



COLUMBIA

COLUMBIA UNIVERSITY
IRVING MEDICAL CENTER

RETURNING TO THE WORKPLACE

A GUIDE TO RETURNING TO CUIMC
AFTER COVID-19 FOR MANAGERS

BY CUIMC Human Resources (Updated April 27, 2021)

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If, after reading this guide, you have any further questions or requests, please email cumchr@cumc.columbia.edu or your [Senior Human Resources Business Partner](#). If you have any COVID-19 specific questions, please email covid19questions@cumc.columbia.edu. As information evolves, the information below will be updated.

Purpose

The purpose of this guide is to provide managers at Columbia University Irving Medical Center with considerations and resources to help employees within their span of control with the transition back to the workplace following the modification of on-site reporting procedures during the COVID-19 pandemic.

Introduction

Thank you for your commitment to Columbia University. Returning to onsite work is essential for CUIMC to continue our missions of providing the finest clinical care, cutting edge research, and educating the next generation of leaders in science and medicine. Your role as a manager is essential to a successful transition back to onsite work.

The COVID-19 pandemic has created fundamental changes in the workplace. Although we would prefer to go back to business as usual, some of the changes brought on by the crisis may become permanent and require long-term adjustment. As faculty and staff begin to return to work onsite, we will ensure that we continue to support all staff with this transition.

CUIMC COVID-19 Resource pages

To keep abreast of COVID-19 University-related updates, please visit the following pages:

- covid19.columbia.edu
- humanresources.columbia.edu/covid19
- cuimc.columbia.edu/coronavirus-resource-center
- research.columbia.edu/covid/covidhub (uni required)
- fpo.cuimc.columbia.edu/covid-19-resources (uni required)

Training

All employees must complete the COVID-19 training. There are **two** versions of the training:

- 1) Researchers, including faculty, staff and students, involved in research must take [COVID-19 Training: Safe Research at Columbia](#)
- 2) Other Columbia personnel must take [COVID-19 Training: Working Safely at Columbia University](#)

COVID-19 PCR Diagnostic Test

Spring 2021 Gateway Testing

****If you are returning to University campuses and facilities you will need a negative PCR COVID-19 test before you can access Columbia facilities and campuses. In general you will need to have the test performed one day and allow 48-72 hours before the test result will be available prior to seeing a greenpass on the ReOpenCU app. Please plan accordingly.****

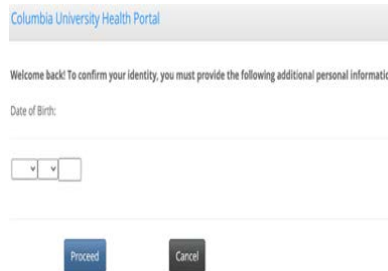
All Columbia faculty, staff, and students are required to have this PCR COVID-19 gateway testing upon return to campus on or after January 4, 2021, even if tested prior to that in 2020. Tests must be done in the University surveillance program managed by [Columbia Health](#) and completed on or after January 4th.

Tests performed at any other location (including NYP) will NOT fulfill the campus testing requirement.

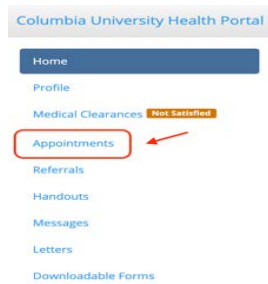
New Hires are required to have a COVID-19 PCR test before starting work on campus. Upon the creation of their uni, managers must alert the new hire that they can now self-schedule a test and instruct them on how to do so (please see below).

Faculty and staff returning to campus for the first time since January 4th, 2021 should self-schedule a Gateway PCR test. Information about how to self-schedule and additional testing information can be found on the [COVID19 page](#). For all new hires, managers must alert the employee that their uni has been set up so they can self-schedule the Gateway PCR test. Please find directions for self-scheduling the COVID-19 PCR test below.

