

Revised October 26, 2021

Dear Colleagues,

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](#), the daily [symptom self-check](#) and the [Vaccine Mandate/Attestation](#)

Newly hired employees will need an [activated](#) UNI and [DUO multifactor authentication](#) set up.

Do not come if you are experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, fatigue, muscle aches, loss of sense of smell or taste, or stomach upset). Those who are experiencing symptoms should self-isolate and contact their health care provider.

FOR NEW HIRES

SAFETY FOR NEWLY HIRED FACULTY/STAFF

Newly hired faculty/staff need to have an activated UNI, have been added to the testing system, and need to be set up to use DUO to complete this step.

Prior to beginning work onsite, newly hired faculty and staff must undergo a COVID-19 “**Gateway**” test and receive a negative test result. Newly hired faculty/staff will be able to self-schedule the COVID-19 PCR test using the directions listed below. In order to access the scheduling portal newly hired faculty/staff will need:

- To activate their University Network Identification (UNI)
- Set up a multi-factor authentication (MFA)
- Set up their University email account

Once new hires have been informed by their HR representative that they are set up in the scheduling system, they will need to follow the same steps listed below for any faculty/staff returning to campus.

[Additional information can be found here](#)

FOR ALL CUIMC FACULTY/STAFF

TRAINING:

All employees must complete the COVID-19 training before returning to campus or reporting for the first time. There are **two** versions of the training:

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

How to Complete Your Columbia Community Health Compact

COMPACT:

The compact is an agreement that affirms 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 in, you will be directed to the “Daily Attestation” page which you will have to agree to every day before physically entering a CUIMC building. (The directions on how to complete your Daily Attestation can be found below.)
- Scroll down to the “My Checklist” section. To view the compact click on (Show/Hide Compact as seen below).

My Checklist

I have signed the Compact ([Show/Hide Compact](#)).

Columbia Community Health Compact

Ensuring Individual and Community Health in the COVID-19 Era

This compact is for all students, faculty, and staff in the Columbia University community.

Students will sign the compact individually before coming to campus.

Faculty and staff will affirm the compact as part of return-to-campus training and certification.

I Agree

My training is completed.

I have met the University's COVID-19 testing requirements

[My Current Pass](#)

- If you receive a red pass indicating that your compact has not been signed and/or completed your trainings, the app/website will provide a link to instructions to do so



A [video demonstration](#) of how to sign the compact is available on the [Human Resources COVID-19 Website](#). 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.

DAILY SYMPTOM SELF-CHECK (DAILY ATTESTATION)

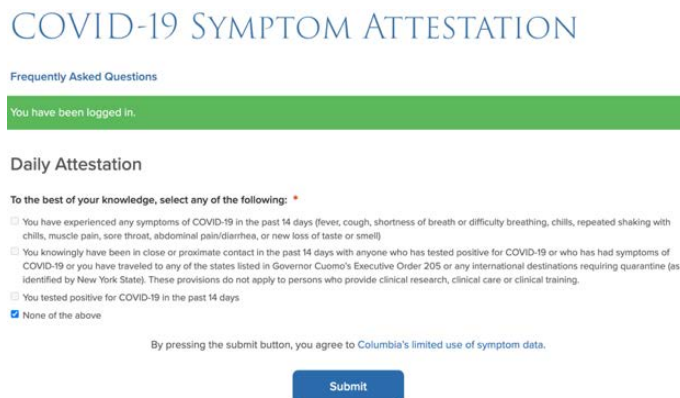
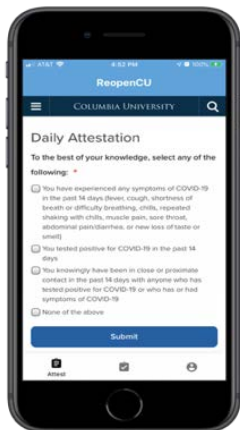
- All faculty, staff, and students must complete the symptom self-check online before entering any University buildings, including when newly hired employees are going to the testing center for a COVID-19 PCR diagnostic test (note that a face is covering at all times on Columbia campuses).

