Morningside & Manhattanville Employee Forum on Renewing the Campus

Ira Katzenelson, Interim Provost, Ruggles Professor of Political Science and History
Donna Lynne, Senior Vice President and Chief Operating Officer of Columbia University Irving Medical Center and Chief Executive Officer of ColumbiaDoctors; University COVID Director
Wafaa El-Sadr, University Professor of Epidemiology and Medicine; Director, ICAP at Columbia University
David Greenberg, Executive Vice President for University Facilities and Operations
Gerry Rosberg, Senior Executive Vice President
Dan Driscoll, Vice President and Chief Human Resources Officer
Melanie Bernitz, Associate Vice President and Medical Director for Columbia Health and Associate Professor of Medicine in the Center for Family and Community Medicine
• During the COVID-19 Public Health Emergency declared by Governor Cuomo:
  • Columbia transitioned many faculty and staff to virtual work but also maintained critical functions on campus due to their “essential nature”
    • Clinical
    • Security and facilities
    • Student support services (health, residential life, dining, housing, etc.)
  • Faculty, staff and students have been kept up to date via frequent communications from the President, Deans and other leaders, as well as University Life
    • Communications included health advisories as well as email and web updates
  • For those remaining on campus, many safety measures, including personal protective equipment (PPE), physical distancing rules and other measures were implemented
  • Since June 22, thousands of faculty and staff who had been remote since mid-March have returned to campus
  • The most important up to date information is on the COVID-19 website www.covid19.columbia.edu or www.cuicm.columbia.edu/coronavirus-resource-center
Columbia University’s “Reopening Plan”

- Governor Cuomo determines the “phases” of reopening for all businesses and institutions, for each of the ten regions in New York

- Phase two permitted the resumption of higher education research work; Phase four allows for the return of all education, including higher education

- New York City is in Phase three

- The Governor has issued interim guidance for higher education research and higher education in general that prescribes mandatory practices on
  - Health screening
  - Testing
  - Contact tracing
  - Hygiene
  - PPE
  - Communication
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- The President’s Task Force and various working groups have developed new guidelines that conform with the Governor’s rules for our return to work/school.

- Peer urban institutions’ plans were also evaluated, along with public health information about New York City, to develop a Columbia reopening plan that provides for a three-term academic year.

- A draft plan was shared with and endorsed by the Trustees in early July.

- A final plan will be submitted to the state by mid-August and will also address contingencies, including if we need to reverse direction.

- Governor Cuomo is the final authority on our reopening plan.
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- We will always put the safety of our faculty, staff and students first

- Between now and mid-August we commit to;
  - Understand and address issues brought by faculty, staff and students
  - Provide for flexibility for schools to design their own reopening plans
  - Communicate at every step of the way
  - Share the final reopening plan

- Once we reopen, we will be evaluating the health environment at Columbia and New York City on a daily basis, and provide you regular updates

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Morningside and Manhattanville Employee Forum: 07/27/20
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Public Health Perspectives
July 22, 2020

Wafaa El-Sadr, MD, MPH, MPA
SARS-CoV-2–Infected Host

Susceptible Host

Aerosols (?):
- < 5 µm diameter
- > 6 feet distance

Droplet:
- > 5 µm diameter
- < 6 feet distance

Fomites (?):

Routes of SARS-CoV-2 Transmission

Evolution of Epidemics and their Control

Epidemic Phases

- Introduction or emergence
- Localized transmission
- Amplification
- Reduced transmission

Response Interventions

- Anticipation
- Early detection
- Containment
- Control and mitigation
- Suppression
- Elimination or eradication
## Mitigation and Control Measures

### Population interventions
- Limitation on mobility
- Stay at home
- Restrictions on travel
- Closure of Schools
- Limit congregation of people

### Individual interventions
- Physical/social distancing
- Face covering/masks
- Hand washing or sanitizing
- Cough and sneeze etiquette
- Disinfection of surfaces
- Stay home if sick
- Isolation of COVID-19 cases
- Quarantine of contacts

### Biomedical interventions
- Testing
- Vaccines
- Antiviral drugs
- Neutralizing antibodies

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**Non-pharmaceutical Interventions**
Physical Distancing

2 METERS = 6 FEET
Distance and risk of infection

Chu et al. Lancet 2020

Morningside and Manhattanville Employee Forum: 07/27/20
Face covering/ mask wearing

Prevention of Transmission
Prevention of Acquisition
Hair Salon: Prevention of transmission

Keeping an eye on the pandemic: globally and locally

COVID-19 Task Force

Home  COVID-19 Public Health Dashboards  Facilities and Campus Life  School Risk Matrices

You have been logged in.