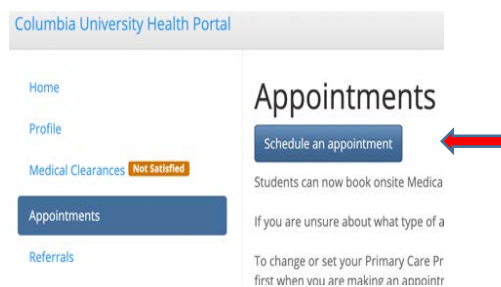
- o Use the [Online Patient Portal](#) to log in. You will immediately be prompted to enter your birthday to proceed.



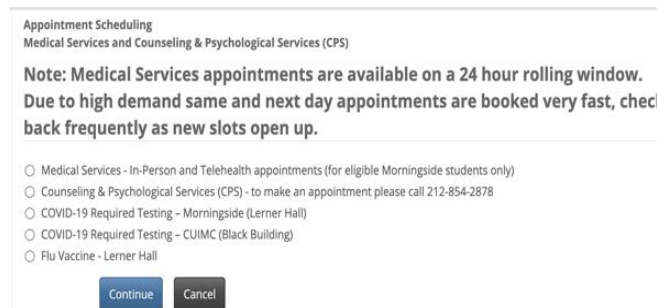
- o Select “Appointments” from the main menu on the left.



- o Click “Schedule an appointment” to move to the next page.



- o Select “Required COVID-19 testing” by location (Morningside -Lerner Hall or CUIMC – Black Building as well as the addresses for both at the bottom of this document).



- o Indicate that this is your first test with Columbia Health's COVID19 Testing Program.

If you were previously tested in Lerner Hall, Black Building, or Columbia Doctors since June 22nd you satisfy the initial return to campus (gateway) testing requirement.

Only those that have received direct messaging regarding repeat testing should proceed.

Is this your first test with Columbia Health's COVID19 testing program?

Yes
 No

If you are seeking voluntary testing and did not receive a University notification, please consider the [NYC testing program](#)

- o Select the appointment day and time from the available options on the page (Available Monday to Friday and up to 14 days in advance) and press continue.

Columbia University Health Portal

Home
 Profile
 Medical Clearances **NEW!**
Appointments
 Referrals
 Handouts
 Messages
 Letters
 Downloadable Forms
 Forms
 Insurance Card

Schedule Appointment

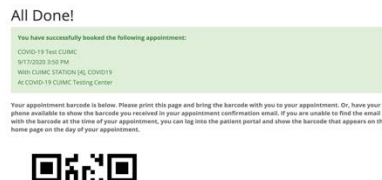
Appointments available to book via the web:
 For the 1 day following: 9/16/2020
 Visit Type: COVID-19 Test CUIMC

No Primary Care Clinician is currently specified for this Patient.

Appointments available with your Other Clinicians

- Thursday, September 17, 2020 9:20 AM CUIMC STATION, COVID19 at COVID-19 CUIMC Testing Center
- Thursday, September 17, 2020 9:40 AM CUIMC STATION, COVID19 at COVID-19 CUIMC Testing Center
- Thursday, September 17, 2020 9:50 AM CUIMC STATION, COVID19 at COVID-19 CUIMC Testing Center
- Thursday, September 17, 2020 10:10 AM CUIMC STATION, COVID19 at COVID-19 CUIMC Testing Center

- o Once the appointment is scheduled, the system will display a QR code. Staff should save the QR code on their phone as a screenshot or print. It can be accessed by logging back into the Online Patient Portal. The QR code is a touchless way to check-in for a testing appointment.



If faculty/staff are unable to schedule through the Online Patient Portal, they should email: covidtesttrace@columbia.edu for assistance and provide the following information:

Preferred Location:

Preferred Date:

Preferred Time:

Please select this link for additional testing loctions: <https://covid19.columbia.edu/content/covid-19-testing-program>

Random COVID-19 PCR Diagnostic Testing

All **graduate students, faculty, and staff** who are on campus are encouraged to participate in weekly testing and required to participate in the ongoing surveillance testing program. Each week, a new random sample of those accessing campus is notified by email for a required test. Individuals may appear in more than one random sample and are required to participate every time they are notified.

