

Return to Campus

Faculty Guide

Updated as of December 9, 2020



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Welcome Back To Campus



**Dr. Erik
Nelson**

*Senior Associate Dean,
Academic Affairs*

Dear SPS Faculty,

We are excited to welcome you back to campus!

Campus life this year comes with new shared responsibilities and a commitment to maintain a healthy and safe community here at Columbia University. There will be many new procedures, policies and changes to daily operations implemented so you can teach safely in our community. We'll ask you to respect physical distancing, wear face coverings and monitor your health daily. There will be signage throughout our facilities reminding everyone how to adhere to the guidelines.

You probably have some questions for us, and we hope this Return to Campus Guide answers many of them. We will continue to provide additional information in a timely manner, as our spring reopening plans and campus preparations must be flexible to adjust to the latest health guidelines and status of the spread of COVID-19. Our actions and decisions have been, and will continue to be, based on the guidance of university experts and of local, state and federal officials with the health and safety of Columbia's faculty, staff, students and neighbors being our top priority.

COVID-19 will change many of our daily routines this spring, but it won't change the vibrancy of our Columbia community and the kindness and respect we show for each other. We are excited to welcome you back to campus and we will be prepared to pivot and continue to deliver our mission of providing a rigorous education, informed by rapidly evolving global market needs. Together we can stay healthy and continue moving forward.

Be well,

Dr. Erik Nelson

A handwritten signature in black ink, appearing to read 'Erik Nelson', written over a light gray background.

Faculty Health & Safety



In order to ensure that SPS Faculty are eligible to return to campus and authorized to continue teaching throughout the Spring 2021 term, please carefully follow the steps outlined below.

Before The Term Begins — Faculty Requirements to Return to Campus

The information below outlines the requirements that all SPS faculty will need to complete before returning to campus. Please understand, if you do not complete these steps you will not be able to enter any building on campus and therefore will not be able to enter your classroom.

Faculty Attendance Policy:

All faculty teaching in a HyFlex modality are required to attend all on-campus class sessions as determined in communications with their Program Director.

- If faculty are unable to attend an in-person class session they must inform their Program Director (including instructional team members, if applicable), as soon as possible. The Program will work with the faculty member (and their instructional team, if applicable) to determine next steps (e.g. hyflex course session to be held online, identification of replacement instructor for in-person class).

Set Up Your Email (for new Faculty only)

- To set up your email, please go to [Manage my UNI](#), and click the "Activate UNI or Email" to set your password. After that, you can access your email by going to Gmail and typing your full Columbia email address into the Email field. You will be redirected to log in with your Columbia UNI and password. **If you have used this UNI before, you will instead need to reset your password by selecting the "Forgot Password" option.
- You must have an active UNI and Columbia email address in order to complete the following steps.

Columbia Community Health Compact

Faculty and staff will affirm the compact as part of return-to-campus training and certification.

How to Sign the Compact

Use the [ReopenCU Symptom Self-check](#) app or [web application](#). Download the app and follow the in-app instructions, or log into the web application and read and sign the [compact](#).

Complete [Return-to-Campus Training](#)

- SPS Faculty must take [COVID-19 Training: Working Safely at Columbia University](#).
- You must take this training before you return to campus.



Schedule a [COVID-19 Test](#)

COVID-19 Test Scheduling Will Begin 12/23/20 and Testing Begins 1/4/21.

