

# **COVID-19 Training: Working Safely at Barnard College & Columbia University**

August 18, 2020 – Version 6.0 (Second Stage Ramp-Up)

# A Note About Current Information



Information included in this module is current and scientifically accurate as of the date of its publication.



The College is closely monitoring developments and this training module will be updated as needed.



Please continue to regularly check the Barnard Alert [webpage](#) for real-time updates and developments.



Please consult with your area Vice President, Provost, Dean of the College or manager for specific issues and additional details.

# Agenda and Introduction

**The purpose of this training is to provide Barnard College faculty and staff (personnel) with the information needed to maintain safety and wellbeing following the modification of work practices during the COVID-19 pandemic.**

## **This module contains information about the following:**

- Basic background about SARS-CoV-2 and COVID-19
- Return-to-work protocols
- Non-pharmaceutical interventions (NPIs)
- New daily routines
- Some specific information for laboratory researchers
- What to do if you develop symptoms of COVID-19
- Where to go with a concern
- Additional information

# Background and Basic Information

**SARS-CoV-2 is a strain of coronavirus that is new to humans and that causes the disease COVID-19. As per the Centers for Disease Control (CDC), the primary route of transmission of COVID-19 is close-contact exposure to respiratory droplets.**

**Person to person exposure** is the most frequent route of transmission and occurs via direct inhalation of respiratory droplets during close contact (within ~6 feet and for 10 minutes or longer) when an infected person coughs, sneezes, talks, or breathes. Small particles (aerosols) may also play role in transmission.

**Surfaces and objects** such as shared equipment, keyboards, computer mouse, phones and writing utensils may become contaminated with SARS-CoV-2. It may be possible to contract COVID-19 by touching a contaminated surface and then touching one's own eyes, nose or mouth.

**Fecal-oral transmission** is a potential route of transmission.



# Required Protocols for Returning to Campus

**Everyone returning to campus must follow these public health protocols.**

1. Complete the Community Pledge
2. Complete this Health & Safety Training
3. Provide an initial negative PCR test (as directed by the Provost's Office or Human Resources).
4. Complete the daily health screening every day that you come to campus.
5. Participate in ongoing surveillance testing

# Daily COVID-19 Symptom Self-Check

Faculty & staff will be required to complete a symptom self-check every day before entering campus. This is a New York State requirement. Access is not permitted to those who do not complete the process or who receive a red pass.

Faculty and staff should use the [Barnard screening tool](#) every day that you visit campus; be prepared to show your “green screen” (either in the tool or via screenshot) when you enter campus.

We will be transitioning to a new screening app, Coverified, in the near future. More information will be provided on that new app. Note that visitors to Columbia’s campus will need to complete the Columbia screening app [ReopenCU](#), which is different from Barnard’s app.

# Daily COVID-19 Symptom Self-Check

## If You Receive a Red Pass on the Daily Symptom Self Check

### **STAY HOME**

- Do not come to work
- Notify your supervisor that you are not coming to work
- Contact your health care provider for health advice including advice regarding SARS-CoV-2 testing
- Follow guidance regarding return to work

## If You Develop Symptoms While at Work

- Separate yourself from others and don a mask
- Re-complete the symptom self-check to indicate symptoms
- Inform your supervisor that you are not feeling well and go home
- Contact your personal health care provider

## Returning to Work

- Return to work protocols depend on the particular circumstances
- Contact Human Resources for more information at [hr@barnard.edu](mailto:hr@barnard.edu)

For additional details, refer to the [COVID-19 Enhanced Health Protocols, EH&S Fact Sheet #9](#)

# Testing and Contact Tracing

The College has developed a robust and comprehensive testing surveillance program, complemented with rapid contact tracing to further mitigate the risk of transmission on campus.

## Test and Trace Program

### Initial Entry Test

The goal of initial testing is to identify any asymptomatic or pre-symptomatic cases of COVID-19 prior to entering the campus.

### Ongoing Surveillance Program

Periodic testing of those coming to campus allows us to determine the ongoing prevalence of COVID-19 among the Barnard community and the identification and isolation of individuals who test positive for SARS-CoV-2.

### Contact Tracing

Individuals who are diagnosed with COVID-19 are asked about people with whom they have had close contact. These contacts are then notified about their potential exposure without revealing the identity of the person diagnosed and asked to quarantine for 14 days.



# COVID-19 Surveillance Testing

Faculty and staff who are eligible to return to campus are required to obtain an initial single COVID-19 PCR diagnostic test and participate in ongoing sampling.