COVID-19 Public Health Dashboards
I. COVID-19 symptom screening
II. COVID-19-related testing and contact tracing
III. Promotion of healthy hygiene practices
IV. Use of face covering and personal protective equipment
V. Social/ physical distancing
VI. Intensification of cleaning, disinfection, and ventilation
VII. Communication and Training
VIII. Movement and Travel
IX. Cultural norms and response to stigma and discrimination
### Using Data for Action

#### Priority metrics to monitor:
- Rt in NYC
- Rt on campus
- PCR positivity in NYC
- PCR positivity on campus
- Number of COVID-19 cases in NYC
- COVID-related hospitalization in NYC
- COVID-related deaths in NYC
- Number of COVID-19 cases on campus
- Capacity for isolation/quarantine of students
- Number, location and size of COVID-19 clusters
- Capacity for contract tracing program

#### Key thresholds:
- Concerning trends among priority metrics
- Rt on campus higher than Rt in NYC by 50%
- Rt on campus > 1.0
- PCR positivity on campus higher than in NYC by 50%
- Isolation and quarantine capacity down to 20%
- COVID-related hospitalizations in NYC (>2/100,000)
- Widespread transmission on campus
- Concerning trends among priority metrics
- Rt on campus higher than Rt in NYC by 50%

#### Parameters to be adjusted:
- Reinforce face covering
- Reinforce physical distancing
- Modify testing frequency
- Cancel/limit sports training
- Limit use of shared space
- Cancel/limit field placements
- Restrict undergraduate students to campus
- Modify campus density
- Cancel events/gatherings
- Move to virtual only instruction
- Instruct faculty to work from home
- Stay at home/in residence for students
- Modify travel policy
- Suspend all nonessential campus operations
- Instruct students to evacuate the dormitories

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Being Safe Together

The Columbia Compact
Community agreement to follow guidelines to keep everyone safe

Facility enhancement
New air filters, maximize fresh air, frequent cleaning

COVID-19 testing
Convenient, rapid results

Daily symptom check
ReopenCU smartphone app with green or red indicators

Signage
Guidance for distancing, face covering, hand hygiene, elevator and room capacity

Contact tracing
For COVID-19 cases and contacts on campus

Physical distancing
Workspaces set up to provide safe degree of separation

Hand sanitizing stations
Facilitating high levels of hand hygiene

PPE available
 Cloth face mask and other personal protective equipment (PPE)
David Greenberg, Executive Vice President for University Facilities and Operations
Today’s discussion:

• Custodial Services: Revised and Enhanced Cleaning and Disinfection Protocols

• HVAC Systems: Revised and Enhanced Operating and Maintenance Protocols

• Campus Signage

• Building Readiness Checklist

• Transportation
Custodial Plan to Address COVID-19

The COVID-19 custodial plan focuses on enhanced cleaning and disinfecting.

Our new plan meets, and in some areas exceeds, recently defined COVID-19 standards, including:

- CDC Guidance for Cleaning and Disinfecting.
- OSHA Standards for worker safety.

*Cleaning supplies in use are rated to disinfect SARS-COV-2 virus.*
New Custodial Initiatives

New equipment and practices:

- Installation of 724 automatic/touchless faucets and 1,855 flush-o-meters in academic buildings.
- Installation of 247 hand sanitizer stations in campus buildings.
- Electrostatic cleaning in classrooms and public spaces.