- Schedule a COVID-19 PCR Gateway test through [Columbia Health](#).
- **Effective January 4, 2021, a NEW gateway test is required for all faculty, staff, and students accessing Columbia campuses and other facilities.** This includes individuals who have been on a campus throughout 2020 and who previously complied with the requirements of the gateway testing program. **This gateway test must be administered by Columbia University's COVID Testing Program starting January 4, 2021 through January 25, 2021.**
- Due to our stringent quality and data management systems, the only acceptable tests will be conducted by Columbia's COVID Testing Program at one of our five approved testing sites (Monday to Friday in Morningside Lerner Hall & CUIMC Black Building Schaeffer Gallery; Select dates at West 51st St., Lamont Doherty Earth Observatory, or Tarrytown Columbia Doctors). Tests submitted from other locations, including NYP or WHS, will not be accepted.
- Access to all Columbia campuses and facilities via the ReOpenCU app (symptom checker app) and Columbia University ID card swipe system will only be permitted for those faculty, staff, and students who have completed the repeat gateway test requirement by January 25, 2021.
- Register for this gateway test [online](#) beginning **December 23rd, 2020**. The schedule opens 10-14 days in advance. During the gateway period, there will be more than sufficient schedule capacity in the Morningside and CUIMC locations to accommodate all those requiring testing; however, schedule availability in each site will depend on the demand for specific appointment dates and time slots. We encourage you to plan ahead, schedule in advance, and consider all testing sites if a particular date and time is preferred.
- For those who do not complete a new SARS-CoV-2 PCR test between January 4th and January 25th, access to the campuses and facilities will be reinstated within 48-72 hours of completion of a gateway test at an approved site.
- More information regarding the testing plan for the Spring Term can be found [online](#).
- Once your appointment is scheduled, the system will display a QR code. We encourage you to save the QR code to your phone as a screenshot or print it out. You can always access the code by logging back into the [Online Patient Portal](#). The QR code is a touchless way to check in for your testing appointment.
- If you are unable to schedule through the Online Patient Portal, email covidtesttrace@columbia.edu for assistance.
- If you travel outside of the greater New York area during the winter break:
 - While the University recommends avoiding non-essential travel, travel-related testing can be scheduled at select Columbia testing sites through Columbia Health. Your return should be scheduled so that you can comply with the NY Travel Advisory and Quarantine Order and report to campus for work on your expected date of return. You should consult the NY travel advisory page [here](#).

For the most comprehensive and up-to-date information, visit the COVID-19 Resources Guide for the Columbia Community: covid19.columbia.edu.

Before The Term Begins – Faculty Requirements to Return to Campus



Read the Enhanced University Health and Safety Policy

The [policy](#) has been established to help protect individuals in the Columbia community and our neighbors.



Read and Sign the Health Compact

Change to Everyone who returns to campus must sign the University Health Compact which you can find through the Reopen CU interface (via [online](#) or [app](#)).



Return to Campus Training

If you are newly returning to campus, you must take the COVID-19 safety course *before you return to campus*. Faculty are required to complete the training in the [ELM system](#).



Self-Quarantine if Required

Faculty traveling outside of the Greater New York area during the winter break should schedule their return so that they can comply with the NY Travel Advisory and Quarantine Order and report to campus for work on their expected date of return. Please consult the NY travel advisory page [here](#).



Get Tested

To provide an additional layer of safety, Columbia will require an initial COVID-19 PCR diagnostic test of all faculty, staff and students returning to campus.



Download the Daily Symptom Self-check

All faculty, staff, and students must complete a symptom self-check every day before entering campus premises to ensure they have swipe access to the buildings. Please complete the self-check [online](#) or through the ReopenCU [interface](#).

After The Term Begins — Requirements to Safely Teach

Adhere to [Columbia University's Required Enhanced University Health and Safety Policy](#)

Everyone on Columbia's campuses must:

- Adhere to Columbia University's Required Enhanced University Health and Safety Policy
- Please use SPS-provided sanitary wipes to **clean up your teaching workspace** when you first enter the classroom and again before you leave the classroom.
- Wear a **face covering** over one's nose and mouth at all times, except when alone in a private office or in an enclosed room with the door closed.
- Keep at least **6 feet (about 2 arms' length)** distance between oneself and other people whenever possible.
- Follow signage and guidance on **use of campus spaces**.
- **Stay home if not feeling well.**

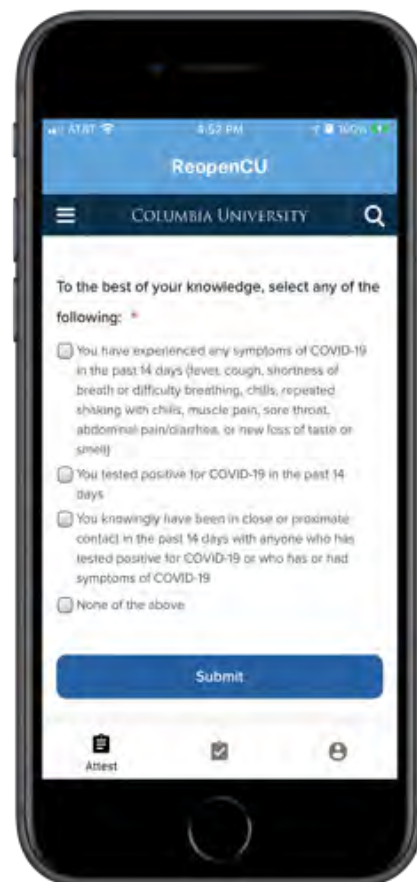
Complete the [COVID-19 Symptom Self-check App Daily](#)