Additional questions can be answered by carefully reviewing the [COVID19 page](#) or by emailing covidtesttrace@columbia.edu

The Columbia Community Health Compact

The compact is an agreement that we will all do our best to keep the campus safe for faculty, staff, students, patients, and visitors. Everyone needs to read and agree to abide by the conditions of the Compact before coming to the campus. The compact applies to all students, faculty, and staff in the Columbia University community.

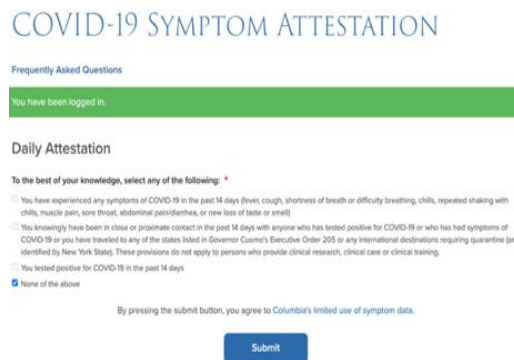
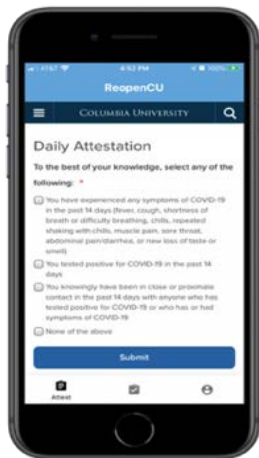
Faculty and staff will need to [affirm that they agree to abide by the Compact](#) through either the **ReOpenCU app** or the [ReOpenCU website](#). Upon logging into ReOpenCU, Scroll down to the My Checklist section and check yes in the box next to “I have signed the Compact”.

Daily Symptom Self-Check

There are two ways to complete the symptom self-check:

- Download the “[ReopenCU](#)” application which is available for both Apple and Android devices.
- [Click Here](#) to authenticate through the Columbia Authentication System (CAS) using your UNI and password via any desktop, laptop or smartphone device.

You will see the screen below upon logging in.



To complete the symptom self-check, click on the box that reads “None of the above” (providing that is accurate)



Travel Advisory

New travel and quarantine guidelines: Please review the [updated guidelines](#) for CUIMC faculty or staff who are not health care providers. If you are a **health care provider** please refer to [this message](#) from ColumbiaDoctors and NYP regarding travel guidelines and guidelines regarding community exposure.

[Effective April 1st](#), domestic travelers to New York State who have been vaccinated no longer have to quarantine or test out within 90 days of their full vaccination. International travelers still must adhere to CDC quarantine guidelines. Please also refer to the [NY State Travel Advisory](#) for additional information and the guidance from the [DOH](#)

