

Columbia University Medical Center **Addendum/Rider** Guidelines for Administrative Visitors (Non-Research/Non-Clinical)

Procedures for CUMC Only:

All visitors who have been invited to participate in programs and activities in offices and laboratories at the Medical Center are required to register in their departments and forms are to be forwarded immediately to the CUMC Human Resources Office located at 650 West 168th Street, Black Building, Room 101 **prior to their start date**. Departments must complete a visitor registration form, clearly stating the purpose for which the visitor is at the Medical Center, the activities in which they will be engaged while at the Medical Center, and the anticipated length of their visit. The form must be signed by the visitor, the sponsor and countersigned by a department approver and any other required signatures as indicated on the form. CUMC Human Resources will review and make the final approval to the form. The department can then obtain a temporary identification card for the visitor from Public Safety once the form has been approved. All Visitors are **limited to one year**.

Certain visitors at the Medical Center may require medical surveillance and/or will undergo a drug screening test as part of the requirement by Workforce Health & Safety (WH&S) **prior to their start date**.

Any visitors at the Medical Center, providing service at New York Presbyterian Hospital (NYP) must be compliant with the Joint Commission mandates. Joint Commission mandates any visitors who will have direct contact in NYP through the delivery of treatments, the conduct of evaluations, the enrollment of patients in studies, or the collection of data or specimens must comply.

It is the responsibility of principal investigators/sponsor, faculty physicians or dentists, and/or managers in the department, center or administrative unit to make sure that their visitor complete all the required testing (drug screening/medical surveillance and/or appropriate hospital protocol) and attend the appropriate Environmental Health & Safety and/or Radiation Safety training sessions **prior to their start date**. It is also their responsibility to make sure that their visitor is aware of basic institutional life safety policies and procedures that are applicable to regular employees.

Departments will be notified via email by WHS that the visitor is cleared to begin. If they are under the age of 18, a current Columbia University student or a visitor providing service for less than 5 days, they will not be subject to the drug screening test.

In the event of accident or emergency, the same procedures used for employees should be used for visitors. The individual should be treated at the WHS located in the Harkness Pavilion, (or the Emergency Room if WHS is not open). In each case, an Accident Report Form should be completed and sent to Disability Services and a copy must be provided to your Departmental Administrator or Supervisor immediately; Please follow the Workers' Compensation guideline for the Medical Center at: <http://hr.columbia.edu/wac/workplace/workers-comp#medical-center>

Accident Report Form:

http://hr.columbia.edu/files_humanresources/imce_shared/Forms_Disability_Workers-Comp.pdf

Columbia University reserves the right to withdraw any visitor privileges and remove a volunteer, trainee or observer from all campuses and all affiliated locations without prior notice.

Please Note: Questions relating to this guideline should be directed to CUMC Human Resources. Any inquiries pertaining to safety should be directed to the Office of Environmental Health and Safety.