- All Columbia personnel are required to complete a symptom self-check every day before entering campus premises either through the [App](#) or [online](#).
- Access to all Columbia campuses and facilities via the ReOpenCU app (symptom checker app) and Columbia University ID card swipe system will only be permitted for those faculty, staff, and students who have completed the repeat gateway test requirement by January 25, 2021.
- For those who do not complete a new SARS-CoV-2 PCR test between January 4th and January 25th, access to the campuses and facilities will be reinstated within 48-72 hours of completion of a gateway test at an approved site.

After Spring 2021 The Term Starts — Symptom Checking, Testing & Contact Tracing

[Learn more about Columbia's Test & Trace Program](#)

- ☐ Complete the COVID-19 Symptom Self-check App Daily
- ☐ Bring your CUID
- ☐ Wear a face covering
- ☐ Physical distancing is required
- ☐ Be aware of and comply with the [Enhanced Health and Safety Policy](#)



COVID-19 Symptom Self-Check Green Pass

- If your answer to the three questions is none of the above, you will receive a 24-hour “green” pass. That pass on your phone must be shown to security at all entrances to campus buildings.
- If you are using a PC at home and do not have a smartphone, you will be able to print out the green pass.
- If you have neither a smart phone nor access to a printer at home, [kiosks](#) will be located at various locations. We strongly urge you to use the app or the website before you arrive on campus, if feasible, to avoid delays at the kiosk.



COVID-19 Symptom Self-Check Red Pass

- If you receive a “red” pass, you should NOT come to campus and should **notify your Program Director** to determine how to handle your course instruction for that day.
- The university highly recommends that any faculty that have tested positive or have potential exposure to COVID reach out to the Columbia University contact [tracing team](#) as soon as possible.
- General instructions will appear on your screen, stating:
 - do not come to work/campus;
 - notify your supervisor/Program Director that you are not coming to work/campus;
 - contact your health care provider for health advice including advice regarding COVID-19 testing and
 - follow guidance regarding return to work/campus.



Confidentiality/Privacy—What do I do if I receive a Red Pass?

- Notify your Program Director that you are not able to come to campus that day.
- You are not required to disclose why you cannot come to campus, as this information is private and confidential. Supervisors may not ask specific questions about an individual's health or symptoms.
- If you are diagnosed with COVID-19, University Human Resources will reach out to you and will discuss Contact Tracking, which is the essential counterpart to testing.
- Individuals who are diagnosed with COVID-19 will be asked about people with whom they have had close contact (as defined by the CDC) while they may have been infectious.
- Without revealing the identity of the person diagnosed with COVID-19, Columbia Health will notify these contacts of their potential exposure and ask them to self-quarantine for 14 days.