Workplace Safety Procedures

- **Stay home if you feel ill** and [contact your healthcare provider for assessment](#).
- If you do test positive for COVID-19, you must immediately alert your department HR, [Leave Management](#), and Workforce Health and Safety during regular business hours at (212-305-7590) and/or New York Presbyterian's Workforce Health and Safety hotline at 646-NYP-WHS0 (646-697-9470) from 6:00 a.m. to 11:00 p.m.
- [All Columbia](#) affiliates (students, staff, or faculty) who receive a positive COVID-19 test, even if they are working or studying remotely, should begin self-isolating immediately. Unless you are fully remote, you should email covidtesttrace@columbia.edu to alert the Columbia Test and Trace program. You must report a COVID-19 positive result even if your test was not performed at the Columbia testing center.
- Upon arrival in a Columbia building, you must cover both your nose and mouth and you can secure it under your chin. It should fit snugly on the sides of your face. Ensure that you are able to breathe easily and do not put it around your neck or uncover your nose. Additionally, you should wash your hands upon arrival.
- Consider virtual or remote interface with regular visitors where feasible.
- [Proper handwashing](#) is necessary and hand sanitizer should be utilized as a stopgap before the sink.
- An updated PPE donning and doffing sequence guide can be found [here](#), and an updated video is now available in the NYP Learning Center. The name of the course is [COVID-19 Donning and Doffing Procedures \(November 2020 Update\)](#).
- Adhere to at [work social distancing guidelines](#). The CDC suggests:
 - Stay at least 6 feet (about 2 arms' length) from other people
 - Do not gather in groups (if you must have a meeting, keep it small)
 - Stay out of crowded places and avoid mass gatherings
 - Social distancing is a proven and important preventative measure in battling the continued spread of COVID-19. If you cannot abide by the social distancing guidelines listed above and stay at full capacity, do not push the limits of your physical space. The safety and social distancing of employees is the first priority.
- Consistently wipe down all surfaces with disinfectant spray or wipes (e.g. the mouse, keyboard, doorknobs, counters, conference room tables, copiers, etc.). Additionally, only [EPA-approved disinfectants](#) for use against SARS-CoV-2 (the virus that causes COVID-19) should be used and you must follow the directions on the label as well as reference the product's contact time. You can also decrease your odds of contracting COVID-19 NOT touching one's own eyes, nose or mouth, especially after touching surfaces.
- Before you leave work, clean/disinfect workspaces, remove disposable mask in the trash, wash hands, and put your face covering on from home for your commute.
- [Recommendations for Conservation and Reuse of PPE and Other Supplies](#)
 - N95 respirator masks should continue to be used only when clinically indicated and during the clinical care of patients with suspected or confirmed COVID-19.
 - While the updated guidance suggests that N95 respirators may be discarded at the end of a shift, continued conversation and reuse is encouraged. N95 respirators should be covered with a surgical mask and should be discarded when soiled, wet or damaged.

Remote Work

- Continue to allow telecommuting where possible and/or staggering shifts to prevent congestion in the elevators and entrances.
 - Governor Cuomo's regional [Guidelines for Re-Opening New York](#) provides details relating to governmental procedures and advice
 - [Guide to Managing Remote Teams](#)
 - [Working Remotely Toolkit](#)

COVID-19 In the Workplace

CUIMC Self-Isolation/Self-Quarantine Guidance

Definitions:

- **Quarantine** is the separation and restriction of the movement of people potentially exposed to a contagious disease, to determine if they remain healthy or become sick, and to prevent the possible spread of the communicable disease.
- **Isolation** is the separation of sick people with a contagious disease from people who are not sick. New York State guidelines provide that if an employee tests positive for COVID-19, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic. **Note that New York State provides special guidelines for [health care workers and other essential personnel](#).**

If an employee has been advised by the Department of Health, their personal physician, or the University to self-isolate, the following steps should be taken:

- Employee should isolate immediately at home and update the Reopen CU app with their status.
- If the employee tests positive outside of Columbia's Testing Program, they must immediately call Columbia's COVID-19 hotline (212-854-9355) to notify CUIMC of their positive result. CUIMC's Contact Tracing Team will call the employee within 24 hours of their positive test result with next steps.
- Employee should immediately contact their manager and their school/department Human Resources officer.
- Employee should stay home (not go to work, events, or other social gatherings).
- Employee should provide documentation confirming the self-isolation advisement to CUHR Leave Management (leavemanagement@columbia.edu). Note that the identity of the COVID-19-Positive employee will not be disclosed to protect their privacy.
- The local HR officer should immediately notify CUHR Leave Management.
- Employee should contact their primary care provider to let them know that they are self-isolating.
- Employee should monitor their temperature twice daily (please see "How to Isolate: Guide for Faculty and Staff" for a sample daily health log).
- If Employee experiences fever, cough, and difficulty breathing, they should contact their primary care provider immediately.
- If Employee lives with others, they should not spend time in shared living spaces and should limit contact. The sharing of household items (drinking glasses, towels, eating utensils, bedding, etc.) should be avoided.
- Employee should arrange for food to be delivered via friends, grocery delivery services, etc.
- High touch surfaces (e.g. doorknobs, telephones, remote controls, and bathroom surfaces) should be cleaned often with a standard household disinfectant such as Clorox® wipes.
- Employee will be expected to work remotely, if able, and asked to stay in daily contact with their manager and local HR.
- Information regarding their self-isolation is confidential and should only be shared on a need-to-know basis.
- Local HR should provide [EAP benefit information](#) to remind the employee about the availability of this resource.