**Initial Entry Test:** The initial entry test helps establish a baseline for measurement of the Barnard community as on-campus activity increases during the fall. The test is required for all faculty and staff who are coming back to Barnard since campus operations were reduced in the spring; staff who have been working on campus regularly are welcome to take an initial entry test, but they are not required to do so. To minimize the impact to the Barnard community, including our Morningside Heights and Harlem neighbors, of a possible asymptomatic infection, everyone taking an initial entry test **may not** access campus until their negative test result is confirmed.

Appointments for the initial entry tests made be made using [this form](#).

**Ongoing Testing:** After the start of classes, all members of the on-campus community will be required to participate in Barnard's surveillance testing program, in which asymptomatic individuals (i.e. people who aren't feeling sick) are tested on a regular basis as a way for the College to monitor the health & wellbeing of the campus and to isolate anyone who has an infection but is not experiencing symptoms.

# Quarantine and Isolation

## **Quarantine:**

1. All Barnard faculty, staff, and students arriving from certain foreign countries or from U.S states with high prevalence of COVID-19 are required to quarantine for 14 days upon arrival as required by New York State.

The [current list of states](#) can be found on New York's travel advisory webpage, with guidance on how to register arrival in New York.

2. Individuals identified as being a close contact of an individual with COVID-19 are required to quarantine for 14 days after their last contact with the infected individual.

**Isolation:** There are two scenarios where isolation is recommended:

1. Individuals with symptoms of COVID-19 who have been tested and are awaiting test results.
2. Individuals who are diagnosed with COVID-19.

# Non-Pharmaceutical Interventions (NPIs): New Daily Routines

- Due to the current lack of a vaccine or readily available pharmaceutical treatments, NPIs are effective tools to help limit the spread of the virus.
- This presentation will provide guidance on using NPIs throughout the various parts of the workday.

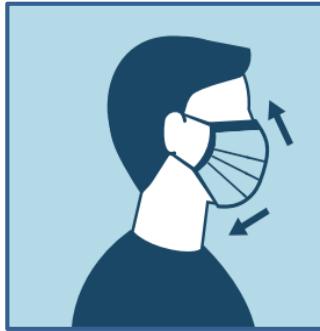


# NPIs - Throughout the Day

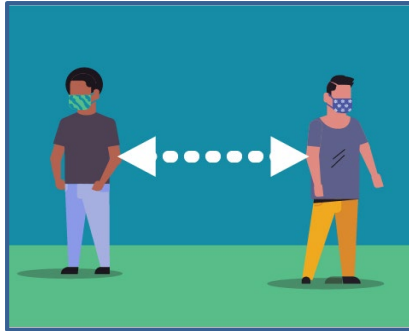
**Barnard College faculty and staff must practice NPIs throughout every workday, in accordance with the College policy.**



**Daily  
Symptom  
Self-Check**



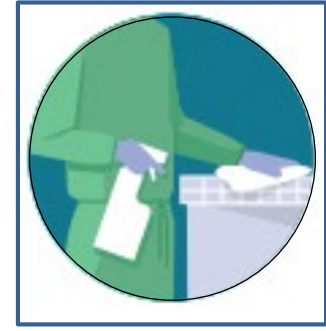
**Face  
Coverings**



**Physical  
Distancing**



**Healthy  
Hygiene  
Practices**

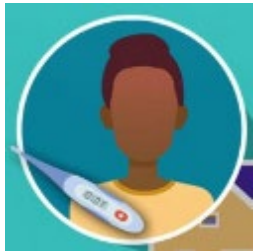


**Cleaning and  
Disinfecting**

Note – While all NPIs are important and effective in combination, Physical Distancing is especially critical to the limitation of the spread of COVID-19. For additional information, refer to the [Enhanced Health and Safety Protocols](#).

# NPIs - Before Leaving for Work

**Self-monitor** for COVID-19 symptoms.  
**Stay home** if you are experiencing symptoms.



Self-monitor and complete  
Daily Symptom Self-Check



If Sick, Stay Home  
Notify your supervisor and  
contact your  
healthcare provider

## COVID-19 Symptoms



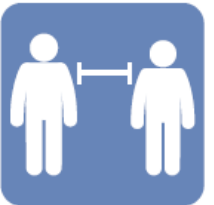
# NPIs - Getting to Work

When off campus, all Barnard community members are expected to follow city and state public health requirements, including for face covering and physical distance.

## When using mass transit or in public:



Wear a face covering.



Maintain physical distancing.



Avoid touching your eyes, nose and mouth.

# NPIs - Upon Arrival at Work

The College will provide face coverings to all personnel.