Questions?—Please contact SPS Faculty Affairs

Erik Nelson

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Melinda Starmer

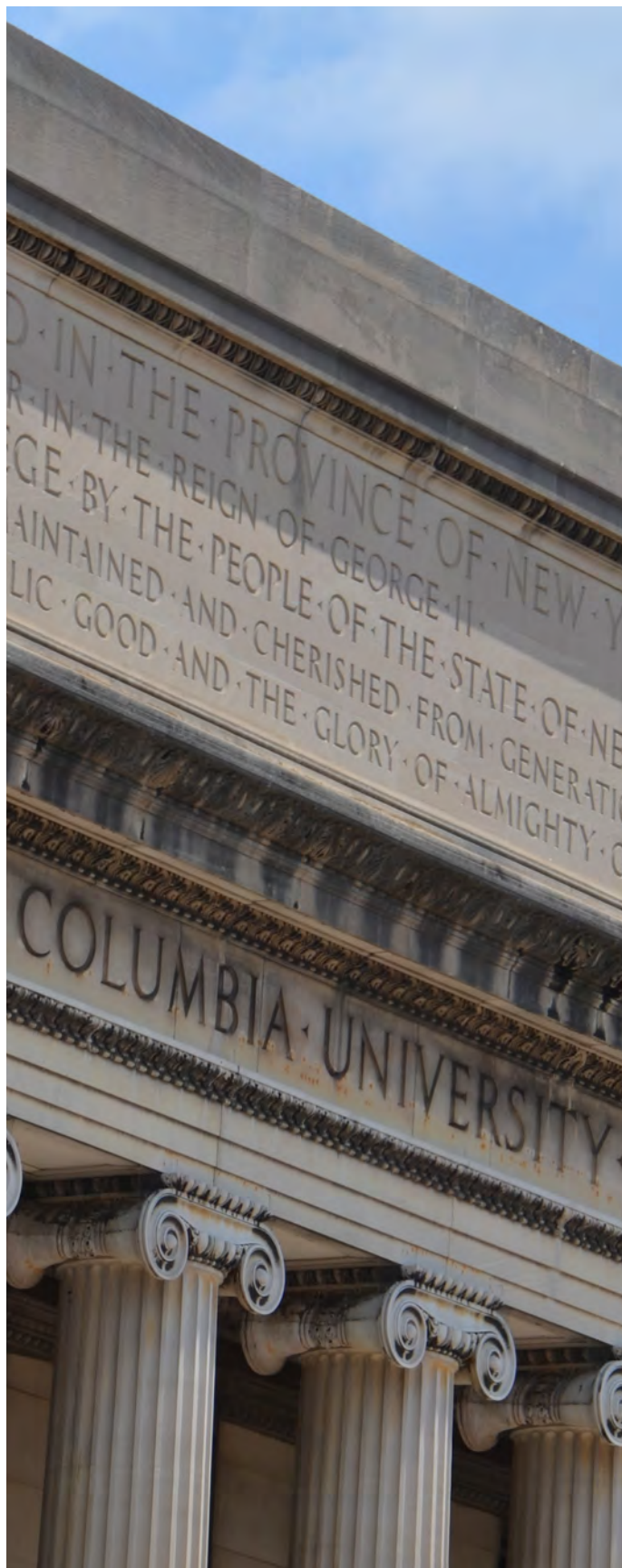
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Campus Life & Facilities



Campus Life & Facilities

The Facilities and Campus Life Working Group, part of the University COVID-19 Task Force, establishes health and safety protocols for campus operations and creates guidelines for use and assignment of space while COVID-19 mitigation strategies are in place.

- **Review** the [How Campus Life Will Be Different](#) to learn about enhanced cleaning procedures, air handling and other ways the campus has changed.
- **Any time you are on campus, remember:**
 - Bring your CUID
 - You are required to wear a face covering
 - Physical distancing is required
 - Be aware of and comply with the [Enhanced Health and Safety Policy](#)
 - Follow workplace and shared-space hygiene. Wipe workplace surfaces used frequently, including desk surfaces, keyboards, light switches, and shared equipment such as copiers, printers, A/V, etc., with disinfectant sprays or wipes that the University will provide. Columbia staff will do [frequent specialized cleaning](#) of high-touch surfaces throughout campus.

Your CUID card will only work if you are authorized for access to certain buildings and if you have completed the [daily symptom self-check](#) before you arrive on campus. Your CUID will be inactive if you do not complete the daily symptom self-check before entering buildings or if you receive a Red Pass result. You will not be allowed access to any of the buildings on campus without a Green Pass.

Facilities and Operations

Visit [Facilities and Operations COVID-19 Facilities Resources](#).

Custodial Plan to Address COVID-19

[Review the plan.](#)

Libraries

Since the start of the Fall Term of 2020, six libraries have reopened for general. Special collections will open to users by appointment in September. Faculty will need to contact University Libraries to ensure they have access.

Face coverings are required. Library reading rooms will be monitored for adherence to the [Columbia Community Health Compact](#). Food will not be permitted in libraries.