Increased monitoring, frequency of cleaning:

- Enhanced monitoring of conditions in all campus buildings, public spaces.
- Disinfecting high-touch campus public spaces twice daily.
- More frequent steam cleaning of restrooms.
- Fogging / disinfection in the Gym / Activity rooms.
<table>
<thead>
<tr>
<th>Area Types</th>
<th>CUFO Service</th>
<th>Disinfection Frequency</th>
<th>Service Schedule</th>
<th>Service Description</th>
<th>Comment</th>
<th>Enhancement for COVID - 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>entrances / lobbies</td>
<td>OPERATIONS</td>
<td>Daily 2x</td>
<td>While building occupied during business hours</td>
<td>Disinfect touch points</td>
<td>Building currently covered by staff</td>
<td>Enhanced by disinfection. High touch cleaning in buildings with multiple shifts are disinfected more than twice daily</td>
</tr>
<tr>
<td>entrances / lobbies</td>
<td>OPERATIONS</td>
<td>Weekly</td>
<td>While building is unoccupied</td>
<td>Electrostatic Disinfection</td>
<td>Currently being completed in select spaces, but not on a campus wide level. Limited to certain spaces. Will not be used when building is occupied, most of this operation will occur on overnight.</td>
<td>3rd Shift will perform this task. May need additional resources for campus wide buildings</td>
</tr>
<tr>
<td>entrances / lobbies - non carpeted floors</td>
<td>OPERATIONS</td>
<td>Daily</td>
<td>During normal building full service times</td>
<td>Damp mop, mop or autoscrub w/ disinfectant</td>
<td>Currently done in all buildings when Full service is scheduled.</td>
<td>NONE</td>
</tr>
<tr>
<td>corridors</td>
<td>OPERATIONS</td>
<td>Weekly</td>
<td>While building is unoccupied</td>
<td>Electrostatic Disinfection</td>
<td>Currently being completed in select spaces. Will not be used when building is occupied, most of this operation will occur on overnight.</td>
<td>Overnight Shift. May need additional resources to complete.</td>
</tr>
<tr>
<td>corridors - entry level non carpeted floors</td>
<td>OPERATIONS</td>
<td>Daily</td>
<td>During normal building full service times</td>
<td>Damp mop, mop or autoscrub w/ disinfectant</td>
<td>Currently done in all buildings when Full service is scheduled.</td>
<td>NONE</td>
</tr>
<tr>
<td>corridors - non-entry level, non carpeted floors</td>
<td>OPERATIONS</td>
<td>Weekly</td>
<td>During normal building full service times</td>
<td>Spot mop/ traffic mop w/disinfectant</td>
<td>Currently done in all buildings when Full service is scheduled.</td>
<td>NONE</td>
</tr>
<tr>
<td>corridors - non-entry level, non carpeted floors</td>
<td>OPERATIONS</td>
<td>Weekly</td>
<td>During normal building full service times</td>
<td>Damp mop or autoscrub w/ disinfectant</td>
<td>Currently done in all buildings when Full service is scheduled.</td>
<td>NONE</td>
</tr>
<tr>
<td>Porch/Patio/Exterior Walkway</td>
<td>OPERATIONS</td>
<td>Daily</td>
<td>While building occupied during business hours</td>
<td>Disinfect touch points</td>
<td>Limited to exterior high touch points, does not include masonry</td>
<td>Not part of current scope; can be absorbed</td>
</tr>
<tr>
<td>General Office - include Copy/Print/File, Exec. Office</td>
<td>OSS</td>
<td>Weekly</td>
<td>Occupant self service (OSS)</td>
