

Guidance for HR Representatives and Supervisors For COVID-19 Positive, Quarantined, or Isolated Employees

Introduction:

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. 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.

Note: If an employee is required to quarantine as the result of a travel advisory, not due to a positive test or a known exposure to COVID-19 or a positive test, the employee is to direct all notifications to the supervisor. This is not the result of a medical diagnosis and therefore is not considered confidential information. Go to Working During COVID-19 Guide for Employees (see the section on New York State Mandatory Quarantine for Travelers for more information).

Process:

Employees, supervisors and human resources representatives are responsible for reporting employees with confirmed COVID-19 test results or an order to quarantine or isolate, resulting from a known or suspected exposure to the virus, through appropriate channels.

1) Employees **must immediately notify their local HR representative** if they receive confirmation of a positive test or an order to quarantine or isolate resulting from a known or suspected exposure to the virus.

2) Employees must also alert their supervisor that they are unable to report to work. Employees are **not** required to reveal any medical diagnosis, including a positive COVID-19 test, to their supervisor. However, in keeping with current policy, if an employee is unable to report to work for any reason (including a positive test, quarantine or isolation order), the employee is expected to notify his or her supervisor as soon as possible.

If an employee notifies a supervisor of that employee's positive test or quarantine or isolation order, the supervisor must immediately notify their local HR representative. The supervisor must treat all employee medical information (including COVID-19 test results) as confidential information and share it only with their local HR representative.

Note: If an employee is required to quarantine as the result of a travel advisory, not due to a positive test or a known exposure to COVID-19 or a positive test, the employee is to direct all notifications to the supervisor. This is not the result of a medical diagnosis and therefore is not considered confidential information. Go to Working During COVID-19 Guide for Employees (see the section on New York State Mandatory Quarantine for Travelers for more information).

When the local HR representative learns, through any source, that an employee has tested positive for COVID-19 or is subject to quarantine or isolation order (including an order based on the employee being a Person Under Investigation ("PUI") (see definitions below), the HR representative must:

1. Collect the following information about the affected employee:

- a. Full Name, Net ID, Phone Number
- b. The date of the employee's last presence on university property
- c. The date of the onset of the employee's COVID-19 symptoms, if the employee is symptomatic
- d. The date that the employee received a COVID-19 test, if tested
- e. All locations where the employee was present on University property, from three days prior to the onset of symptoms (or receiving a positive test result if asymptomatic) to their most recent time on University property.

2. Notify the employee's supervisor that the employee will not be available for work and provide appropriate guidance to help answer questions and be clear on actions the supervisor is to take.

3. Notify Medical Leaves Administration.

4. Notify Environment, Health and Safety (EHS) of the case and provide the affected employee's work location(s) and timeline of presence on campus.

Note: If employee is working 100% remote NO notification is required to EHS for either an isolation or quarantine.

- a. **Isolation notification:** To notify EHS, contact Cornell Dispatch at 607-255-1111 and state the following, "I am (provide name) requesting a COVID Hot Page and return call at (provide phone number for call back)." A member of EHS will then contact you using the phone number provided. EHS will determine cleaning response and engage Cornell Building Care, or other responsible parties, to take appropriate actions to clean and disinfect the affected area(s).
 - Ithaca Campus Building Care will perform [Category 3 Deep Cleaning Protocol](#) upon notification of cleaning need.
- b. **Quarantine notification:** To notify EHS, send an email to EHS-OHSIP@cornell.edu. In the body of the email state the following information, your phone number, date of employee quarantine, work location(s), and timeline of their presence on campus prior to employee's quarantine order. A member of EHS will then contact you using your email or phone number. EHS will determine response and engage responsible parties to take appropriate actions.

5. Inform the relevant Dean or Vice President that an employee under their supervision has either tested positive for COVID-19 or is subject to a quarantine or isolation order. The HR representative may share the name of the employee to support business decisions.