Millions of collection items are [accessible online](#), and [librarians](#) are available to help virtually. Check the [University Libraries](#) website for the latest update.

Indoor & Outdoor Space Use

On campus, everyone must follow University health policy.

- Wear a face covering over your nose and mouth at all times, except when alone in a private office or in an enclosed room with the door closed.
- Keep at least 6 feet (about 2 arms' length) distance between yourself and other people whenever possible.
- Follow signage and guidance on use of campus spaces.
- Stay home if you are not feeling well.
- Follow workplace and shared-space hygiene. Use University-provided disinfectant sprays or wipes on high-touch workplace surfaces including desks, keyboards, light switches and shared equipment such as copiers, printers and A/V equipment. Columbia staff will do [frequent specialized cleaning](#) of high-touch surfaces throughout campus.

Restrooms

Restrooms are being monitored for capacity, and other enhancements are being implemented to maintain physical distance and improve health and safety on campus. Where possible, restroom fixtures are being converted to hands-free operation. Increased steam cleaning will also be utilized to disinfect and kill germs.

Cleaning and Disinfecting

In addition to enhanced cleaning, Facilities and Operations has implemented several changes to improve health and safety on campus, including:

- **Converting restroom fixtures to operate automatically.** Starting with research-focused buildings, new touchless faucets and flushometers are being installed where possible to improve restroom hygiene.
- **Installing hand sanitizer stations in campus buildings.** Sanitizing dispensers are located in main entrance lobbies, and the number of stations will be increased for all campus buildings.
- **Increasing steam cleaning of restrooms.** Steam cleaning of restrooms disinfects without chemicals, using heat from steam to disinfect and kill germs. [The frequency of this process is increasing](#) to once per week compared to monthly pre-COVID-19. This process is an enhancement to CDC and New York State Department of Health guidelines.
- **Augmenting cleaning supplies.** Supplies in use are rated to disinfect SARS-COV-2 virus.

How Are Buildings Being Cleaned?

The [COVID-19 custodial plan](#) focuses on enhanced cleaning and disinfecting. Columbia Operations uses Genefect to disinfect high-touch surfaces. Genefect is EPA-approved for use against the virus that causes COVID-19. Starting with the existing base cleaning plan, new tasks were added, and the frequency of existing tasks was increased. The new plan meets—and in some areas exceeds—newly-issued or other symptoms issued standards from the CDC, New York State Department of Health, and OSHA.

- **Disinfecting high-touch campus public spaces twice daily,** surpassing CDC guidelines. High-touch public spaces include doorknobs, elevator buttons, handrails, light switches, bathroom and locker room fixtures, public phones, and water fountains. Chairs, tables, and computers in public spaces are not maintained by Facilities and Operations. High-touch areas were cleaned once daily prior to COVID-19
- **Electrostatic cleaning in classrooms and public spaces.** This process, generally performed weekly except where noted, is an enhancement to CDC and NYS Department of Health guidelines. The spray contains positively charged particles that aggressively adhere to surfaces and objects allowing the applicator to increase coverage significantly
- **Increasing classroom cleaning and disinfecting to twice daily,** including tables, podium/lectern areas, floors, chair armrests, door handles and glass, blackboards, erasers and chalk trays, and emptying recycling and trash
- **Fogging and disinfecting in the gym and auditoriums.** This process is an effective way to disinfect large, open areas and is an enhancement to CDC and NYS Department of Health guidelines. Fogging generates an aerosol that uses evaporation to quickly disperse disinfecting vapor throughout large spaces. Fogging was not performed at the University prior to COVID-19
- **Additional inspection of public spaces in all campus buildings.** Inspection frequency will be increased to twice daily in lobbies and restrooms, and will include checking and refilling hand sanitizer, soap dispensers, and paper towel and toilet paper dispensers. This was performed once daily prior to COVID-19.



Support Resources



Support Resources

Columbia Health

[Columbia Health](#) offers the following services (with 24/7 phone lines noted below). Visit the [Columbia Health website](#) for operating hours and more information.

The Office of Disability Services

[Disability Services](#) offers virtual support for academic and housing accommodations for students with various types of disabilities including but not limited to physical, hearing, visual, learning, psychological, and chronic medical conditions. Students must register with Disability Services to receive accommodations and support services.