<td>Occupants to disinfect personal office space</td>
<td></td>
<td>May involve some logistics, and training dependant on how program is rolled out.</td>
</tr>
<tr>
<td>General Office open space -include Copy/Print/File, Exec. Office</td>
<td>OPERATIONS</td>
<td>Weekly</td>
<td>During normal building full service times</td>
<td>Disinfect touch points (includes knobs, light switches)</td>
<td>Currently done</td>
<td>NONE</td>
</tr>
<tr>
<td>General Office - include Copy/Print/File, Exec. Office - non carpeted floors</td>
<td>OPERATIONS</td>
<td>Weekly</td>
<td>During normal building full service times</td>
<td>Damp mop or autoscrub w/ disinfectant</td>
<td>Currently done in all buildings when Full service is scheduled.</td>
<td>NONE</td>
</tr>
<tr>
<td>barns &amp; nobles bookstore/retail</td>
<td>OSS</td>
<td>Daily 4x</td>
<td>Occupant self service</td>
<td>Disinfect touch points</td>
<td>Services performed by occupants of the retail space</td>
<td>NONE</td>
</tr>
<tr>
<td>barns &amp; nobles bookstore/retail</td>
<td>OSS</td>
<td>Daily</td>
<td>While building is unoccupied</td>
<td>Electrostatic Disinfection</td>
<td>Services performed by occupants of the retail space</td>
<td>NONE</td>
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<tr>
<td>barns &amp; nobles bookstore/retail</td>
<td>OSS</td>
<td>Daily</td>
<td>During normal building full service times</td>
<td>Damp mop or autoscrub w/ disinfectant</td>
<td>Services performed by occupants of the retail space</td>
<td>NONE</td>
</tr>
<tr>
<td>mail room</td>
<td>OPERATIONS</td>
<td>Daily</td>
<td>During normal building full service times</td>
<td>Disinfect touch points (includes knobs, light switches)</td>
<td>A part of current scope of work.</td>
<td></td>
</tr>
<tr>
<td>mail room</td>
<td>OPERATIONS</td>
<td>Weekly</td>
<td>Scheduled with building - space is unoccupied during service</td>
<td>Electrostatic Disinfection</td>
<td>Frequency is not apart of current scope, but can be absorbed.</td>
<td>Not part of current scope, but can be absorbed.</td>
</tr>
<tr>
<td>mail room - non carpeted floors</td>
<td>OPERATIONS</td>
<td>Weekly</td>
<td>During normal building full service times</td>
<td>Damp mop or autoscrub w/ disinfectant</td>
<td>Currently done in all buildings when Full service is scheduled.</td>
<td>NONE</td>
</tr>
<tr>
<td>chapel</td>
<td>OPERATIONS</td>
<td>Weekly</td>
<td>During normal building full service times</td>
<td>Disinfect touch points</td>
<td>A part of current scope of work.</td>
<td>NONE</td>
</tr>
<tr>
<td>conference rooms</td>
<td>OSS</td>
<td>Daily</td>
<td>Occupant self service</td>
<td>Occupants to disinfect space between meetings</td>
<td></td>
<td>May involve some logistics, and training dependant on how program is rolled out.</td>
</tr>
<tr>
<td>conference rooms</td>
<td>OPERATIONS</td>
<td>Daily</td>
<td>During normal building full service times</td>
<td>Disinfect touch points (include phone, desk, chair)</td>
<td>A part of current scope of work.</td>
<td>Not part of current scope, but can be absorbed.</td>
</tr>
</tbody>
</table>
Heating, Ventilation, and Cooling (HVAC) operating and maintenance protocols focus on enhanced maintenance, filtration, and ventilation to address the COVID-19 Pandemic.

