



COLUMBIA

COLUMBIA UNIVERSITY
IRVING MEDICAL CENTER

COVID-19 Campus Resource Guide

BY CUIMC Human Resources (Updated March 10, 2022)

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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.*

Introduction

Thank you for your commitment to Columbia University. We all have a shared commitment to maintaining a safe workplace

The COVID-19 pandemic has created fundamental changes in the workplace. Some of the changes brought on by the crisis may become permanent and require long-term adjustment..

If you have questions that are not answered by this guide or the resources within, please contact your Department Administrator, Departmental HR representative, or the CUIMC HR [Senior HR Business Partner](#).

All faculty, staff, and students who are returning to campus or are newly hired and reporting for the first time will be required to follow [all applicable protocols](#), including [training](#), adherence to [The Columbia Community Health Compact](#), COVID [testing](#), and the [Vaccine Mandate/Attestation](#).

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](#)

Vaccine/Booster Mandates/Attestation

COVID-19 vaccination is mandatory for all University students, faculty, and staff—this includes officers of instruction, officers of research, officers of the libraries, student officers, officers of administration, union and non-union support staff. New York State announced on **Friday, February 18th** that it will not enforce the booster mandate for health care workers that was to go into effect on February 21, noting that it will reassess the situation in three months. With health care workers no longer subject to immediate enforcement of the mandate, this **will defer until the end of May 2022**. The exemption request process will be **paused** and will be re-activated **four weeks prior to any new mandate deadline**. Our vaccination mandate requires booster doses for all faculty, staff and students who meet the criteria for eligibility.

Uploading your vaccine and booster shot documentation can now be done either via [ReopenCU website](#) or via the ReopenCU app on your iPhone or Android. Please see [Vaccine Documentation Upload Instructions](#) or [Columbia University Vaccination Attestation Tutorial](#) for additional help. For questions or assistance with the ReopenCU app, please submit a ticket to the CUIT Service Desk, email askcuit@columbia.edu or call 212-854-1919. On the CUIMC Campus contact the CUIMC Service Desk at [212-305-4357](tel:212-305-4357) (x5-Help).

Our [COVID-19 Vaccination Paid Leave Policy](#) allows an additional four hours of leave for all employees to get a COVID-19 booster injection.

Steps to comply with CU vaccine mandate

- Download the [ReopenCU App](#)
- Read the [Process for Providing Proof of Vaccination](#)
- Find out what [Documentation You Can Provide as Proof of Vaccination](#)
- Upload [Vaccine Documentation or Request an Exemption](#)

Vaccine FAQ's: <https://covid19.columbia.edu/content/faqs-regarding-covid-19-vaccination>

COVID-19 PCR Diagnostic Test

Spring 2022 Gateway Testing

All Columbia faculty, staff, and students are required to have this PCR COVID-19 gateway testing upon return to campus. 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 green pass on the ReOpenCU app. To ensure opportunities to be tested, please [book your appointment](#) in advance of your desired testing date. Please note that **walk-in testing is not available** during January 2022, and tests from non-University sites cannot be used to meet the University-required COVID-19 tests.

Please note the locations and Spring 2022 hours: <https://covid19.columbia.edu/content/covid-19-testing-program>

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 select this link](#)

Faculty and staff returning to campus for the first time should self-schedule a Gateway PCR test. Information about how to self-schedule and additional testing information can be found on the [COVID-19 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.

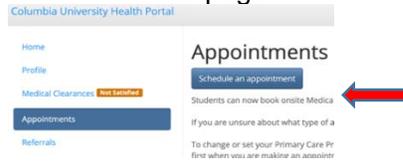
- Use the [Online Patient Portal](#) to log in. You will immediately be prompted to enter your birthday to proceed.



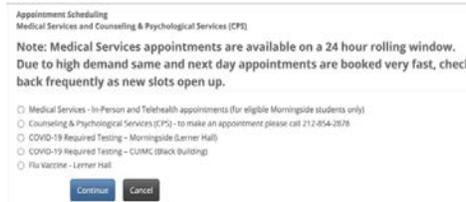
- Select "Appointments" from the main menu on the left.



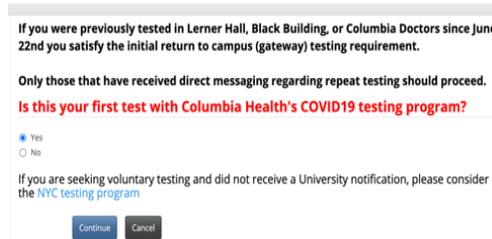
- Click “Schedule an appointment” to move to the next page.



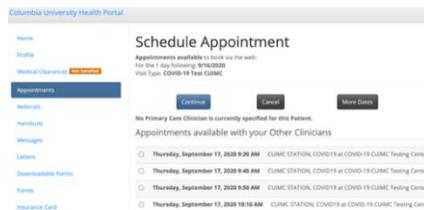
- Select “Required COVID-19 testing” by location (please refer to the link at the bottom of this document).



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



- 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.