Individual departments may provide disposable surgical face masks for certain tasks and roles.



1

If you plan to remove your personal face covering, store safely in a bag during the day.



2

**Wash your hands thoroughly** with soap and water for at least 20 seconds or use a hand sanitizer (min. 60% alcohol).



3

You may put on the College provided face covering or disposable face mask. Otherwise, wear your personal face covering throughout the day.



4

**Clean and disinfect** personal and shared work spaces.

**A face covering is required at all times.**

Faculty & Staff may choose to wear a personal face covering throughout the day or a college-provided face covering. A plastic [face shield](#) should not be worn in general workplace settings and is not a substitute for physical distancing or respiratory protection. In limited circumstances, they may be used as an adjunct to a face covering when personnel cannot avoid working in close proximity for a limited period of time.

# NPIs – Face Coverings

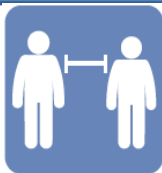
## Importance of Face Coverings

- Face coverings limit the spread of virus. They physically block respiratory droplets shed by the person wearing the mask (e.g., coughing, sneezing or talking) from reaching others.
- They help prevent pre-symptomatic and asymptomatic individuals from inadvertently spreading the virus to others.
- Your face covering protects the people around you; their face covering protects you.

## Requirements for Staff & Faculty

- Wear a face covering over one's nose and mouth at all times, except when alone in a private office or in an enclosed room with a door closed.
- Personal face coverings are to be worn in transit and in public areas.
- Wash/sanitize hands before and after handling a face covering.
- Launder your personal face covering regularly.
- A face covering with an exhalation valve should not be used as it allows unfiltered exhaled air to escape to others.

For additional details, refer to the EH&S [Fact Sheet #8: Types of Facial Personal Protective Equipment \(PPE\)](#).



**Face coverings are not a substitute for physical distancing or hand hygiene!**



# NPIs - Donning and Doffing Face Coverings

Follow [CDC guidance](#) to ensure effective use of face coverings



## Don Your Face Covering:

- **DO** wash your hands before putting on your face covering.
- **DO** put it over your nose and mouth and secure it under your chin.
- **DO** fit it snugly over the bridge of your nose and the sides of your face.
- **DO** make sure you can breathe easily.
- **DON'T** put it around your neck or uncover your nose.
- **DON'T** touch the face covering, and, if you do, wash your hands.

## Doff Your Face Covering:

1. Wash/sanitize hands.
2. Untie the strings behind your head or stretch the ear loops, handling only by the ear loops or ties.
3. Fold the outside corners together; avoid touching the front of the face covering or mask and store in a bag when not in use.
4. When necessary, dispose in the regular trash.
5. Wash/sanitize hands.

# NPIs - Throughout the Day

## Maintain Physical Distancing

**It is essential that we all practice safe Physical Distancing in the workplace.**



- A minimum of 6 feet of physical distance should be maintained at all times.
- Faculty & staff must follow all modified work practices and workspace adjustments to allow for proper physical distancing.
- Minimize the number of people in a space to ensure 6 feet of distancing is maintained. Do not gather in large groups.
- Observe schedule modifications such as staggered shifts to achieve lower density over time.
- Stagger break times to allow for physical distancing in breakrooms.
- Follow directions in situations where close contact cannot be avoided.

# NPIs - Throughout the Day

## Practicing Hand Hygiene

### Handwashing is an important NPI.

Wash hands often with soap and water/use hand sanitizer (min. 60% alcohol) for at least 20 seconds.

- Especially before eating;
- After you have been in a public space including use of the restroom;
- After blowing your nose, coughing or sneezing;
- After contacting any high touch surfaces such as doorknobs, light switches and elevator buttons.



**Avoid touching** your eyes, nose, and mouth.



**Cover your cough or sneeze with a tissue**, then throw the tissue in the trash, or cough/sneeze into your elbow.

# NPIs - Throughout the Day Cleaning and Disinfection

Rigorously clean and disinfect surfaces and objects at a minimum after each shift, and more frequently as needed, to help reduce the transmission of COVID-19 in the workplace.



## Clean

- Clean visibly dirty surfaces using soap and water.

## Disinfect

- The College will provide [EPA-registered List N disinfectants](#).
- Follow College guidance to obtain these products through your Department and use in accordance with label instructions.
- Or, prepare a bleach solution in accordance with [CDC instructions](#).



## Surfaces and Areas to be Cleaned and Disinfected Daily:

### Personal workspaces:

- Desk surface, phone, chair, computer monitor, keyboard and mouse.