Hours of operation are Monday–Friday, 9:00 AM–5:00 PM. Email disability@columbia.edu or call 212-854-2388 to access these services.

Sexual Violence Response

[Sexual Violence Response](#) (SVR) offers trauma-informed, confidential support through crisis counseling/ intervention, advocacy, prevention, and outreach. SVR Advocates are available 24/7 year-round via the Sexual Violence Response Helpline. Call 212-854-HELP/4357 to speak with an Advocate.

Hours of operation are Monday–Friday, 9:00 AM–5:00 PM. To make an appointment or to reach SVR staff during regular business hours, please call 212-854-3500 or email svresponse@cumc.columbia.edu.

Public Safety

Faculty can contact Public Safety 24/7 at 212-854-2797 or 911 for emergency safety concerns.

Discrimination and Harassment

COVID-19 brings with it collective challenges that must be dealt with as a community. We are all responsible for creating and maintaining an environment built on respect and free from discrimination and harassment. If you believe a potential policy violation has occurred you can complete an [incident report online](#).

Other examples of University-wide programs and initiatives you can join include [Campus Conversations](#), the [Task Force on Inclusion and Belonging](#) and the pilot of the [Inclusion, Belonging and Community Citizenship Initiative](#).

Additional Resources

[COVID-19 Columbia Resource Guide](#)

[Columbia's Online Learning Toolkit](#)

[Public Safety](#)



Columbia Health for Faculty and Staff

COLUMBIA HEALTH

What's Open Now · Patient Portal · Emergency

Our Services ▾ Appointments ▾ Health Topics ▾ Events ▾ Forms and Guidelines Our Organization ▾ News

Home Resources For Faculty and Staff Columbia Health for Faculty and Staff

Columbia Health for Faculty and Staff

While Columbia Health is primarily a student-focused department, Morningside faculty and staff may utilize or refer to our services in cases of urgent, acute situations, travel assessments, immunizations, or HIV testing and referral. For more information, contact Columbia Health at 212-854-2284.

Visiting Scholars

With space and staffing at Columbia Health devoted to Columbia students, visiting scholars should anticipate obtaining any required health care services and medical insurance coverage through providers in the local community and other insurance carriers.




Faculty & Staff Resources


- Columbia Health for Faculty and Staff
- Disability in the Workplace
- Faculty Guide for Disability Services
- Postdoctoral Fellowship Training Program



New Campus Safety Measures at Columbia University



Search



Teaching Support



Modes of Instruction for Spring 2021

HyFlex

Classes held in person on campus utilizing social distancing. Based on social distancing, some students will attend in person, while the rest of the class participates through Zoom. Video cameras will be used in the classroom to stream high-quality video and audio to remote students. Remote students will be able to participate through the support of a Associate. Students will rotate between in-person and remote attendance. All lessons will be recorded and, if necessary, discussion sessions will be scheduled to accommodate students in different time zones.

Online

Classes will be held fully online utilizing Zoom and Canvas. Synchronous class sessions will be conducted using Zoom. Additional asynchronous activities may be provided through Canvas. All classes will be recorded and available for viewing at any time.



SPS Faculty Services

The School of Professional Studies remains committed to supporting the professional development of all of our faculty and offers educational workshops, trainings, and ongoing support to meet the needs of our faculty. The following SPS support services are offered in a fully-virtual setting.

Spring 2021 Training Plan

Academic Affairs has prepared key resources, workshops, and training opportunities to assist faculty with both technical and pedagogical considerations for HyFlex and online/remote course design and delivery:

On-Campus HyFlex Practice Sessions

These targeted, 30-minute sessions will enable faculty to ask questions and practice using the in-class mobile video kit in an SPS classroom. Faculty must take a [COVID-19 test](#), complete the [“Return to Work” training](#), and complete the [symptom self-check](#) prior to attending the session.

Video Assistant HyFlex Training

These targeted, 45-minute sessions will enable HyFlex video assistants to practice using the in-class mobile video kit in an SPS classroom in order to film faculty during live classes for remote access and provide support for live streams during HyFlex instruction. Students must take a [COVID-19 test](#), complete the [“COVID-19 Training”](#), and complete the [symptom self-check](#) prior to attending the session.

