

## COVID-19 Hygiene Protocols Refresher and Best Practices



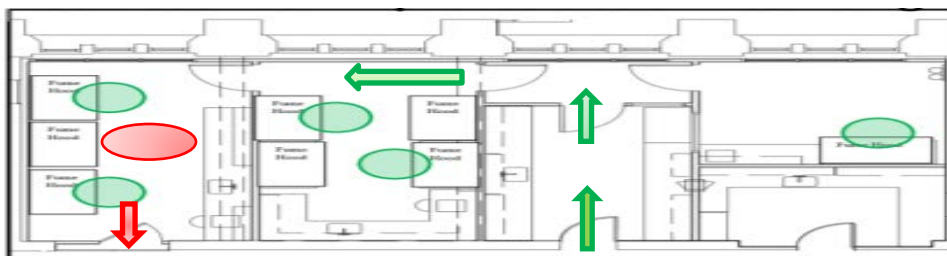
COVID-19, the illness caused by infection with the SARS-CoV-2 virus, continues to circulate worldwide and in local communities. It is critical that the Columbia Community continue to implement fundamental hygiene practices to limit the spread of the virus. The information below is a reminder of several important daily actions that all personnel must take to help ensure a healthy and safe workplace.

After many months, “pandemic fatigue” is real, and it can be a challenge to remain diligent about the simple-but-important steps that everyone must keep up, including daily cleaning, social or physical distancing, and “mask break” respiratory etiquette. It is also important to remain vigilant about best practices in research labs, especially those working at increased density. **First and foremost, [continue to self-monitor for symptoms](#) and [do not come to work](#) if you are symptomatic. Utilize the [ReopenCU app](#) each day, and follow instructions based on your “pass” status.**

Once on campus, please see the following **helpful reminders** for daily recommendations.

### Maintain 6’ of physical distancing between yourself and others, whenever possible:

1. While 6’ is not a “magic number” evidence suggests that remaining at least this distance apart can significantly reduce the chances of transmission of SARS-CoV-2, which is primarily transmitted via respiratory droplets.
2. Keep in mind, this may mean that significant rearrangement of work stations may be required. Sometimes, working back-to-back may actually result in less physical distance compared to other arrangements. Ensure your laboratory, office or other work area is set up to ensure adequate distance is available.
3. Contact Facilities ([CUIMC](#), [Morningside](#)) if a workplace assessment is needed.



In the above example laboratory layout, the red circle represents a location that **does NOT** meet 6’ distance requirements. The green circles represent an example arrangement that allows for adequate 6’ physical distance at each workstation. Consider designating **entrance**, **exit** and **workflow traffic** patterns for the space to limit excess personal interaction.

### Continue cleaning workstations at the **beginning and end** of each workday.

1. Use [EPA List-N disinfectants](#), sourced through [University purchasing](#).
2. Wipe down shared work surfaces, including laboratory benches, computer mice and keyboards, telephone handsets, doorknobs, light switches and other equipment.



### Mask and Respiratory Etiquette during Break Periods

Recent local outbreaks and clusters have been linked to small gatherings, including among personnel sharing small spaces during breaks, e.g., meals.

1. Eating and drinking are never permitted in laboratory spaces.
2. Identify locations for food and drink breaks where at least 6’ physical distancing can be maintained. It is not safe to gather for extended periods in confined areas.
3. Masks can be removed during break periods, but must be replaced before returning to work.

