To: CUIMC Executive Leadership
From: Donna Lynne
Re: Revised Telecommuting Guidelines to Continue Essential Operations during COVID-19

CUIMC is committed to maintaining its mission of patient care, research and education during this time of uncertainty. As with all healthcare and research institutions, much of our work must be performed on-site by our dedicated faculty and staff.

However, the continued spread of COVID-19 has led us to revise and enhance our remote work capabilities to help ensure that all our employees can continue to come to work safely. Guidance from both the city and state encourages businesses to consider more expansive work from home strategies, as well as increased social distancing, to help prevent the spread of the virus.

To that end, effective Monday, March 16th and until further notice, Columbia University will support department leaders implementing increased remote work arrangements for faculty and staff who are able to perform their essential functions remotely, **subject to the approvals, considerations and procedures described in these Guidelines**.   Departments that already have a telecommuting policy in place as of today can operate under those policies.

1. Faculty and Staff Who do not Support the Clinical Mission and Administrative Staff
- Employees whose work must be performed on-site are expected to come to work.
- Department Administrators/Senior Business Officers may allow remote work if the essential functions of the job can be effectively performed remotely.
- Any Department Administrator/Senior Business Officer who intends to work remotely must obtain approval from their Chair or supervisor.

2.Faculty and Staff (including administrative) Who Support the Clinical Mission
- All faculty and staff who support the clinical mission are expected to continue to provide patient care on-site.
- Chairs may allow remote work if the essential functions of the job can be effectively performed remotely. The use of telehealth should be a central part of such work efforts.

3.Research Faculty and Staff
- All critical research faculty and support staff are expected to come in to work. These include those in support of animal and/or human subjects, laboratory support professionals, and others under direction of their PI.

- In limited circumstances, exceptions to this procedure shall be made only by the Department Chair or Center/Institute Director in collaboration with the appropriate Senior Associate Research Dean.

Considerations for All

The following should be considered with respect to remote work arrangements:

- The department's functions must be carried out and employees must be able to perform the essential functions of their job while working remotely.
- Employees are adequately trained and equipped to work remotely and have all necessary supplies, tools and technological support.
- Individual employee circumstances, such as caregiver status, transportation issues, or other personal issues.
- Any approved telecommuting arrangement is subject to change and employees may need to report to work.

*Requests for workplace accommodations (e.g., based on health or a medical conditions) are not covered by these Guidelines. Employees who are seeking workplace accommodations must contact the Leave Management Office at LeaveManagement@columbia.edu.

Remote Work Procedures:

Employees who are permitted and able to work from home must abide by the following procedures:

- Individuals who work remotely are required to be fully active and engaged in their work for the entire working period. Individuals must be available by phone, email or other appropriate communication methods at all times.
- Conditions of employment and standards of performance and productivity will remain consistent with on-site expectations.
- Remote work environments should be quiet and separate from outside activities and distractions.
- Employees may use their own equipment or equipment supplied by CUIMC. Any equipment provided by CUIMC must be returned immediately after the remote work arrangement ends. Personal equipment must meet CUIMC standards as outlined on the COVID-19 remote work website, located at it.cuimc.columbia.edu.
- The employee has the responsibility for maintaining the security of CUIMC files, data and other information.

Please submit your new telecommuting plan to Bill Innes as soon as possible. Bill and his team will work with senior leadership in the four schools. Plans will be reviewed and returned within 24-36 hours.