Zoom Training

Zoom is the main online meeting solution for online courses with required synchronous class sessions. Due to recent security upgrades, this one-hour introductory training is strongly recommended for all faculty.

Zoom Practice for Remote Instruction

These targeted, 15-minute sessions will enable faculty to ask questions and practice using Zoom in small groups with the support of an Academic Affairs team member. Enrollment for each session is capped at 5 participants.

Canvas Training

In this one-hour session, participants gain an overview of the tools and capabilities of Canvas, Columbia University’s learning management system. All participants will also be enrolled in a training course that contains self-paced tutorials and supplementary learning resources.

Panopto Demonstration

In this one-hour demonstration, participants will learn how to use Panopto – an online video platform – to record, edit, upload, and share dual screen video. All recordings can be saved to a desktop or the Panopto cloud and embedded within Canvas for student viewing.

Associate Training Course

This self-paced training site will be made available to all associates and teaching assistants. The purpose of the site is to prepare associates and teaching assistants to effectively support the instructor of record and students by developing skills and best practices for course facilitation and demonstrating proficiency with educational technologies used in online courses.

Pedagogical Forums and Workshops

These forums and highly interactive online workshops will model best practices for design and delivery:

HyFlex Forums

These interactive forums will introduce faculty to the HyFlex modality, provide information for how the modality will function in their courses, and gives faculty the opportunity to brainstorm about how to prepare to teach in this modality.

HyFlex Workshop

Adapting Your Class for HyFlex Teaching

This workshop introduces faculty to teaching HyFlex courses and discusses techniques for communicating expectations and norms, strategies for creating a collaborative and engaging learning environment, and guidance for modifying activities to accommodate students in all modalities.

Online/Remote Workshops:

[Best Practices for Asynchronous Activities](#)

Discusses tips for encouraging students to set goals and to use asynchronous activities to direct their own learning. Topics include creating asynchronous activities, moderating discussion forums, and communicating with students outside of synchronous class sessions.

[Designing Effective Learning Experiences for the Online Environment](#)

Introduces instructors to strategies for preparing students for online class sessions, develops instructors' abilities to build community and instructor presence, and provides strategies for maintaining student attention during online class sessions.

[Moving Assessments into the Online Space](#)

Focuses on methods for adapting assessments so that they best match the online learning environment, as well as strategies for ensuring that the modified assessments measure the cognitive skills that they were intended to assess. Methods for providing effective feedback in online environments are also introduced.

[Supporting Group Projects Online](#)

Discusses best-practices for designing, monitoring, and assessing group projects in an online environment.



Shifting Online: A Self-Paced Guide to Practical Strategies

This [self-paced site](#) contains resources, best practices, and tips & tricks for successful online/remote instruction:

Core Modules:

- Module 1: Making Canvas Your Home Base
- Module 2: Preparing (Priming) Students for Class Sessions
- Module 3: Delivering Synchronous Class Sessions
- Module 4: Building Community and Instructor Presence
- Module 5: Assessments and Feedback

Specific Use Cases:

- Module 6: Open Educational Resources (OER) and Multimedia
- Module 7: Group Work