### Shared workspaces:

- Shared desk surfaces, computers, keyboards, doorknobs, light switches, and laboratory instruments and equipment (if applicable).

### Sensitive Electronics:

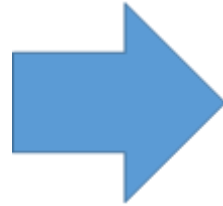
- Use alcohol-based wipes for phones and other devices.

# Throughout the Workday



**Elevator, lobbies,  
and waiting areas**

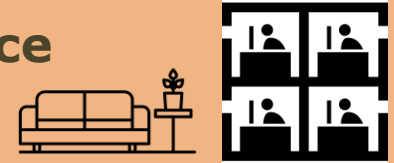
**Follow directional signage, maximum occupancy limits, and floor markings** in lobbies and common waiting areas.



**Observe occupancy limits and floor marking signs** and practice elevator etiquette.



**Offices, conference rooms, lounges**



Expect changes to **workspace layout and furniture** in your office to maintain **6 feet or more of spacing** between personnel. **Use assigned spaces.**



**Obey signage** for maximum occupancy limits for conference rooms and common spaces.



If necessary, **declutter and rearrange** spaces to minimize chokepoints.



# Throughout the Workday

## Using the Restroom



**Keep your face covering on.**



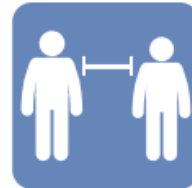
**Avoid touching** your eyes, nose, and mouth.



**Wash your hands** thoroughly with soap and water for at least 20 seconds or use hand sanitizer.

[FAQs for Barnard's Enhanced Health and Safety Policy](#)

## Eat in separate rooms or designated areas



**Maintain physical distancing** (six feet).



**Clean and disinfect** surfaces in the eating area (tabletops, etc.).



**Wash/sanitize hands.**



**Avoid sharing personal items.** Do not share dishes, cups/glasses, or silverware.

[COVID CU Fact Sheet #10: Staying Safe While Taking a Break](#)

# End of Day – Before Leaving Work



1

**Clean** and **disinfect** personal and shared workspaces.



2

If applicable, Remove any **disposable mask** used in work or research. Dispose in a regular waste receptacle.



3

**Wash hands thoroughly** with soap and water for at least 20 seconds or apply hand sanitizer (min. 60% alcohol).



4

Don your personal **face covering** for heading home.

# Where to Go with a Concern

**Individual concerns regarding the implementation of these principles must be treated with the utmost seriousness. There are existing resources available to individuals who have a concern related to COVID-19 (see below):**

1. The individual's supervisor or Department Chair, if possible
2. [Human Resources](#)
3. [The Office of Title IX and Equity](#)

In accordance with the College's [Non-Retaliation Policy](#), the College prohibits retaliation against those who report compliance or ethics concerns in good faith.



# Important Reminders



- Continue to work remotely, whenever possible.
- Provide an initial negative PCR test to access campus (as directed by the Provost's Office or Human Resources).
- Community members will be required to complete a symptom self-check each day before entering campus premises. Access is not permitted to those who do not complete the process or are otherwise determined to be ineligible.
- Barnard & Columbia personnel must practice NPIs throughout every workday.
- Physical distancing is especially critical to limiting the spread of COVID-19.
- All people on Barnard property and in campus facilities must wear a face covering at all times.
- Follow the plans for your workplace/department, including occupancy limits and schedules.

# Additional Guidance and Information

## Vendor Clearance to Visit Campus

The requirement to complete a COVID-19 [symptom self-check](#) (screening) every day before entering campus premises **also extends to all visitors** prior to being permitted to enter a Barnard College building or facility.

## Campus Entry

As of September 1, all traffic will be directed through the main gate at 117<sup>th</sup> and Broadway to ensure both IDs and “green screens” are confirmed upon entry. Card reader doors at the Milstein Center on Claremont and Milbank Hall on 120<sup>th</sup> will be deactivated except for support staff such as Public Safety Officers, Facilities workers, and Mail Room employees.

# Additional Sources



- [Symptoms of Coronavirus \(COVID-19\)](#)
- [Infographic - Understanding the Difference, Surgical Mask, N95 Respirator](#)
- [CDC Social Distancing 6'](#)
- [CDC: Wash Your Hands Poster](#)
- [CDC Cleaning And Disinfecting Your Facility](#)



- [NYS Protect Yourself from COVID-19 Poster](#)
- [NYS Face Mask Flyer \(#13105 COVID-19 FaceMasks flyer 050420\)](#)