

WHAT HAPPENS WHEN SOMEONE IN YOUR SCHOOL OR DEPARTMENT TESTS POSITIVE FOR COVID-19



INITIAL NOTIFICATION AND CONTACT TRACING INITIATION

- 1** Once an individual has tested positive for COVID-19 under the Columbia Testing Program or they were notified of a positive test from outside the program, the Contact Tracing Program will initiate the contact tracing process.
- 2** The Columbia Tracing Program will notify the school/department contact. The identity of the individual will not be disclosed, however the individual may choose to inform their instructors, colleagues, or supervisors at their own discretion.
- 3** The school/department has the option to send a community notification to their on-campus population that someone has tested positive and that the Columbia Contact Tracing Program will be in touch with individuals deemed as close contacts.
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- 4** All close contacts will be notified by phone or secure message within 24 hours and will receive additional instructions on quarantine, testing, and other follow-up to prevent further campus spread.

People who are not notified do not need to take any additional steps beyond the basic prevention measures expected of all Columbia community members.

ADDITIONAL SUPPORT

- 1** The school/department will receive a second notification from the Contact Tracing Team during the contact tracing process if cleaning of specific spaces is required. The school/department must coordinate with Facilities and Operations to ensure timely cleaning and disinfection of the affected areas.
- 2** The school/department may also be contacted to provide additional support or information to assist the contact tracing process. Please note that schools/departments will not be notified if the COVID-19-positive individual has been cleared. This is protected health information.

Schools/departments can submit a work order with Columbia University Facilities for the Morningside/ Manhattanville or CUIMC campus.

Alternatively, you can reach Facilities by phone at:
Morningside Campus/ Manhattanville:
(212) 854-2222

Medical Center (CUIMC):
(212) 305-4357 (option 3)