How to Quarantine
A GUIDE FOR FACULTY AND STAFF

If you have been recommended to quarantine due to close contact with someone who tested positive for COVID-19 or if you have recently returned from a destination with high prevalence of COVID-19, you are expected to quarantine and monitor your symptoms for 10 days before returning to work. 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 quarantine 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 quarantine in their own room or residence; others may need to relocate. In some circumstances, individuals may quarantine together. 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 cellphone, and laptop. You will 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.

If you develop symptoms of COVID-19, isolate immediately and call your healthcare provider for further guidance.

MONITORING YOUR SYMPTOMS DURING QUARANTINE
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 quarantine, please call your healthcare provider to determine if you should leave the premises to seek medical attention.

WHILE YOU’RE IN QUARANTINE
- Remain in your home or room for the 10-day period. Do not go out, except when recommended by a medical professional.
- Maintain distance (approximately 6 feet or 2 meters) from others.
- If sharing a bathroom, the person who is quarantining should clean and disinfect the frequently touched surfaces in the bathroom after each use.

If you must leave your home try to do so during off-hours and avoid places where people are congregating. Wear a face covering at all times.

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

If you feel you need immediate treatment of very serious or critical conditions, call 911.

If you decide to go to the emergency department on your own, if possible call the ER prior to your arrival so they can be prepared to potentially isolate you when you arrive.
**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>
<thead>
<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.