Self-isolation/Self-quarantine Policy and Procedure Reference Links:

- [How to Quarantine: A Guide for Faculty and Staff](#)
- [How to Isolate: A Guide for Faculty and Staff](#)
- [If You Test Positive for COVID-19 Through the Columbia Testing Program](#)
- [What Happens When Someone In Your School or Department Tests Positive for Covid-19](#)
- [If you are Identified As a Close Contact of a COVID-19-Positive Individual](#)
- [Support for You if You are in Quarantine or Isolation](#)
- [Reopening Columbia University FAQs](#)

Exposure as close contact of individual with COVID-19

Non-vaccinated individuals identified as being a close contact of an individual with COVID-19 **are required to [quarantine for 10 days](#)** after their last contact with the infected individual if no symptoms have been reported. They must continue to monitor symptoms daily for 14 days and follow all other guidance including face coverings, hand washing, and social distancing.

- Individuals who have been in close contact for a 10 or more minutes in a single instance or a cumulative total of 15 or more minutes over a 24-hour period at distance of less than 6 ft with an individual who tests positive for SARS-CoV-2
- Individuals who share a bedroom, bathroom, kitchen, and/or common living space with an individual who tests positive for COVID-19 (suite mates or same floor area)

Asymptomatic individuals who have been vaccinated are not required to quarantine ([excluding healthcare personnel](#)) after exposure if they are fully vaccinated (more than 2 weeks after the second dose for 2-dose vaccines; more than 2 weeks after vaccination for 1-dose vaccines).

While not required to quarantine, vaccinated individuals must still:

- Monitor for symptoms for 14 days.
- Follow all other guidance including face coverings, hand washing, and social distancing.
- Immediate self-isolate if any symptoms develop and report the symptoms to covidtesttrace@columbia.edu

Please visit <https://www.cuimc.columbia.edu/covid-19-resources-cuimc> or <https://covid19.columbia.edu/content/columbia-contact-tracing-program> for more information and up-to-date guidelines.

NOTE: THIS GUIDANCE MAY BE MODIFIED AS CIRCUMSTANCES RELATING TO COVID-19 CHANGE

Visitor Policy

While Columbia presently has a no-visitor policy, which will continue to be the policy after June 22, 2020, the following exceptions are in place: Patients and individuals accompanying them; Research participants and individuals accompanying them; All other visitors including construction, consultants, and other service workers and deliveries.

To learn more related to the aforementioned exceptions and CUIMC's Screening Process for Service Providers, please click [here](#).

Academic visitors must be approved by the unit head or host principal investigator. For more information please see [CUIMC's Guidelines for Visitors Participating in Academic Activities](#).

[Employee Benefits](#)

Back-up Care

Bright Horizons Backup Care: Eligible employees are now able to access 200 hours (250 hours for an infant's first year) of back-up care per academic year for a small co-pay for use when their regular care is not available. While this benefit is normally 150 hours, Columbia has added Fifty (50) additional hours for use through June 30, 2021. [Click here for registration and reservation information](#)

Employee Assistant Program

The Employee Assistance Program (EAP) is a network of free services to help you cope with issues experienced in everyday life. Click here for additional information [EAP](#),

