



The Centers for Disease Control and Prevention (CDC) recommends and the State of New York requires additional precautions to protect essential workers, who continue to work on site. This Fact Sheet will assist **essential personnel** to protect themselves, their colleagues and their families, as they conduct critical tasks at Columbia University. All essential workers are advised to review the following guidance to help reduce the spread of SARS-CoV-2.

Cover your mouth and nose when in close proximity to others:

According to Executive Order no. 202.16 issued by the Governor of the State of New York, a face covering must be worn when in direct contact with customers or any other members of the public. Essential tasks that need to be completed in close contact with others must be conducted while wearing a mask or other face covering. Your department will be able to provide a suitable face covering to be used for that purpose.

Monitor for Symptoms:

The most common symptoms of COVID-like illness (CLI) may include:

- Fever (body temperature of 100.4 ° Fahrenheit or more)
- Cough
- Shortness of breath

The CDC recommends the following types of monitoring take place:

- **Self-monitoring:** Employees are advised to engage in self-monitoring for fever or other symptoms throughout the day. If feeling sick during the day notify your supervisor. Perform a fever check before going to work.
- **Pre-screening:** Your department or supervisor may ask to confirm your temperature or conduct a fever check before the start of your shift.

Stay at home when feeling sick: If you have any COVID-like illness symptoms, stay at home and continue monitoring your symptoms. If your symptoms persist or worsen, contact your medical provider.

Do not share items: Equipment, tools or gadgets that potentially come in contact with other persons head and neck area, like masks, headphones etc. should not be shared as they could help spread the virus and infect others.

Keep your distance: Always maintain a physical distance of 6 feet or more from others, as work duties permit. Congregation in any area must be avoided.

Frequent cleaning and disinfection: High touch surfaces have the highest potential of transmitting the virus and daily practice of cleaning and disinfecting must be followed. Shared electronic equipment like keyboards, telephone receivers etc. must be disinfected after each use.

Additional information available at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
<https://research.columbia.edu/ehs-covid-19-guidance>
<https://preparedness.columbia.edu/>