- 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, date, and time.**

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

Recent Positive PCR Test

If you had a PCR positive test in the past 90 days, and reported this to the University as required by the Columbia University Community Health Compact, you will be considered compliant with the gateway requirement. Contact Tracing: Positive cases should be reported to covidtesttrace@columbia.edu. Please do not re-test unless directed to do so by a healthcare provider and [refer to the testing FAQ on how to submit your documentation in case of a positive test result](#)

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".

Travel Guidance

Please refer to the [Spring 2022 Travel Restrictions](#) for guidance on domestic and international travel.

- As of June 25, 2021, the New York State Travel Advisory is no longer in effect. As such, travelers arriving in New York are no longer required to submit traveler health forms. All travelers, [domestic](#) and [international](#), should continue to follow all CDC travel requirements.
- Domestic personal travel guidelines require that faculty, staff, and students need to follow guidance issued by the state or states to which you are traveling and upon return.

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](#) or **Contact Tracing**: Positive cases should be reported to covidtesttrace@columbia.edu and information is available at: [Contact](#) Tracing Program. If you have additional questions/concerns, please contact the COVID-19 hotline at: 212-854-9355.
- [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.
- 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.

COVID-19 In the Workplace: CUIMC Self-Isolation & Quarantine Guidance

New York State, acting on guidance from the CDC, has modified isolation and quarantine as follows.

- **Isolation:**
All individuals who test positive for COVID-19 can end their isolation after 5 days if they are asymptomatic. Day 0 is considered the first day of symptom onset and/or the day of a positive test result.
- **Quarantine:**
Individuals who are fully vaccinated and have received booster dose, do not need to quarantine. Such individuals are recommended to get tested on day 5-7 after last exposure.
 - Individuals who are not vaccinated or not fully vaccinated or are eligible for a booster but have not yet received one should quarantine for 5 days – where day 0 is the last day of exposure – provided symptoms do not appear. Such individuals are recommended to get tested on day 5-7.

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 should be reminded to send their positive test result to covidtesttrace@columbia.edu and leavemanagement@columbia.edu
- 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](#) and remind employee of this resource.

Remote Work

- [Guide to Managing Remote Teams](#)
- [Working Remotely Toolkit](#)

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](#)
- [Resources and Campus Safety](#)

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 5 days](#) after their last contact with the infected individual if no symptoms have been reported. They must continue to monitor symptoms daily for 10 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](#)) If asymptomatic at the end of 5 days or if symptoms are resolving, isolation ends and the individual should wear a well-fitting mask while around others for an additional 5 days.

While not required to quarantine, vaccinated individuals must still:

- Monitor for symptoms for 5 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

All visitors (except children 5 years of age and under), including those who enter any campus facility for any period of time, must be vaccinated, including booster, and show proof of vaccination as part of visitor attestation. For spring 2022, we continue to observe some restriction regarding visitors in order to keep the campus safe as Columbia affiliates—faculty, researchers, staff, and students—return to classrooms, workplaces, and University residences. The University values the contributions that visiting scholars, exchange programs, and other visitors bring to our academic community. As a result, guidance for specific categories of visitors continues to evolve. Additional details about the new visitor policy can be found in [Visitor Guidelines for Spring 2022](#) | [Visitor Attestation Form](#)

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

Employee Benefits

Back-up Care

Eligible employees can access 200 hours of in-network in-home or center-based back-up care between **July 1, 2021 – June 30, 2022**. That's 50 extra hours again this year, to help families due to COVID-19 related challenges over the upcoming school year. **Please keep in mind:** This set of 200 hours is your allocation for the **ENTIRE** fiscal year. [Click here](#) for registration and reservation information.

Employee Assistance 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](#),

Guidance for COVID Leave and Accommodation Requests:

<https://humanresources.columbia.edu/content/guidance-covid-leave-and-accommodation-requests>

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 familiarize yourself with Columbia's [Framework for COVID-19 Risk Assessment and Management Plan](#), which uses select metrics to determine whether to re-institute or lift certain measures, including masking, distancing, gatherings, and travel.
- 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 FPO.
- 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, 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, 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.

- Communicate that employees are to stay home if they feel ill.
- 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.).
- 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](#).
- Evaluate existing furniture layouts and configurations in medium to low-risk areas such as around office workstations to encourage physical distancing during working hours.
- Adhere to at [work social distancing guidelines](#) / rethink or reconfigure workspace and workstations.

Guidance on Mask Wearing:

Effective March 14, we will move to make indoor masking optional and eliminate the daily attestation that is required to access Columbia facilities. Mask-optional means that you may remove your mask indoors, starting on the 14th, if you so choose, but you may of course continue to wear a mask if that is appropriate for you. This change to mask-optional does not apply to health care workers or students involved in health care or clinical activities.

- All faculty, staff, and students who are in direct contact with patients or in direct contact with providers who see patients shall continue to need to wear masks.
- All faculty, staff, and students who are working in or who will enter NYP buildings must continue to wear masks. ([watch the video tutorial](#)).

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 the Spring 2022 semester. 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:

Columbia Transportation [Transportation website](#). Shuttles are free to Columbia University ID card holders

Return Procedures

- Staff may ask for a leave of absence or an accommodation. 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

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*)
- [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 at CUIMC](#)

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

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.. If you have questions please contact your Department Administrator, Departmental HR representative, or the CUIMC HR [Senior HR Business Partner](#).