUMC faculty to instruct at CME is highly encouraged in place of external instructors,** through at least 12/31/2020. Faculty talent within the NYU Langone/NYUMC ecosystem can be utilized for CME at no extra expense. If no internal expert is available, an external instructor can be invited, but a) All external speakers must be invited to waive honoraria for CME, b) use speakers who waive honoraria as a preferred choice; c) if you must offer a speaker honorarium, \$250 is allowed and d) Any amount above \$250 must be approved by Prijo Thomas in Budgeting before offering to the speaker.

If you have questions regarding any of these policies or CME practices, please email WinthropCME@nyulangone.org

Technical Guidance for web-based meetings has been provided by these sources:

MCIT – Webex resource page: <https://servicecatalog.nyumc.org/Pages/WebEx.aspx>

- [Quick-Start Guide to Scheduling and Joining Webex Meetings](#)
- [WebEx Etiquette – Do’s and Don’ts When Dialing In](#)
- **WebEx Meetings** should be used for meetings with less than 500 participants
- **WebEx Events** should be used for meetings with no more than 3000 participants

CME Office: [How to Virtualize your CME Activity](#)

Faculty Affairs Department - [Faculty Tip Sheet for Online Teaching](#)