

SPS Return to Work Protocols and FAQs For Administrative Staff

Last updated
August 19, 2020

The following memo was created to help you find all of the links relevant to your return to campus or to help you plan your remote work. As previously communicated there are the Columbia University guidelines for returning to campus as well as the protocols and expectations to ensure everyone's safety when returning.

Columbia University Wide

Frequently
Asked
Questions

Where can I get my COVID-19 test if I am returning to campus?

Returning staff are required to get their tests on the Morningside Campus or at CUIMC. Information regarding testing, including how to schedule an appointment, is available [here](#). If returning to campus you must go to a Columbia mandated testing site.

When do I have to have the test before I come in?

The test needs to be taken within 14 days of your first day in the office. However, you should not plan to take the test on your first day back in the office in order to allow for negative results to be returned.

Will there be any cost for the test?

There will be no out of pocket costs to the individual. Please read [here](#) for more information.

Do I have to have a negative test in order to return to campus?

Yes, all staff are required to have a negative test prior to their return to campus.

How do I access the daily attestation?

You can access the daily attestation via an app on your mobile device or on your computer. Please go [here](#) to access the app.

Where is the University Compact?

It is located [here](#). Please read this compact and know that you will be required to agree to the details during the university's return to work training.

Students are required to get a flu shot – will I be required to get one?

It is unclear at this time if employees will be required to have the flu shot. However, if the University does mandate it, it will likely be offered (as in past years) free of charge.

What do I do if my keycard does not let me into the building?

The daily symptom attestation is linked to ID cards, thus restricting access to buildings. Please complete the daily attestation, if you can still not access the building please call CUIT Service Desk at **212-854-1919**.

SPS Specific

Frequently
Asked
Questions

I am not part of Group A staff returning for the Fall semester but I need to come to campus or the non-campus buildings (i.e. The Yard, Mid-town, 60th Street) for something?

You must contact **SPS Facilities** and **SPS HR** to arrange your visit beforehand. You cannot just drop in while we are working to maintain safe levels of campus density. Regardless of which buildings you need to visit, you must comply with all University testing and access procedures.

Where will I eat lunch?

CU Facilities Operations has added additional seating on Dodge Plaza for days with good weather. Also, there will be small single occupancy only conference rooms that could be used for this purpose, **however it is your responsibility to clean the space prior to and after you use it with the provided clearing supplies.** You should book the room via your google calendar taking into account the occupancy limits.

Will SPS be offering lunch to Group A staff to minimize interactions outside of the office?

No. Staff are expected to provide their own lunch.

If staff order food, can the delivery person come to my office space or do I have to meet them at the front door?

Delivery people are not allowed in the building. You must meet them at the front door to retrieve your delivery.

What if someone near me seems sick?

Please bring this to your manager's attention. The manager is expected to assess the situation and ask the possibly ill employee to go home or contact **SPS HR** if the individual is not part of his/her particular team. There is information on this issue in the CU Compact located **here** about staying home when sick and anyone who does not adhere to these commitments after being asked to by an appropriate authority will be asked to leave Columbia's campus.

What if I see someone who is not adhering to the PPE requirements? What if faculty, students or staff are not adhering to PPE requirements? What should I do if I have to go into the classroom (or other space) where those people are?

There is information on this issue in the CU Compact located **here**. We do not expect staff to put themselves in harms way - if a faculty, staff member, or student is not following PPE requirements, the employee should not engage in the situation at hand but rather let the individuals know you have been instructed not to enter a classroom or other space where all safety requirements are not being honored. That you will gladly assist them if they done their required items.

What do I do if a student, faculty, or staff member are not complying with the COVID safety rules?

Please contact the following people to address the situation:

- **Students**
Bernadette McHugh, Director of Advising
Tiffany Onorato-Hughes, Interim Senior Associate Dean of Student Affairs
- **Faculty**
Melinda Starmer, Associate Dean, Faculty Affairs
Erik Nelson, Senior Associate Dean of Academic Affairs
- **Administrators**
SPS Human Resources
Louise Rosen, Senior Associate Dean of Administrative Affairs
- **Classrooms/Building Spaces**
Colette Rodgers, Executive Director, Business Services
Louise Rosen, Senior Associate Dean of Administrative Affairs

Space and Building Maintenance

Frequently Asked Questions

Where do I get my Columbia issued PPE?

The university is providing staff 2 branded Columbia masks that will be distributed at the testing sites.

What if I lose my masks?

In instances where a staff member needs a mask they can be obtained by submitting a ticket to SPS Facilities here. SPS facilities will have disposable masks on hand for you.

Who will be monitoring/enforcing classroom or office space limits and guidelines?

All spaces have been assessed, their occupancy determined, and their furniture arranged to be safely distanced. Furniture must not be moved. Occupancy limits are prominently displayed outside each space, this includes office and classroom spaces. SPS facilities have removed excess furniture from all of our classrooms and conference rooms. Classroom furniture set up has been documented in the classrooms and notations made to not move the furniture around.

Will spaces have partitions?

There are certain suites spaces that are highly dense that will receive partitions. There will be "reception" partitions added to 203 and 504 entry points. Please be aware these partitions will still require you to wear a mask at all times.

Have the air conditioning and filtration systems been reviewed and inspected?

Based on recent inspections we have the highest level filtration available in our campus facilities. This means the existing building systems were designed in accordance with the NYC building code, the International Mechanical Code and the indoor air quality standards set forth by ASHRAE.

The efficiency of the filters is measured by the Minimum Efficiency Reported Value (MERV) rating set by ASHRAE. The higher the MERV rating the better the filter is at trapping specific size of particles from 0.3 and 10 microns (µm). MERV 13 filters are capable of filtering particulates of droplet nuclei (sneeze) size and can capture single droplets carrying viruses. Lewisohn has been outfitted with all MERV 13 filters.

SPS Safety Protocols & Expectations

With staff and students returning to campus, expectations around behaviors in our spaces will be important to communicate.

For staff:

- Columbia University Facilities Operations will be enacting an enhanced cleaning schedule- that schedule is found here.
- If some contracts covid that has been working on campus- Facilities has a team that will come and deep clean within 24hrs
- Furniture in our spaces should not be moved as we have positioned them specifically for social distancing.
- Classroom set ups should also not be changed- Students should clean their seats and spaces before and after class
- Staff should clean their spaces as well. **As Columbia faculty, post-docs, students, and staff return to campus, individuals will be asked to clean and disinfect surfaces as they use them. This will include wiping down and cleaning:**
 - User's own keyboard, phone, or other office equipment
 - Appliances in office kitchens and break rooms
 - Touch points in teaching labs and classrooms (between classes)
 - Desktops in library, study area, or other rooms
 - Copier and printer surfaces in shared areas