



This document is intended to provide Columbia University personnel with information on best practices needed to safely acclimatize in the workplace to reduce transmission of SARS-CoV-2. This document contains information on four cornerstones of workplace hygiene, including: safe physical distancing, hand hygiene, respiratory etiquette, and cleaning and disinfecting high touch surfaces.

## Safe Physical Distancing



Maintain 6 feet (two arms' length) or more distance between individuals whenever possible.

## Hand Hygiene Protocol



Wash hands regularly with soap and water for 20 seconds. Especially before eating; after you have been in a public space; blowing your nose, coughing, or sneezing; and after contacting any high touch surfaces such as doorknobs, light switches, and elevator buttons. Use hand sanitizer when handwashing is not immediately available.

## Respiratory Etiquette



A face covering must be worn over the mouth and nose in all public areas and shared workspaces. Face covering is not required in private offices when the door is shut and there is no other occupant.

Cover a cough or sneeze with a tissue, throw the tissue away and wash your hands; or cough/sneeze into your elbow.



## Daily Cleaning and Disinfecting "High Touch" Surfaces



Disinfectant products obtained through the University's central distribution system are approved for use against SARS-CoV-2 in accordance with the Environmental Protection Agency (EPA) [catalog of approved disinfectants, known as EPA List N](#).

### High touch surfaces:

Personal workspaces - Desk surface, phone, chair, monitor, keyboard, and mouse.  
 Shared workspaces - Shared desk surfaces, computers, keyboards, doorknobs, light switches, and laboratory equipment.

**If COVID-19 symptoms develop while at work:** Please inform supervisor and return home. If your symptoms are mild, you may not need to seek medical care. If you are a member of a higher risk group (including immunocompromised or severe chronic medical conditions) or your symptoms are severe, such as difficulty breathing, contact your primary care provider (PCP) or go to the emergency room.