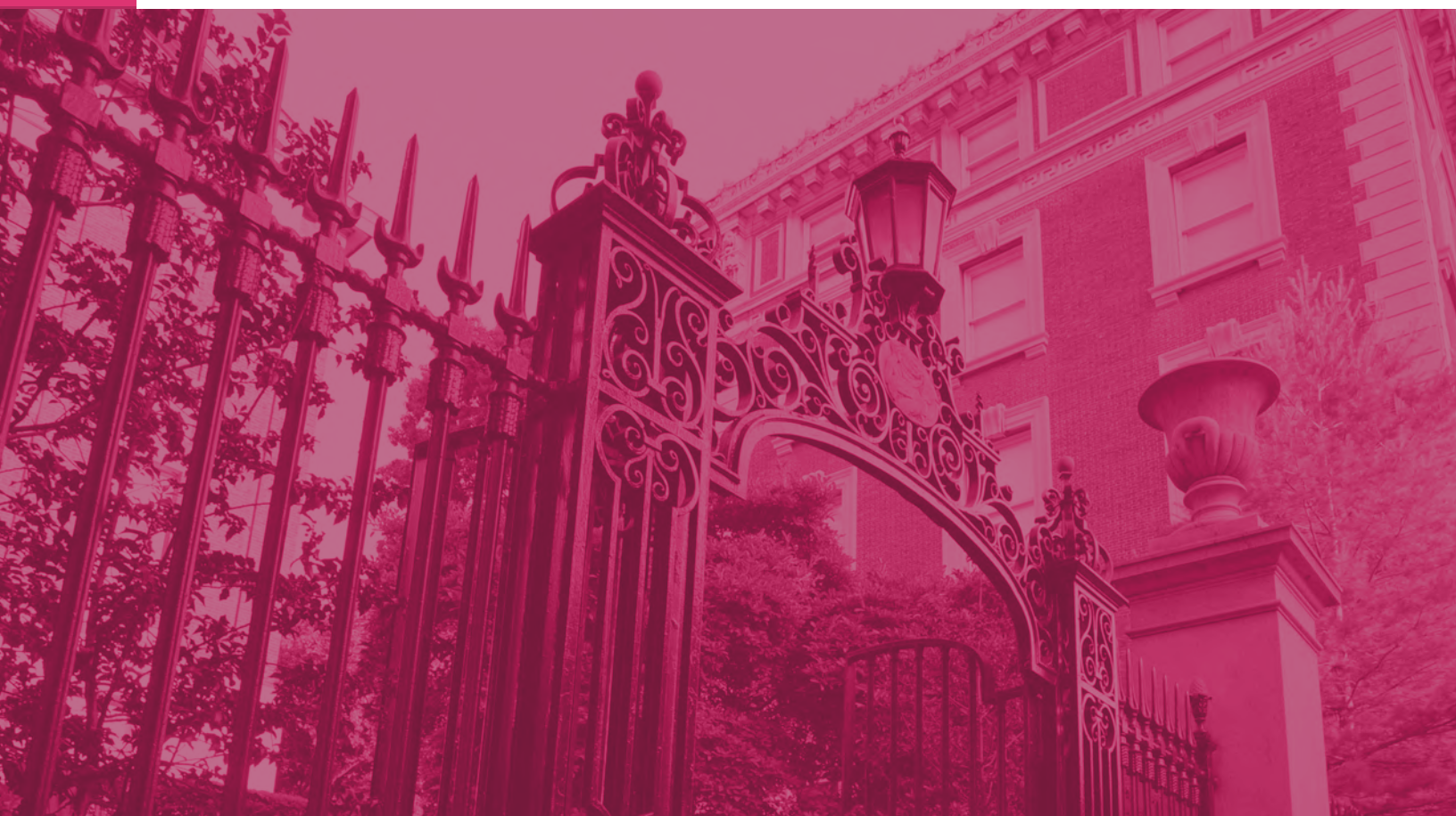
If you cannot access the site, please contact Phoebe Ballard, Executive Director of Online Learning Operations, at pb2696@columbia.edu.

Pedagogical Consultations

Schedule an [individual appointment](#) with a team member from Faculty Assessment and Development or Online Curriculum and Instruction to obtain guidance related to course design, course delivery, teaching and facilitation, or optimizing technology for teaching.

[The Academic Affairs website](#) will serve as a centralized hub for all resources. [Calendly](#) will serve as a one-stop registration shop for all workshops, training, and consultation opportunities.

Websites and Contact Information



If you have any questions about the policies or information contained in this Return to Campus Guide, please email or call the appropriate contact:

Program Related Questions

[Contact Program Director](#)

[Contact Academic Affairs](#)

Classroom Related Questions

[Contact the CUSPS Helpdesk](#)

Erik Nelson, Senior Associate Dean, Academic Affairs

nelsone@columbia.edu

Melinda Starmer, Associate Dean, Faculty Affairs

melinda.starmer@columbia.edu

For the most comprehensive and up-to-date information, visit the COVID-19 Resources Guide for the Columbia Community: covid19.columbia.edu.



About the School of Professional Studies

The Columbia University School of Professional Studies spans the educational continuum, from pre-college through graduate, and executive through lifelong learning, with innovative and industry-driven offerings at the highest levels of academic excellence.