The HVAC O&M protocols were distilled from several sources including:

• Internal Facilities and Operations expertise and practices.

• Expert public health organizations such as CDC and WHO as well as engineering associations in the U.S. and the E.U. (ASHRAE and REHVA, respectively).

• Guidance from leading industry research and practice for COVID-19 such as APPA, for educational facilities, and NYECC, for New York energy consumer councils.
HVAC Revised Protocols for COVID-19

Operations and Maintenance

• More frequent, extensive operational and maintenance inspections.

• Revised procedures to increase reliability of HVAC systems and improve indoor air quality (IAQ).

• Research new technologies that may limit propagation of viruses in centralized HVAC systems.

Enhanced filtration and ventilation

• Modified existing air handling units for greater air filtration.

• Replaced or upgraded 1,076 HVAC filters.

• Enhanced ventilation to increase outside air flow lessen potential for concentration of suspended particles in the air, in keeping with CDC and top US and EU engineering recommendations (ASHRAE, REHVA).
### Additional Measures

- Increase HVAC Systems hours of operation, 24/7 if possible.
  - Facilitates removal of virus particles from the building.
  - Reduces settlement of virus particles onto surfaces.
- Increase window airing in buildings without central HVAC Systems.
- Operate toilet exhausts 24/7.

### HVAC Revised Protocols for COVID-19 (Contd.)

#### 100% Outside Air Systems

<table>
<thead>
<tr>
<th>IAB BUILDING</th>
<th>Serves</th>
<th>Total CFM</th>
<th>Outdoor Air CFM</th>
<th>%OA</th>
<th>Installed Filters**</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Air Handlers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HV-1 Garage ventilation</td>
<td>20,000</td>
<td>20,000</td>
<td>100%</td>
<td>MERV 13</td>
<td>MERV 14</td>
<td>1</td>
</tr>
<tr>
<td>AC-6 Cellar services</td>
<td>3,000</td>
<td>3,000</td>
<td>100%</td>
<td>MERV 13</td>
<td>N.A.</td>
<td>1</td>
</tr>
<tr>
<td>HV-2 Network compartment and switchgear ventilation</td>
<td>10,000</td>
<td>10,000</td>
<td>100%</td>
<td>MERV 13</td>
<td>N.A.</td>
<td>1</td>
</tr>
<tr>
<td><strong>Recirculation Air Systems</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Main Air Handlers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AC-1 Library</td>
<td>167,800</td>
<td>78,300</td>
<td>47%</td>
<td>MERV 8</td>
<td>MERV 14</td>
<td>2, 3, 4</td>
</tr>
<tr>
<td>AC-2 1st floor</td>
<td>52,540</td>
<td>13,140</td>
<td>25%</td>
<td>MERV 13</td>
<td>MERV 14</td>
<td>2, 3, 4</td>
</tr>
<tr>
<td>AC-3 Classroom</td>
<td>23,400</td>
<td>3,400</td>
<td>15%</td>
<td>MERV 13</td>
<td>MERV 14</td>
<td>2, 3, 4</td>
</tr>
<tr>
<td>AC-4 2nd and 3rd floor</td>
<td>35,500</td>
<td>5,500</td>
<td>15%</td>
<td>MERV 13</td>
<td>MERV 14</td>
<td>2, 3, 4</td>
</tr>
<tr>
<td>AC-5 Auditorium</td>
<td>19,300</td>
<td>2,500</td>
<td>13%</td>
<td>MERV 13</td>
<td>MERV 14</td>
<td>2, 3, 4</td>
</tr>
<tr>
<td>AC-7 4th through 12th floors primary</td>
<td>43,580</td>
<td>26,000</td>
<td>60%</td>
<td>MERV 13</td>
<td>MERV 14</td>
<td>2, 3, 4</td>
</tr>
<tr>
<td>AC-8 4th through 12th floors interior</td>
<td>43,025</td>
<td>13,000</td>
<td>30%</td>
<td>MERV 13</td>
<td>MERV 14</td>
<td>2, 3, 4</td>
</tr>
<tr>
<td>AC-9 TV input-output room</td>
<td>5,600</td>
<td>1,000</td>
<td>18%</td>
<td>MERV 13</td>
<td>MERV 14</td>
<td>2, 3, 4</td>
</tr>
</tbody>
</table>

**Recommendations**

1. **100% Outside Air Systems**
   - Unit is OK as is. Equipped with recommended filtration (MERV 8 pre-filters and MERV 13 or higher final filters. No modifications necessary.)
2. **Recirculation Systems**
   - Open the outside air damper and close return air damper to maximize the outdoor air intake. Monitor indoor conditions and ensure occupants thermal comfort is not adversely affected.
3. Check coil capacity to see what additional heating and cooling can be done to maintain space conditions with the increased outdoor air
4. Occupants must help to reduce summer cooling loads to greatest extent possible by turning off lights, office equipment (copiers, computers, etc.), pantry items (coffee makers, refrigerators, etc.) and any other equipment that rejects heat to the space.

**N.A.:** Not Applicable

**MERV 13 filters and higher can filter single droplets carrying viruses.**
### HVAC O&M Matrix: Equipment check, frequency

**Systematic approach to inspect, repair, replace, as needed:** Air handling units and components, filters, dampers, control valves, fans, sensors, etc.

