Managing People

What to do if an employee tests positive for COVID or has a quarantine/isolation order

The employee may self-disclose medical information with anyone of their choosing; however, ADA does not permit employers, regardless of how the information was obtained, to disclose an employee’s medical information to an employee’s colleagues, customers, or vendors. Employers can generally inform colleagues, customers, or vendors that an “employee has tested positive for COVID-19” or that an employee “has been exposed to COVID-19.” The employee(s) should not be identified and identifying information should not be provided. Employers may and should report a positive test result to public health officials.

It is important for supervisors and human resources representatives to know how to report (1) employees who have confirmed cases of COVID-19 and (2) employees whom have been ordered to isolate or quarantine based on known or suspected exposure to the virus. Employees, supervisors and human resources representatives are responsible for reporting employees with confirmed COVID-19 test results through appropriate channels. For specific information on the process for handling confirmed cases and orders of isolation/quarantine go to Guidance for Human Resources Representatives and Supervisors for COVID-19 Positive, Quarantined, or Isolated Employees. This internal reporting protocol is designed to protect the privacy of affected employees while at the same time, permitting Cornell to implement proper space disinfection and other safety measures.

Employees Working on Campus

For employees who are working on campus, managers should review the expectations including Daily Check, surveillance testing, and personal health practices.