

March 11, 2020

GUIDELINES FOR CUIMC FACULTY AND STAFF WHO SUPPORT THE CLINICAL MISSION

For distribution by HR and Business Managers,

As many of you are aware, our local and federal government officials have provided precautionary guidelines regarding COVID-19 for specific groups of individuals. **We are mindful of these precautions, but we also have a responsibility to serve our patients as well as to continue essential operations, and that means coming to your regularly assigned work locations.** For now, our standard policies on attendance, leave, and telecommuting remain in place. However, we want you to be aware of how to handle staff who either have certain serious underlying medical conditions and what to do when they suspect or have been exposed to COVID-19.

1. We have an existing process regarding accommodations for persons with medical conditions. Should they be unable to work, have employees follow our existing process and submit their request to the Leave Management Office at Leavemanagement@columbia.edu for review. However, final approval is contingent on both the local manager and the Leave Management Office approval.
2. Process for employees who are or believe they have been exposed. Workplace Safety and Health should be contacted by employees who believe they have a possible exposure to COVID-19. Additional guidance can be found at www.cuimc.columbia.edu/coronavirus-information.

Please share this guidance with your fellow managers. If you have specific questions about how to operationalize this guidance, please contact your Senior Human Resources Business Partner.

Many thanks,

Bill Innes
Chief Human Resources Officer
Columbia University Irving Medical Center