Details posted on-line.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Inspection Frequency</th>
<th>Service Schedule</th>
<th>Service Description</th>
<th>Comment</th>
<th>Enhancement for COVID - 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filters clean - record pressure differential</td>
<td>Monthly</td>
<td>During occupied building hours</td>
<td>Record pressure differential</td>
<td>Currently done at filter replacement</td>
<td>For AHUs not reporting back to BMS, equipment upgrades might be required with associated engineering support to retrofit existing equipment.</td>
</tr>
<tr>
<td>Filters dirty - DP &gt; X in Hg then replace filters</td>
<td>Bi-Monthly (every two months)</td>
<td>Unoccupied building hours</td>
<td>As needed or every two months, whichever comes first</td>
<td>Done monthly, current practices exceed recommendations</td>
<td>Change pre-filters more frequently to deter larger size particles and protect final and after filters. Potential increase of man power requirements and materials needs to be assessed.</td>
</tr>
<tr>
<td>Filter rack in good condition/no gaps/rusty or bent frames</td>
<td>Bi-Monthly</td>
<td>Unoccupied building hours</td>
<td>Inspect filter rack during filter replacement. If damage is found in filter racks, brackets, bent frames, or gaps are detected, schedule repair during unoccupied hours</td>
<td>This activity is performed annually</td>
<td>Activity will be performed during filter replacements. Inspect filter structure carefully while replacing filters. Additional manpower might be needed due to increased inspection frequency. For ongoing efforts, recommend adding requirement to CU Standards for AHU retrofits</td>
</tr>
<tr>
<td>Final Filters</td>
<td>Quarterly</td>
<td>During occupied building hours</td>
<td>Record pressure differential</td>
<td>Currently done at filter replacement</td>
<td>For AHUs not reporting back to BMS, equipment upgrades might be required with associated engineering support to retrofit existing equipment.</td>
</tr>
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<td>Quarterly</td>
<td>During occupied building hours</td>
<td>Record pressure differential</td>
<td>Currently done at filter replacement</td>
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</tr>
<tr>
<td>Filters dirty - DP &gt; X in Hg then replace filters</td>
<td>As needed - Semi-Annually</td>
<td>Unoccupied building hours</td>
<td>As needed or Semi-annually, whichever comes first based on filter loading as indicated by differential pressure gauges</td>
<td>Final filters are replaced annually</td>
<td>Change final filters more frequently to deter larger size particles and protect after filters. Potential increase of man power requirements and materials</td>
</tr>
<tr>
<td>Filter rack in good condition/no gaps/rusty or bent frames</td>
<td>As needed - Semi-Annually</td>
<td>Unoccupied building hours</td>
<td>Inspect filter rack during filter replacement. If damage is found in filter racks, brackets, bent frames, or gaps are detected, schedule repair during unoccupied hours</td>
<td>This activity is performed annually</td>
<td>Activity will be performed during filter replacement. Inspect filter structure carefully while replacing filters. Additional manpower might be needed due to increased inspection frequency. For ongoing efforts, recommend adding requirement to CU Standards for AHU retrofits</td>
</tr>
<tr>
<td>After Filters</td>
<td>Quarterly</td>
<td>During occupied building hours</td>
<td>Record pressure differential</td>
<td>Currently done at filter replacement</td>
<td>For AHUs not reporting back to BMS, equipment upgrades might be required with associated engineering support to retrofit existing equipment.</td>
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<tr>
<td>Recommended functional checks post COVID-19 operation</td>
<td>Inspection Frequency</td>
<td>Service Schedule</td>
<td>Service Description</td>
<td>Comment</td>
<td>Enhancement for COVID - 19</td>
</tr>
<tr>
<td>DAMPERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspect (visual) OA dampers and actuators</td>
<td>Once prior to Occupancy - Quarterly thereafter.</td>
<td>Unoccupied building hours</td>
<td>Check all OA dampers stroke fully and close tightly once prior to normal occupancy. Afterwards, inspect quarterly.</td>
<td>This activity is performed semi-annually with switchover</td>
<td>(1) Enhancement. If issues with dampers/actuators are detected, schedule repair ASAP. Additional manpower may be needed due to increased frequency of inspection. Recommend retrofit of existing equipment not tied to BMS with associated technical support and engineering.</td>
</tr>
<tr>
<td>Check operation of OA dampers and actuators</td>
<td>Semi-Annually</td>
<td>Unoccupied building hours</td>
<td>Check all OA dampers stroke fully and close tightly during seasonal switchover. If issues are found, schedule repair during unoccupied hours.</td>
<td>This activity is performed annually</td>
<td>(1) Comment is applicable to all damper types</td>
</tr>
<tr>
<td>Inspect (visual) of RA dampers and actuators</td>
<td>Once prior to Occupancy - Quarterly thereafter.</td>
<td>Unoccupied building hours</td>
<td>Check all RA dampers stroke fully and close tightly once prior to normal occupancy. Afterwards, inspect quarterly.</td>
<td>This activity is performed semi-annually with switchover</td>
<td>(1) Comment is applicable to all damper types</td>
</tr>
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<td>Check operation of RA Dampers and actuators</td>
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<td>Check all RA dampers stroke fully and close tightly during seasonal switchover. If issues are found, schedule repair during unoccupied hours.</td>
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<td>Inspect (visual) MA dampers and actuators</td>
<td>Once prior to Occupancy - Quarterly thereafter.</td>
<td>Unoccupied building hours</td>
<td>Check all MA dampers stroke fully and close tightly once prior to normal occupancy. Afterwards, inspect quarterly.</td>
<td>This activity is performed semi-annually with switchover</td>
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</tr>
</tbody>
</table>
Facilities and Operations installed over 4,500 signs to support new building protocols and to encourage specific behaviors to decrease transmission of the COVID-19 virus.