Workplace Safety

- To mitigate the further spread and transmission of COVID-19, we want to emphasize strictly adhering to the advice listed below in the section titled “Workplace Safety Procedures.” Additionally, we implore you to read the [CUIMC Space and Facilities Guidelines](#) very closely for guidance on keeping all spaces at CUIMC safe (e.g. offices, conference rooms, research labs, etc.).
- Continually check Environmental Health & Safety (first link below) and other applicable University resources as guidelines may change:
 - [Environmental Health & Safety Covid-19 Guidance](#)
 - [Latest Updates](#)
 - [Health Guidance](#)
 - [Facilities Management](#)
- [Additional information and guidelines](#) for outpatient practices are available from the Faculty Practice Organization.
- Provide Personal Protective Equipment ([PPE](#)), disinfectant spray or wipes, and hand sanitizer to employees and encourage employees to use the disinfectant for any surfaces (e.g. doorknobs, the mouse, counters, copiers, etc.).
- For assistance with how to **don and doff** Personal Protective Equipment (PPE) please see [this video](#) and [this job aid](#). Make sure staff familiarize themselves with this.
- When removing face coverings, do not touch eyes, nose or mouth or the front of the mask. Wash hands with soap and water or apply hand sanitizer.
- Promote proper [handwashing techniques](#), enforce workspace cleaning procedures (consider [signage](#) that complies with the Americans with Disabilities Act) as a reminder of these practices as well as revised occupancy maximums for shared spaces. Make sure employees have information in case they are exposed e.g. employees should [contact their health care provider for assessment](#).
- Consistently wipe down all surfaces with disinfectant spray or wipes (e.g. the mouse, keyboard, doorknobs, counters, conference room tables, copiers, etc.). Additionally, only [EPA-approved disinfectants](#) for use against SARS-CoV-2 (the virus that causes COVID-19) should be used and you must follow the directions on the label as well as reference the product’s contact time. You can also decrease your odds of contracting COVID-19 NOT touching one’s own eyes, nose or mouth, especially after touching surfaces.
- Communicate that employees are to stay home if they feel ill. If they have been exposed, follow the exposure-response plan
- If an employee confirms they have tested positive for COVID-19, handle the situation with sensitivity and confidentiality. Immediately alert your department HR contact (or your [Sr. HR Business Partner](#)) for guidance on how to comply with University procedures and relevant regulations (i.e. [CDC](#), HIPAA, etc.).
- Adhere to at [work social distancing guidelines](#) / rethink or reconfigure workspace and workstations. The CDC suggests:
 - Stay at least 6 feet (about 2 arms’ length) from other people
 - Do not gather in groups (if you must have a meeting, keep it small)
 - Stay out of crowded places and avoid mass gatherings
 - Social distancing is a proven and important preventative measure in battling the continued spread of COVID-19. If you cannot abide by the social distancing guidelines listed above and stay at full capacity, do not push the limits of your physical space. The safety and social distancing of employees is the first priority.
- Evaluate existing furniture layouts and configurations in medium to low-risk areas such as around office workstations to encourage physical distancing during working hours.
- Before you leave work, clean/disinfect workspaces, remove disposable mask in the trash, wash hands, and put your face covering on from home for your commute.
- If you have additional questions, please refer to [OSHA’s guidance to returning to work](#).

Important reminder:

Please note that **CDC public health recommendations for fully vaccinated people do NOT apply to health care settings, nor to Columbia.** Therefore, **ALL employees, including vaccinated employees, MUST continue to universally mask while around others, and distance >6 feet from others when eating and drinking while in the workplace.**

Transportation

Temporary Part-time Parking:

- CUIMC Parking is implementing a special temporary parking program for CUIMC faculty, staff and post docs who are working second and third shifts, (3:00pm-11:00 pm and 11:00 pm-7:00 am) has been extended through June 30th, 2021. . For questions, please contact cumc.parking@cumc.columbia.edu or visit their [website](#) for additional information.
- There are [various private parking facilities](#) located in the vicinity of the Medical Center that offer both daily and monthly parking that may better suit your commuting needs. Please note these parking lots are not affiliated with Columbia.

Columbia Shuttle Service:[Transportation website](#). Effective 1/25/2021, stop locations for both pickup and drop-off on the George Washington Bridge/Fort Lee shuttle have been changed temporarily due to the closure of 169th Street. These changes will remain in effect until 169th Street reopens. [Read more](#)

