



Daily Check & Surveillance Testing Protocols

Non-Compliance and Corrective Actions For Faculty and Staff

Each of us must be diligent in our efforts to halt the spread of the novel coronavirus and preserve the health and safety of our campus and Ithaca communities. All faculty and staff approved to work on campus (or other facility) are required to complete the Daily Check assessment each day before arriving on campus or accessing campus facilities and to comply with the requirements of the surveillance testing program.

Please see below for clarification on expectations, what to do if you miss a test, and consequences for non-compliance.

Daily Check Assessment

All employees are required to complete the Daily Check assessment each day they are coming to campus (or other facility). There are no exceptions granted for:

- Infrequent trips to campus (e.g., 1 time per month, etc.)
- Brief visits (e.g., less than 1 hour)
- The time of day or night (e.g., 2:00 am, 6:30 am, 1:00 pm, 10:00 pm)

Failure to comply with this New York State requirement may result in consequences such as loss of privileges (access to campus/buildings/labs) and/or disciplinary action.

Surveillance Testing

All employees coming to campus (or other facility)— regardless of frequency, length of time, or time of day or night – are also required to participate in Cornell’s surveillance testing program as outlined in the Employee Expectations. Employees must comply with their testing schedule: make an appointment and be tested on their assigned day of the week consistent with their testing frequency. If an employee’s campus schedule changes, an employee is expected to request an appropriate change in their testing frequency. An employee should contact their supervisor and local HR to request a change in the testing frequency assignment.

All surveillance tests must be completed at one of Cornell’s seven on-campus [surveillance testing locations](#).

Failure to Complete Testing on Assigned Date

It is important that all employees get tested on their assigned day of the week. We recognize that at times a test may be missed. Notification banners will appear within Daily Check if an employee does not complete a test on their assigned day. If a scheduled test day is missed it is to be made up within the same week. If you have an approved absence (i.e. vacation, illness, etc.) lasting 1-2 weeks, please register your time away through the exception process found in the [Daily Check](#) to ensure you are not designated as non-compliant.

Note: If your exception request is for a duration of more than 2 consecutive weeks, please contact your department administrator or [local HR representative](#).

The table below provides guidance on how to address a missed test:

Missed Testing Day

Testing Frequency

2x/week

Get tested the next day. If not possible, attend next regularly scheduled testing day within the week. For example, if scheduled Mon/Thurs and Monday is missed, the employee is expected to get tested on Tuesday and Thursday that week.

1x/week

Attend next available testing day within the same week. If not on campus again that week, get tested on next regularly scheduled day. For example, if employee misses scheduled Wednesday test day, the employee is expected to get tested on the next day they are on campus that week. If not on campus within the same week, the employee is required to complete testing on their next regularly assigned day (Wednesday).

1x every other week

Attend next available testing day within the same week if on campus again that week. If not on campus again that week, get tested on next regularly scheduled day during regularly scheduled testing week. For example, if scheduled to test on Monday, week 1 and week 3 and miss schedule day (Monday) week 1, get tested on Monday of the 3rd week (their regular scheduled week).

Consequences of Repeated Failure to Meet Daily Check and/or Surveillance Testing Requirements

Given the importance of testing to the health and safety of the Cornell community, repeated failure to meet the Daily Check and/or the testing requirements will result in consequences such as loss of privileges (access to campus/buildings/labs) and/or disciplinary action.

Failure to do Daily Check and/or Testing

Consequences

Employee notified of failure to adhere to required action; instructed to complete Daily Check and/or schedule testing

If no pattern is identified and employee complies with directive to complete the daily check and their test:

- no consequences

**Failure to do Daily Check
and/or Testing**

Consequences

If employee does not comply or has repeated occurrences:

- Employee is expected to explain why they are non-compliant (illness, vacation, overslept, forgot)
- In order to return to work, employee must complete the Daily Check immediately (during their scheduled work time or in advance of their next scheduled work day)
- Employee must complete testing as indicated in "Missed Testing Day table"
- Supervisor and local HR will explain leave options and imminent impact for continued non-compliance
- Employees who cannot perform their teaching, research, or job responsibilities from home on a scheduled day, and do not use vacation/HAP (if applicable), will not be paid
- Employee may be subject to disciplinary action and/or loss of privileges, including access to campus buildings and resources

If employee still does not comply:

- Employee is not permitted to report to campus
 - Employee will be placed on leave (may be unpaid) and employee will be subject to disciplinary action and/or loss of privileges, including access to campus buildings and resources
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