COLUMBIA | PREPAREDNESS   Fact Sheet 9

Steps to take if you knowingly have close contact with anyone with suspected or confirmed COVID-19 or if you test positive for COVID-19.

1. Go to the **online symptom self-check**: https://covid19.columbia.edu/content/symptom-self-checking and record the close contact or positive COVID-19 test.
2. Follow these directions:
   - **Do not** come to work,
   - **Notify** your supervisor, human resources, or departmental administrator that you are not coming to work,
   - Contact your **health care provider** for health advice including advice regarding COVID-19 testing, and
   - Follow your health care **provider's guidance** regarding return to work.

3. If you have had close or proximate **contact with a person with suspected or confirmed COVID-19** for 10 minutes or more AND you are **not** experiencing COVID-19 related symptoms AND you do not have a positive test:
   - You will be required to **quarantine** by staying at home, separating yourself from others, and monitoring your health for symptoms.
   - Upon completing **14 days of quarantine**, you may return to work (unless you are a clinical provider; please follow guidance specific for healthcare workers).
   - **COVID-19 testing** is strongly recommended.

4. If you test **positive for COVID-19**:
   - You will be required to **isolate**. Even in your home, take measures to separate yourself from others by staying in a specific "sick room" or area and using a separate bathroom (if available).
   - Follow **guidance from your health care provider** on treatment and isolation recommendations.
   - **Isolation can end** after **10 days from the onset of symptoms** or **10 days after the first positive test if you remain asymptomatic**, and **at least 3 days without fever** with improvement of respiratory symptoms.
   - **You may return to work** after the last day of isolation.

5. Facilities should be contacted to conduct **cleaning and disinfection** of the space occupied by **any individual who tests positive (is in isolation) for COVID-19**. The workstations and/or shared office spaces of persons **who are in quarantine** do **not** need additional cleaning or disinfecting, other than what is included in the regular cleaning schedule by Facilities.

6. Who handles **return to work** issues in general?
   - For faculty and staff at CUIMC engaged in patient care who are credentialed at NYP and/or work in the Columbia Faculty Practice Organization:
     Work Force Health and Safety (646)317-1999.
   - For faculty and staff at CUIMC not engaged in patient care:
     CUIMC or School Human Resources 212-305-HELP, Option 4.
   - For faculty and staff at Morningside, Manhattanville, and other campuses:
     Columbia Human Resources (212) 851-0617 or School HR.

Where can I get more information?
Information can be found on the *COVID-19 Resource Guide for the Columbia Community* https://covid19.columbia.edu/.