6. Place the employee on [paid leave](#) as appropriate.

What to Expect

- Local health departments are responsible for managing the contact-tracing process, communication, order and processes for isolation and quarantine (including for PUIs, confirmed COVID-19 cases, and individuals identified as close contacts).
 - The local health department will initiate an investigation to identify close contacts of the affected employee (individuals who may have been exposed to the virus by virtue of close contact with the affected employee).

- Trained specialists from the health department will contact close contacts. Information is confidential. Close contacts of the affected employees will be ordered to quarantine, monitor their health, and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to the affected employee.
- If the health department requires Individuals to isolate or quarantine, it will provide information and support to those individuals.
- The Employee may not be able to work:
 - Employees who are subject to a quarantine order will be unable to work on campus for 14 days from the date of exposure.
 - Employees who test positive for COVID-19 may be released from isolation at 10 days at the earliest assuming all their symptoms have resolved.
 - PUIs may be released from isolation in a day or two if their COVID-19 test results are negative. In those cases, such employees may return to work immediately after the order is rescinded.
 - In all cases, when an employee is subject to a quarantine or isolation order, the employee is not permitted to return to work on campus until they are cleared by the local health department.
 - Employees who are subject to a quarantine or isolation order may work remotely assuming they are able to do so, for example, they are asymptomatic or experience only mild symptoms.

GENERAL GUIDANCE FOR SUPERVISORS

- Please understand that an employee who receives a positive COVID-19 test result or is subject to a quarantine or isolation may be concerned not only about their own health, but also about the wellbeing of family and friends. Cornell asks that supervisors do not place additional pressure on such employee to work from home while in quarantine or isolation unless employee is clearly able and willing to do so.
- If coworkers or other employees have questions or concerns, the supervisor should advise them to continue to monitor their health for COVID-19 symptoms and complete [Daily Check](#) prior to coming to campus for in-person work. The supervisor may reiterate that the health department will contact them if they are identified as a close contact of someone who has received a positive COVID-19 test result. The supervisor may also advise concerned employees that if the local health department does not consider them to be a close contact, they will not be contacted, and they may continue to report to work.
- Facility Management Building Care (FMBC) [Category 3 Deep Cleaning Protocol](#) may be implemented if it is determined that the affected person was infectious while on university property. EHS or FMBC or the applicable custodial team (e.g. Ashley Management, AgriTech's Building and Properties, etc.) will communicate these requirements.

What Not to Do

- If an employee receives a positive test result (and a supervisor learns of such result) the supervisor should not share the name, identification, or other personal or confidential information about that employee with anyone other than the local HR representative. Supervisors should not share this information with an employee's coworkers.

- Note: An employee may choose to disclose their medical information with anyone of their choosing; however, the ADA does not permit employers, regardless of how the information was obtained, to disclose an employee's medical information (including a positive COVID-19 test) to an employee's colleagues, customers, or vendors.
- Supervisors are not authorized to conduct in-house contact tracing. NYS Contact Tracing (through local health departments) has a process and resources available to conduct a full investigation.
- Supervisors are not authorized to place warning signs or to close buildings before receiving express direction/permission to do so from EHS or Facility Management.

Definitions

- **Isolation:** Isolation separates individuals who have tested positive for COVID 19 positive from individuals who have not tested positive.
- **Quarantine:** Quarantine separates and restricts the movement of individuals who were or may have been exposed to COVID-19.
- **Person Under Investigation (PUI):** a person with COVID-19-like symptoms who has one or more of the Center of Disease and Prevention (CDC) epidemiologic risk factors (e.g., close contact with an individual who has tested positive for COVID-19).

Resources

- [Cornell HR - Working During COVID-19 - Guide for Employees](#)
- [Cornell University Medical Leaves & Disability Accommodations](#)
- [Cornell University Enhanced Cleaning](#)
- [Tompkins County Health Department - Contact Tracing](#)
- [NYS Contact Tracing](#)

Questions

Questions related to environmental health and safety should be directed to askehs@cornell.edu. All other questions can be directed to [your college/unit HR Representative](#).