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.

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.

   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)

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.