Return Procedures

- Phase employee return and if possible, take into account issues facing employees including childcare or eldercare needs and needs for medical accommodations. If possible, return those staff at a later date, consider alternate shifts, compressed workweek, etc.. Additionally, please adhere to [New York State guidelines](#) for a phased reopening.
- Staff may ask for a leave of absence or an accomodation. To learn more about COVID-19 Leaves of Absence and Accommodation requests visit [this website](#) which covers the following topics:
 - Sick leave/Medical leave
 - Absence to care for a sick family member
 - Absence to care for a child
 - Medical accommodation
 - Quarantine order from state or local health authority
- All staff are required to complete a symptom self-check every day before entering the work premises.
- Log into the app by using your uni and password. The Attest tab provides the daily symptom check. The questions come from the New York State Interim Guidance For Higher Education Research During the Covid-19 Public Health Emergency and can be read by clicking on the link at the bottom of the symptom check form. To complete the symptom self-check, click on the box that reads “None of the above” (providing that is accurate)

The screenshot shows the 'ReopenCU' app interface for a 'COVID-19 Symptom Attestation'. The title bar is blue with the text 'ReopenCU'. Below the title, the text reads 'COVID-19 Symptom Attestation'. A prompt asks the user to 'To the best of your knowledge, select any of the following: *'. There are four radio button options: 1) 'You have experienced any symptoms of COVID-19 in the past 14 days (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, abdominal pain/diarrhea, or new loss of taste or smell)'; 2) 'You tested positive for COVID-19 in the past 14 days'; 3) 'You knowingly have been in close or proximate contact with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19 or have traveled to any of the states listed in Governor Cuomo's Executive Order 205 outside of persons clinical research, clinical care or clinical training'; 4) 'None of the above'. At the bottom, there is a disclaimer: 'By pressing the submit button, you agree to Columbia's limited use of symptom data.' and a 'Submit' button.

- Employee's daily pass is available at all times on the Pass tab. Once you complete the symptom attestation you will receive a green pass to enter the building. If you do not receive the green pass, public safety officers will assess whether you can enter the building or not.
- On the Profile tab, the About button brings up a list of Frequently Asked Questions (FAQ) about ReopenCU, including how your data is used and stored. The FAQ is also available at <https://reopencu.covid19.columbia.edu/faq>.

Well-being Support

CopeColumbia

The COVID-19 pandemic represents an unprecedented and uniquely trying time for our community, particularly for providers on the front lines, but including all faculty and staff at the medical center. In response, the Department of Psychiatry has partnered with ColumbiaDoctors and NewYork-Presbyterian in developing CopeColumbia, which provides information and resources for the CUIMC community, including counseling sessions, peer support groups, guided meditations, suggested reading, and other resources for managing stress, fear and anxiety. For any questions about CopeColumbia, or if you have any unmet needs, please email CopeColumbia@cumc.columbia.edu.

If your staff asks for your support resources

- [Well-Being Programs and Services](#) and [Employee Assistance Program](#)
- [Emotional Wellbeing Resources](#)
- [CopeColumbia](#)
- [CUIMC Coping with Grief – A Resource Guide](#)
- [Discover Your Benefits](#) (*offers many coping resources offered by Columbia*)
- [Mental Health Support New Yorkers](#) (*facilitated by the New York City Mayor's office*)
- [Employee Resource Groups at CUIMC](#)
- [Mental Health/Emotional Support Resources for Co-workers – Articles and Tip Sheets](#)
- [COVID-19 Training Working Safely at Columbia University \(audience: all employees\)](#)
[Employee Resource Groups](#)

CUIMC webinars:

- [Key Principles of Leading in a Crisis](#) (uni required)
- [Maintaining the Mission and Morale During a Crisis](#) (uni required)
- [Communicating During a Crisis](#) (uni required)
- [Crisis Decision-making](#) (uni required)
- [Moving Forward: The Leadership Challenge Ahead](#) (uni required)

Summary

Returning to onsite work is essential for CUIMC to continue our missions of providing the finest clinical care, cutting edge research, and educating the next generation of leaders in science and medicine. We must ensure that a return to the workplace is both a physically and emotionally safe endeavor for all employees. This guide should equip you with a tailored approach to handle employees who may be grieving, coping with trauma, or in need of benefits information and other resources. The information provided above should help you plan for transitioning back into office life successfully. If you have questions please contact your Department Administrator, Departmental HR representative, or the CUIMC HR [Senior HR Business Partner](#).