Testing

Are You Symptomatic or in Mandated Quarantine or Isolation?

Do not come to a surveillance testing site if you:

- are currently experiencing symptoms
- have been directed by the Tompkins County Health Department (or, for employees outside of Tompkins County or NY state, the appropriate local health department), another authorized agency, or their primary care physician to either:
  - Enter into quarantine/isolation
  - Seek diagnostic testing

Surveillance Testing

All employees, who are not fully vaccinated, coming to campus or another Cornell work location in Ithaca, Geneva or Tompkins County for work – regardless of frequency, length of time, or time of day or night – are required to participate in Cornell’s surveillance testing program. Employees must participate in the surveillance testing program regardless of whether they have regular interactions with students or other employees. 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.

All surveillance tests must be completed at one of Cornell’s seven on-campus surveillance testing locations.

The Daily Check portal serves as the hub for surveillance testing details, providing assigned testing day(s), testing frequency and access to schedule surveillance tests. All surveillance tests require a scheduled appointment. Banner notifications will display in the Daily Check with actions steps, such as reminders and when it is time to schedule. Walk-in appointments are not permitted.

See your Surveillance Testing Frequency or Make Changes

Supplemental Testing

Faculty and staff currently enrolled in surveillance testing

Faculty and staff who are currently approved to be on campus and enrolled in surveillance testing may elect to increase their testing frequency. Additionally, those faculty and staff who are fully vaccinated, although not required to continue with surveillance testing, may elect to participate in the supplemental testing option as an additional precaution. As with all testing, supplemental tests require an appointment and may be scheduled by logging into the Daily Check tool and selecting “Supplemental Testing” and a time and location. Unless you are fully vaccinated, this option is in addition to your regularly scheduled surveillance testing.

Faculty and staff not currently enrolled in surveillance testing

Faculty and staff who are not currently approved to be on campus, and therefore not part of surveillance testing, may choose to participate in supplemental testing. To do so, log into the Daily Check tool and click on “Supplemental Testing.” This will allow you to schedule a time at an off-campus location: Collegetown, downtown Ithaca or East Hill Plaza.

Schedule a Supplemental Test
Presenting Symptoms

Employees who do not feel well must stay out of their workplace so as to minimize potential exposure of their colleagues and others. These employees should use remote work, their leave accruals, or unpaid leave and should seek medical guidance (see also guidance when directed to quarantine or isolate). They may only return to on-site work once cleared in accordance with university COVID-19 health monitoring procedures.

Testing

Do not go for surveillance testing if you are presenting symptoms; go for a diagnostic test. Employees who are presenting COVID-19 symptoms and have gone for COVID-19 testing will be placed on a paid leave, and will not be required to use their leave accruals (HAP or vacation) until the test results are received. They may only return to on-site work once cleared in accordance with university COVID-19 health monitoring procedures.

Negative Test Result:

If results are negative, and their symptoms are determined to be not COVID-19 related, employees may return to work once cleared in accordance with university COVID-19 health monitoring procedures. If they continue to feel unwell, though not due to COVID-19, they may use accrued time until they are well and able to return to work.

Positive Test Result:

If an employee has tested positive they will be directed to isolate by the Tompkins County Health Department (or, for employees outside of Tompkins County or NY state, the appropriate local health department), another authorized agency, or their primary care physician. See below for guidance when directed to quarantine or isolate.

Failure to Complete Testing

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.

How to make up a missed test

<table>
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<tr>
<th>Testing Frequency</th>
<th>Protocol to make up the missed test</th>
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<tbody>
<tr>
<td>2x/week</td>
<td>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.</td>
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<tr>
<td>1x/week</td>
<td>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).</td>
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<tr>
<td>1x every other week</td>
<td>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).</td>
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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.

<table>
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<tr>
<th>Failure to do Daily Check and/or Testing</th>
<th>Consequences</th>
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| 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 |
| 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 |