COVID-19 Faculty and Staff Health and Safety Protocols
For New Hires

Stay Informed:

As a member of the Cornell community, we expect you to take active steps to stay informed as new information and governmental guidance becomes available. Please use the following so you have the most up to date information:

1. Activate and check your university email regularly for time sensitive updates.
2. Visit the Cornell COVID-19 webpage for university-wide information including FAQs, resources and leadership messages.
3. Visit the Working During COVID-19 site for details specific to working and managing during COVID.
   - [Information for employees working on campus](#)
   - [Information for employees working remotely](#)
4. CornellALERT is the university’s emergency notification system and is used for situations involving an immediate threat to the health and safety of the community. You can receive alerts on your cellular phone if you have provided your contact information or installed the Rave Guardian app and activated it for the Cornell Ithaca Campus. Messages are also sent to the @cornell.edu e-mail addresses of current students, employees, and affiliates.
5. Follow Cornell University on social channels and Working at Cornell on Facebook as another way to stay up to date.

Requirements for Faculty and Staff Approved for On-campus Work:

NEW EMPLOYEES ARRIVING IN THE LOCAL AREA

All individuals must follow all directives and restrictions, including quarantine periods, as stated in CDC Travel Recommendations or NYS COVID-19 Travel Advisory. New employees who are arriving in the local area who are not subject to a mandatory NYS 10 day travel quarantine and who will be working, even occasionally, on campus are to seek a test for COVID-19, and obtain a negative result, prior to their first day. Those who work fully remotely may choose to be tested. See below for guidance on scheduling a test. If subject to a quarantine resulting from a travel or positive test result and the quarantine period extends beyond an employee’s first day of work they will be expected to work remotely if they are asymptomatic and their work duties make remote work possible. If their job responsibilities do not allow for them to work remotely, they will be placed on paid leave for up to 14 calendar days. Employees will not be required to use accruals during the paid leave. If not cleared to work after 14 calendar days, the employee should consult with Medical Leaves Administration to move to another type of leave if appropriate.

Testing must be completed at the Cayuga Health Sampling Site at 40 Catherwood Drive in Ithaca (mall). Click here to schedule your testing appointment. You will have no out-of-pocket expenses for this testing.
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Diversity and Inclusion are a part of Cornell University’s heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities. We also recognize a lawful preference in employment practices for Native Americans living on or near Indian reservations.

Note: When responding to the online scheduling questions please keep the information below in mind.

- For the question of “I am seeking COVID testing because” please select “I am an employee, contractor, student or visitor of an organization recommending or requiring screening”.
- Then select Cornell Employee
- Skip the optional insurance questions when registering for testing

Testing

The COVID-19 infection is often asymptomatic so identification of individuals harboring the virus requires regular surveillance testing of our community. As a result, employees working on campus will be required participate in ongoing surveillance testing.

Faculty and staff who are not currently approved to be on campus, and therefore are not part of the surveillance testing program, may choose to access supplemental testing at off-campus test locations only.

Daily Health Check

Staff who have been approved for on-campus work are required to complete the Daily Check each day before arriving on campus or accessing campus facilities.

Everyone approved to be on campus must adhere to Cornell’s guidelines for wearing face coverings and maintaining physical distancing of at least 6 feet from others to help ensure our campus remains a safe and healthy environment.

Face Covering Requirements

Outdoors:
A face covering or mask must be readily available on your person (e.g., worn around neck) when you are outdoors on campus. The face covering must be worn when it is NOT feasible to maintain physical distancing measures (i.e., at least 6 feet of separation from others). To be clear: It is not acceptable for any person to be on Cornell’s campus without an accessible face covering.

Indoors:
A face covering must be worn prior to entering any Cornell building. Face coverings must be worn at all times in common areas, such as elevators, lobbies and bathrooms; when moving around buildings and working in shared spaces; as well as in common areas of residence halls, dining halls, community centers, the Cornell Store and other retail locations and gathering spaces across campus. Face coverings may only be removed when alone in a cubicle, office or other unit-designated area following physical distancing guidelines.

In accordance with New York state emergency regulations, Cornell must deny entry to university-owned buildings and compel the removal of any person who fails to comply with face covering requirements.

Return to Campus Health and Safety Training

This course is for all employees working on campus during the COVID-19 Pandemic. This course will discuss how to protect yourself, your co-workers, and members of the public while on the job. Topics covered in this training include background on the SARS-CoV-2 virus, how it is transmitted, symptoms of illness, and
implementing controls in the workplace to prevent the spread of the virus. Register for this online course through CULearn.

Shared Responsibility and Bystander Intervention

In addition to institutional changes, it will be critically important for each of us to adjust our individual behavior. Until there is an effective vaccine for COVID-19, we live in a world of significantly enhanced community and personal health risks. The university cannot eliminate those risks, even with the best of planning. We can, however, work together to reduce those risks, and we are asking our Cornell community to adopt a culture of shared responsibility for our safety and well-being. That will necessitate behaving, both on campus and off campus, in ways that at times will be difficult and may feel constrained but are crucial both for Cornell and for the greater community in which we live. The university is calling on all of us – students (and their parents), faculty, and staff – to help ensure that every person behaves in ways that are responsible and caring.

If you observe non-compliance of work rules, we encourage you to say something. If you are not comfortable talking with the individual, please discuss with your supervisor or HR representative. You may also report COVID related health and safety violations through the campus reporting tool. In the event you feel you are being asked to do anything in violation of university policies or guidelines, speak to your supervisor, manager, or HR representative or submit a report to the Ethics Point Hotline.

Failure to adhere to all required orders, guidelines, policies and procedures may lead to disciplinary action, including termination, and/or loss of privileges, including access to campus buildings and resources.

Questions

DAILY CHECK

Please refer to the FAQs for Daily Check that can be found at https://dailycheck.cornell.edu/faq-employee. If you need technical support with Daily Check, please contact Cornell Information Technology at (607) 255-5500.

For all other questions, please email dailycheckhelp@cornell.edu

SURVEILLANCE TESTING

Please refer to the FAQs on Surveillance Testing at http://covid.cornell.edu/testing. For other questions, please send an email to: covidtesting@cornell.edu.

ALL OTHER QUESTIONS

Please contact your college/unit HR Representative.