Working at Cornell

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 and are 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, i.e., make an appointment and be tested on their assigned days of the week.

All surveillance tests must be completed at one of Cornell’s surveillance testing locations.

The Daily Check portal is the hub for surveillance testing details, including 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 Requirements

Supplemental Testing

Supplemental testing is available to all employees including those who continue to work remotely. 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. If you are working on campus and have not submitted proof of vaccination, this supplemental testing option is in addition to your regularly scheduled surveillance testing.

Schedule a Supplemental Test

Presenting Symptoms

Employees who do not feel well should notify their supervisor and contact their healthcare provider. We encourage employees who do not feel well to stay out of the workplace as appropriate. These employees may work remotely if approved to do so, use leave accruals, or request an unpaid leave (see also guidance when directed to quarantine or isolate).

Testing

Do not go for surveillance or supplemental testing if you are presenting symptoms. It is recommended that employees who are presenting COVID-19 symptoms seek a diagnostic test at a non-Cornell testing facility. If directed out of work due to COVID-19 testing...
symptoms and/or awaiting COVID-19 test results, employees 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.

**Negative Test Result:**

If results are negative, and their symptoms are determined to be not COVID-19 related, employees may return to work. 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.

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**Failure to Complete Testing**

It is important that all employees who have not submitted proof of vaccination, 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>
<thead>
<tr>
<th>Testing Frequency</th>
<th>Protocol to make up the missed test</th>
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<tbody>
<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 comply with 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 Testing</th>
<th>Consequences</th>
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| Employee notified of failure to adhere to required action; instructed to complete testing | If no pattern is identified and employee complies with directive to complete the daily check and their test:  
  - no consequences |

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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 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