All faculty, staff, and students who are returning to campus or are newly hired and reporting for the first time will be required to follow all applicable protocols, including training and adherence to The Columbia Community Health Compact, COVID testing, daily symptom self-check, and any other requirements.

**TRAINING:**
All employees must complete the COVID-19 training before returning to campus. There are two versions of the training:

1) Researchers, including faculty, staff, and students, who are involved in research protocols, must take COVID-19 Training: Safe Research at Columbia
2) Other Columbia personnel must take COVID-19 Training: Working Safely at Columbia University

**COMPACT:**
The compact is an agreement that we will all do our best to keep the campus safe for faculty, staff, students, patients, and visitors. Everyone needs to read and agree to abide by the conditions of the Compact before coming to the campus. The compact applies to all students, faculty, and staff in the Columbia University community.

Faculty and staff will need to affirm that they agree to abide by the Compact. In order to “sign” that you agree to the Compact:

**How to Digitally Sign the University Health Compact**

1.) Log in to your ReOpenCU app, or log in to the ReOpenCU website

2.) Click on the “attest” button as if you are attesting at the start of the day

3.) Click on the 4th box “None of the above” (providing that is accurate)

4.) Scroll down past the Submit button until you see three more boxes.

5.) Scroll down to the “My Checklist” section under the blue Submit button.

6.) The first box is the one you need to check in order to “sign” that you agree to abide by the Compact.
7.) Before you can check the box you need to click on the link in the parentheses that says, “(Click to Sign)”.

8.) After you click on the link in the parentheses, you should see the Compact. Please read the Compact.

9.) After you have read the Compact, please scroll down to the bottom where you will find an “I Agree” tab. Slide the tab so it displays green.

10.) After you have read the Compact, please scroll down to the bottom where you will find an “I Agree” tab. Slide the tab so it displays green.

11.) Go back to the first “My Checklist” box and make sure the “I have signed the Compact” box is checked. If it is not checked, please click on it.

12.) Now hit the Submit button

**DAILY SYMPTOM SELF-CHECK**

- Individuals must complete the symptom self-check online before coming to campus for any reason, including going to the testing center for a COVID-19 PCR diagnostic test (note that a face covering is required when going to the testing center).

  **There are two ways to complete the symptom self-check:**
  
  o Download the “ReopenCU” application which is available for both Apple and Android devices.
  
  o Click Here to authenticate through the Columbia Authentication System (CAS) using your UNI and password via any desktop, laptop or smartphone device with internet access.

- Testing is available by appointment only; walk-ins are not accepted
- To schedule an appointment, returning faculty and staff who need a gateway PCR test or newly hired faculty and staff should go to the Online Patient Portal
- Faculty and staff need to sign in with their UNI and UNI password. Note: newly hired faculty/staff need to have an activated UNI, have been added to the testing system, and need to be set up to use DUO to complete this step (Click Here for additional information and for set up instructions.)
TESTING:
Columbia University requires an initial single COVID-19 PCR diagnostic test of all faculty, staff, and students who are returning to campus or who are newly hired and reporting for the first time, in accordance with New York State guidance. For those faculty and staff who have been consistently working on campus, an opportunity to receive a single COVID-19 PCR diagnostic test is being offered but is not required. The required COVID-19 PCR test must take place within the 14 days immediately preceding arrival on campus. Testing is available at the Morningside campus (Lerner Hall) and CUIMC (Black Building).

Faculty and staff should self-schedule a Gateway PCR test. Information about how to self-schedule and additional testing information can be found on the COVID19 page (and below for reference). New employees will be told when they can access the self-schedule system by their Faculty Affairs/Human Resources representative.

Follow the steps below to schedule your COVID-19 test

1. Use the Online Patient Portal to log in. You will immediately be prompted to enter your birthday to proceed.

2. Select “Appointments” from the main menu on the left.

3. Click “Schedule an appointment” to move to the next page.
Select “Required COVID-19 testing” by location (Morningside -Lerner Hall or CUIMC – Black Building as well as the addresses for both at the bottom of this document).

Indicate that this is your first test with Columbia Health’s COVID19 Testing Program.

Select the appointment day and time from the available options on the page (Available Monday to Friday and up to 14 days in advance) and press continue.

Once the appointment is scheduled, the system will display a QR code. We encourage faculty/staff to save the QR code on their phone as a screenshot or print it out. They can always access the code by logging back into the Online Patient Portal. The QR code is a touchless way to check-in for a testing appointment.
If faculty/staff are unable to schedule through the Online Patient Portal, they should email: covidtesttrace@columbia.edu for assistance and provide the following:

Preferred Location: CUIMC (Black Building) or Morningside (Lerner Hall)
Preferred Date:
Preferred Time:

Black Building Address
(CUIMC Test Site)
650 W 168th St.
New York, NY
10032

Lerner Hall Address
(Morningside Test Site)
2920 Broadway
New York, NY
10027

- After initial (Gateway) testing, Faculty, staff, and graduate students, will be randomly sampled for COVID-19 PCR diagnostic testing, with an initial cohort of 5% each week during the semester; this frequency and sample size will be adapted based on key COVID-19 indicators.
- Individuals not in the random sample are not eligible to return to these two locations for voluntary testing. The University testing program is only for asymptomatic gateway and surveillance sample testing.
- Additional questions can be answered by carefully reviewing the COVID19 page or by emailing covidtesttrace@columbia.edu