• Guidance for building entrances and exits.

• Instructions for stairways and elevators with posted occupancy capacities.

• Alert persons to new circulation patterns through public areas.

• Signs to support specific behaviors (e.g., mask-wearing, hand-washing).
Signage for Public Spaces

**Exit Here**
Use this door to exit

**Stay Healthy**
This is a common use area
- Keep your phone in your pocket or bag
- Wipe down surfaces when you are finished, if cleaning solution is available
- Wash your hands after touching shared equipment

**Stay Healthy**
Wash your hands more often
- Wash your hands with soap and water for at least 20 seconds before you leave the restroom and after touching shared surfaces (railings, door knobs, etc.)

**Max People**
- Wear a face covering
- Bring your own office supplies
- Maintain 6 feet of physical distance
- Clean surfaces before leaving
- Follow max capacity recommendations

**Exit This Way**

**OK To Use**

Morningside and Manhattanville Employee Forum: 07/27/20
Building Readiness Checklist

All buildings that have been unoccupied for some weeks require a systematic review and inspection before reopening.

Facilities and Operations developed a Building Readiness Checklist to ensure each building is fit for occupancy.

Area Ready For Occupancy

- Filter Inspect and Replace
- HVAC System Check and Repair
- All Plumbing Systems Checked and Flushed
- Touchless Devices In Restrooms
- Signage
- Public Hand Sanitizers Installed
- Building Cleaned and Disinfected
- High Touch Cleaning and Disinfecting
Transportation

• Increased service on the Intercampus Shuttle to include evening hours and weekend service.

• Increased service and hours on the Lamont Shuttle.

• Developing commuter shuttle option for NYC & surrounding areas.

• Face coverings and reduced density required on all shuttles.
Your Behavior Will Make a Difference

Be a Role Model:

• Wear your mask on campus.

• If you are able, take the stairs; reserve elevators for those who need them.

• Clean your own space: use supplies provided to wipe-down your keyboard, desk, chair, table.

• Follow the guidance from Columbia Health regarding testing protocols.
Dan Driscoll
Vice President and
Chief Human Resources Officer
COVID-19 (Coronavirus) Information for Faculty and Staff

Last Update: 7/23/2020, 10:00 a.m.

Providing a safe and healthy workplace is always a top priority for Columbia University, and is especially critical during this time. The University is planning for a return to campus responsibly and monitoring the changing COVID-19 (Coronavirus) situation in New York City and globally. University leadership, with guidance from medical and public health experts, have been meeting daily to provide guidance and develop adaptive policies to support the well-being of the Columbia community. In this unusual time, our community values of respect and consideration for each other are especially important.

Information may be modified as circumstances change.

Key Resources

- Required Protocols for Returning to Campus
- Sign up for emergency notifications
- Sign up for direct deposit
- How to Work Remotely
- Leave of Absence

Morningside and Manhattanville Employee Forum: 07/27/20
Well-Being Programs & Services

Resources Provided:
- Flexible Work Arrangements
- Paid Emergency Absence ✓ 10 Paid Work Days
- Childcare Benefits ✓ Backup Care
- Leave of Absence Options & Accommodations ✓ Full or Partial Voluntary Furlough
- No Copay for Virtual Visits
- EAP Support ✓ Newly Created Webinars
Thoughtful Planning for Return to Campus

• Employee Health & Safety is #1 Priority
  ✓ Complete Return-to-work Training
  ✓ Schedule a COVID-19 Test
  ✓ Download the COVID-19 Symptom Self-check App

• School & Department Planning is Underway

• Creative Staffing Options to Support Operations
  ✓ Enhanced Telecommuting Support
  ✓ Staggered Arrival/Departure Times
  ✓ Updated Office Layouts

• Advance Notice to Employees
Columbia Together

The Columbia University community has weathered many crises over our 266-year history. We are making our way through the COVID-19 pandemic more determined and united than ever before.