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

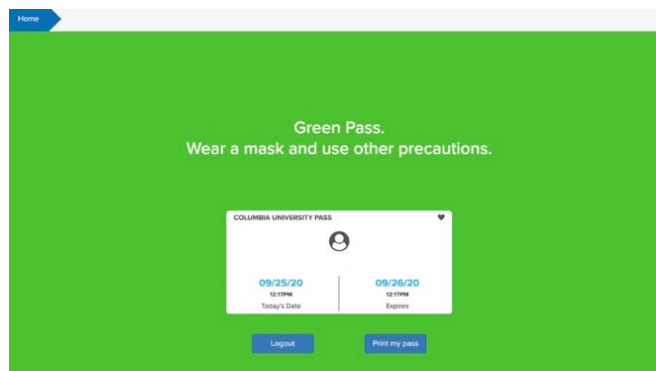
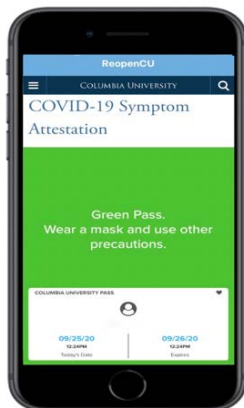
- Download the “[ReopenCU](#)” application which is available for both Apple and Android devices.
- [Click Here](#) to authenticate through the Columbia Authentication System (CAS) using your UNI and password via any desktop, laptop or smartphone device.
- Testing is available by appointment only; walk-ins are not accepted
- To schedule an appointment, **returning faculty and staff who need a gateway PCR test or newly hired faculty and staff should go to the Online Patient Portal**
- Faculty and staff need to sign in with their UNI and UNI password. **Note: newly hired faculty/staff need to have an activated UNI, have been added to the testing system, and need to be set up to use DUO to complete this step (Click Here for additional information and for set up instructions.)**

How to Complete Your Daily Attestation

- Log in to your ReOpenCU app, or log in to the [ReOpenCU website](#)



- Click on the box that reads “None of the above” (providing that is accurate)



TESTING:

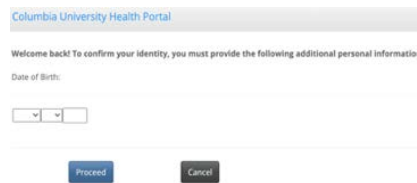
Columbia University requires an initial single COVID-19 PCR diagnostic test of all faculty, staff, and students who are arriving on campus for the first time or who are returning to campus. **All faculty and staff** who are returning to campus are required to have an initial gateway COVID-19 PCR test. A negative test result is required prior to return to campus.

The only acceptable tests will be conducted by Columbia's COVID Testing Program at one of our five approved testing sites through the Online Patient Portal (Monday to Friday in Morningside Lerner Hall & CUIMC Black Building Schaeffer Gallery; Select dates at West 51st St., Lamont Doherty Earth Observatory, or Tarrytown Columbia Doctors). **Tests submitted from other locations, including NYP or WHS, will not be accepted.**

Faculty and staff should self-schedule a Gateway PCR test. Information about how to self-schedule and additional testing information can be found on the [COVID19 page](#) (and below for reference). **New employees will be told when they can access the self-schedule system by their Faculty Affairs/Human Resources representative.**

Follow the steps below to schedule your COVID-19

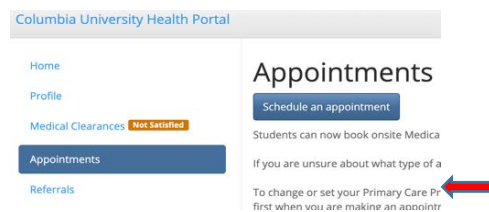
- Use the [Online Patient Portal](#) to log in. You will immediately be prompted to enter your birthday to proceed.



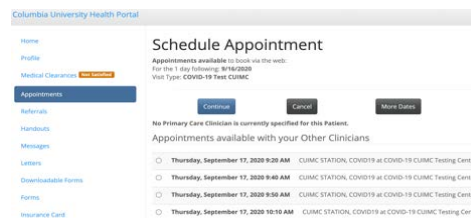
- Select “Appointments” from the main menu on the left.



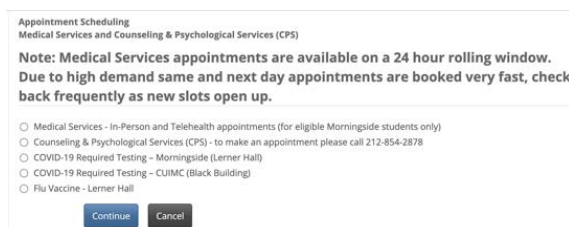
- Click “Schedule an appointment” to move to the next page.



- Select “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).



- 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.

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.

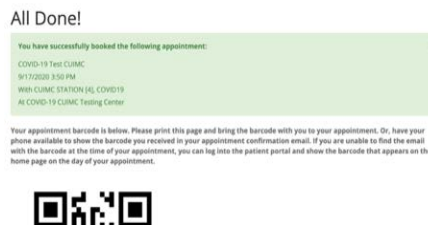
Only those that have received direct messaging regarding repeat testing should proceed.

