How to Isolate
A GUIDE FOR FACULTY AND STAFF

If you have been diagnosed with COVID-19, you will be asked to isolate for a minimum of 10 days before returning to work. You may also be asked to isolate while awaiting test results. You are required to contact your supervisor and the Columbia University Human Resources (CUHR), Office of Leave Management via email at leavemanagement@columbia.edu.

Hearing that you need to isolate and disconnect from others may be disconcerting, but the goal is to ensure that you are healthy, while also protecting others from exposure to illness.

WHAT TO HAVE ON HAND
Some people may isolate in their own room or residence; others may need to relocate. During this time, you will want to have enough clean clothes for the entire 10-day period, as well as a pillow and blanket, your cell phone, and laptop. You’ll also need a toiletry kit, eyewear, and any prescription and non-prescription medications.

YOUR SELF-CARE KIT
Be prepared with a self-care kit that contains:
- Digital thermometer (for daily use)
- Hand sanitizer (for times you can’t wash)
- Alcohol wipes (for cleaning, as needed)
- Water bottle (stay hydrated!)
- Temperature and symptom log (see next page)

WHAT TO WATCH FOR...
Symptoms related to COVID-19 include:
- Fever (above 100.4°F)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

In more severe cases, infection can cause pneumonia and other complications, especially for older individuals and those with other health conditions.

MONITORING YOUR SYMPTOMS DURING ISOLATION
Please take your temperature twice daily and record your symptoms on the health log located on the next page. If you develop symptoms or need medical triage/help while in isolation, please call your healthcare provider to determine if you should leave the premises to seek medical attention.

WHILE YOU’RE IN ISOLATION
Remain at home for the entire period. This means:
- Do not go out, except when recommended by a medical professional.
- Do not use public transportation.
- Maintain distance (approximately 6 feet or 2 meters) from others.

SUPPORT IS A PHONE CALL OR CLICK AWAY
You are a valued member of the Columbia community, and your health and well-being are important to us. Columbia University is here to assist you if you need help.

Office of Leave Management - CUHR
leavemanagement@columbia.edu

Employee Assistance Program (EAP)
humanresources.columbia.edu/employee-assistance

Public Safety
212-854-5555 (available 24/7)

Columbia COVID-19 Website
covid19.columbia.edu
PUBLIC HEALTH TERMINOLOGY
When communicable infections circulate, communities try to reduce the spread in several ways, depending on the severity of the illness, the ease of transmission, and the local and national policies of the time. Often, more than one method is employed during an outbreak.

Isolation prevents the spread of an infectious disease by separating people who are already sick from those who are not. It lasts as long as the disease is contagious.

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. Quarantines are typically used for individuals who are at high risk of exposure to COVID-19—particularly those who have had close contact with someone confirmed to have COVID-19 without using recommended precautions for caregivers.

Social or physical distancing means avoiding crowds and public transportation (e.g., bus, subway, taxi, ride share), and maintaining distance (approximately 6 feet or 2 meters) from others.

COMMON FEELINGS
Everyone reacts differently to stressful situations that require changes in location or behavior. When you’re out of circulation, you may experience a range of feelings, including:

- Anxiety, worry, or fear related to your health status or that of others
- Anger or resentment at the inconvenience
- Worry about not having your things with you or not doing your usual routine
- Uncertainty or concern about how long you will need to remain in this situation
- Excitement to have some alone time to rest and catch up on reading
- Loneliness or feeling cut off
- Boredom and frustration
- Sadness or depression
- Symptoms of post-traumatic stress disorder

The Employee Assistance Program (EAP) is here to support you, with confidential access to professional counselors who will assess your needs, provide a listening ear, and connect you with the appropriate trained specialists and community resources.

Your Daily Health Log
Please record your temperature twice daily and write down any symptoms or concerns.

<table>
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<tr>
<th>DAY</th>
<th>DATE</th>
<th>AM TEMP (°F)</th>
<th>PM TEMP (°F)</th>
<th>SYMPTOMS (COUGH, SHORTNESS OF BREATH, ETC.)</th>
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If your temperature is >100.4°F, or if you feel like you have a fever, and you have a cough or shortness of breath, call your healthcare provider to discuss symptoms. Note: COVID-19 symptoms and some cold/flu symptoms can be similar.

LEARN MORE ABOUT COVID-19
covid19.columbia.edu