**Because we are #ColumbiaTogether.**

We hope you continue to join us in sharing images of work life now, giving thanks to colleagues, and using the hashtag on your personal social media accounts. We’re also posting longer stories of life during COVID-19.

**YOUR STORY: WHAT MATTERS TO YOU NOW?**

In support of the Columbia University Archives Documenting COVID-19 at Columbia project, CUHR invites all employees to contribute a story.

- [Share Your Story](#)

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Kate - The Forum
Raising a glass to a successful first virtual team retreat! The Forum staff gathered for a Zoom happy hour following part one of our online summer retreat activities.

Ann - Alumni and Development
Last day at The Office (March 13, 2020) versus The Home Office (April 2020).

Leah - Biomedical Engineering
Breakfast nook turned into a home office. Happy to work from home, the new normal.

Erica - CUHR
Appreciative - A whole new meaning to balancing.
Questions & Thank You

Questions?
Ask HR

Thank you!!!
Melanie Bernitz, MD, MPH, Associate Vice President and Medical Director for Columbia Health and Associate Professor of Medicine in the Center for Family and Community Medicine
A COVID-Ready Campus

The Columbia Compact
Community agreement to follow guidelines to keep everyone safe

Facility enhancement
New air filters, maximize fresh air, frequent cleaning

Signage
Guidance for distancing, face covering, hand hygiene, elevator and room capacity

Hand sanitizing stations
Facilitating high levels of hand hygiene

Daily symptom check
ReopenCU smartphone app with green or red indicators

PPE available
Cloth face mask and other personal protective equipment (PPE)

Physical distancing
Workspaces set up to provide safe degree of separation

COVID-19 testing
Convenient, rapid results

Contact tracing
For COVID-19 cases and contacts on campus
Testing Program Principles

• Consistent across campuses
• No out of pocket cost for individuals
• Centralized testing
• Privacy around results
Program Characteristics

- Effective
- Reliable and valid
- Feasible
- Acceptable
- Affordable
Testing Program Design

- Informed by epidemiologists, infectious disease specialists, laboratory scientists, modelers and statisticians

- Cognizant of administrative imperatives and pragmatic realities

- Consistent with best practices and approaches taken by peer institutions

- Anchored in information regarding the status of the epidemic in New York City, US and the world

- Adaptable to evolution of the epidemic in NYC and on campus
Initial “Gateway” Testing

• All Columbia affiliates are required to get an initial “gateway” test on their return to campus

• This started as of June 22 with the first group of returning researchers and staff

• Ongoing initial testing will continue for all individuals as they return to campus*

*Exception: clinical faculty
Ongoing Testing

- Faculty, staff and other graduate students not in dormitory-style residences
  - Random sampling approach

- Undergraduate students and graduate students in dormitory-style residences
  - Frequent testing
Next Steps

- Finalizing laboratory/vendor for testing of specimens
- Operationalizing plan for large scale testing sites, information management, and workflow
- Ready to launch by late August. In the meantime, continuing with current approach for initial “gateway” and sampling testing
A COVID-Ready Campus

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Contact Tracing

• Key public health strategy for control of outbreaks/epidemics

• Primary responsibility of New York State and New York City

• Involves elicitation of names of contact of a case of COVID-19

• Includes assessment of risk for contacts (without disclosure of name or information on the index case)

• Provides follow-up during quarantine period, if required, and ensures individuals have information and support they need
Next Steps

• Recruitment of contact tracing supervisors

• Recruitment of team of contact tracers

• Training of staff, development of standard procedures, development of database etc.

• Linkage to the testing program

• Liaising with New York City Test and Trace Program

• Monitoring of developments in contact tracing technology
Thank you for joining!