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](#)

- Once the appointment is scheduled, the system will display a QR code. We encourage faculty/staff to save the QR code on their phone as a screenshot or print it out. They can always access the code 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:

Preferred Location: CUIMC (Black Building) or Morningside (Lerner Hall)

Preferred Date:

Preferred Time:

Please select this link for additional testing loctions:

<https://covid19.columbia.edu/content/covid-19-testing-program>

**Black Building Address
(CUIMC Test Site)**
 650 W 168th St.
 New York, NY
 10032

**Lerner Hall Address
(Morningside Test Site)**
 2920 Broadway
 New York, NY
 10027

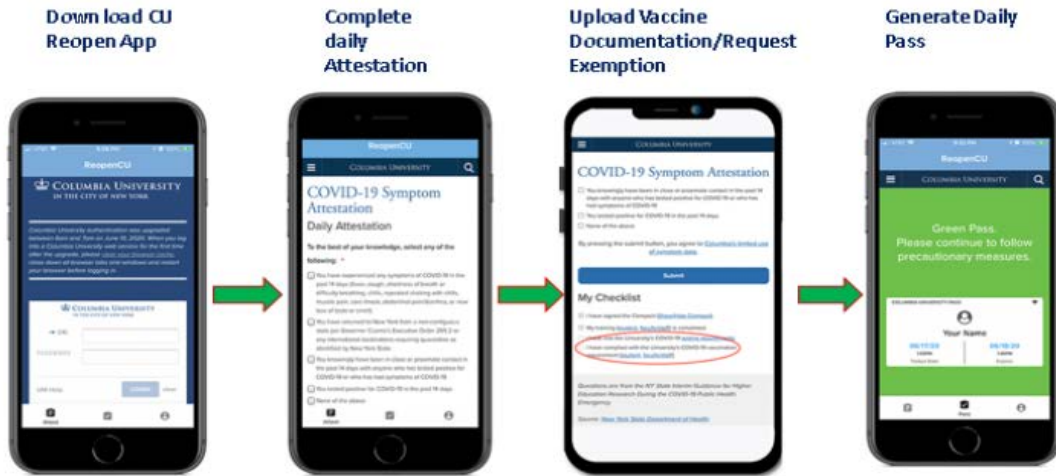
- After initial (Gateway) testing, Faculty, staff, and graduate students, will be randomly sampled for COVID-19 PCR diagnostic testing each week during the semester; this frequency and sample size will be adapted based on key COVID-19 indicators.
- Each week, a random sample of those accessing campus is invited for a repeat test. You will be notified by email when you are required to have a surveillance test.
- Additionally, voluntary weekly testing is available for anyone faculty or staff accessing campus at least 2 days per week.
- Additional questions can be answered by carefully reviewing the [COVID19 page](#) or by emailing covidtesttrace@columbia.edu

Vaccine Mandate/Attestation - What You Need to Do:

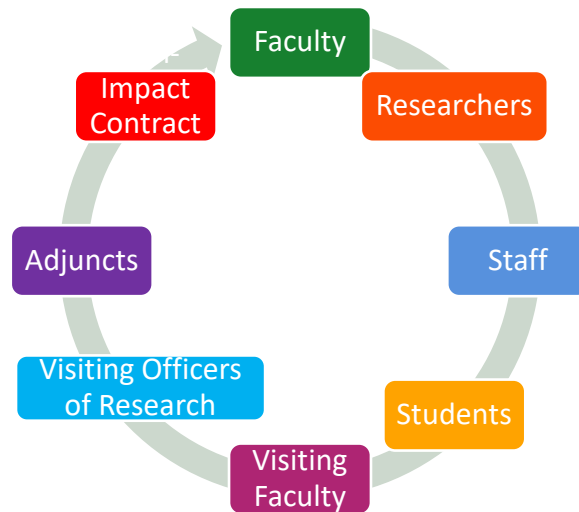
- Download the [ReopenCU App](#)
- Read the [Process for Providing Proof of Vaccination](#)
- Find out what [Documentation You Can Provide as Proof of Vaccination](#)
- Upload [Vaccine Documentation or Request an Exemption](#)

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

View the Vaccination Tutorial: [CUIMC Vaccination Attestation Tutorial](#).



Vaccine Mandate Applies to:



Other contractors and non-academic visitor on campus four or more days in the semester.

1. All employees should comply with the vaccine mandate, including where possible, those employees who are not working on campus. In circumstances which prevent compliance due to the current location, those employees should inform their school or department.
2. All employees should comply with the vaccine mandate, including where possible, those employees on an approved leave of absence from the University. In circumstances which prevent compliance during the period of leave, those employees must ensure compliance prior to the date of return to active employment status.
3. In all cases, compliance with the vaccine mandate must be complete prior to any individual accessing University facilities

Thank you,
Bill