# New Hire Health Protocols

The health and well-being of our workforce and our community is of the utmost importance to us at Cornell. Several safety protocols have been implemented at this time to limit the spread of COVID-19. This document outlines our expectations for you as a new employee.

At this time, individuals who can work effectively while remote should plan to do so unless approved to return to campus by their dean, department chair or supervisor as part of your college/unit reactivation plans. Even if you are approved to come to campus, we would like to keep the total number of people on campus to a minimum. Please work with your supervisor to determine whether you can accomplish most or all of your work responsibilities remotely. Please reach out to your supervisor or unit [HR director](https://hr.cornell.edu/about-hr/hr-contacts-college-and-unit) if you have questions.

If you are a new employee who will be working on campus, you will be expected to complete the Daily Check and participate in our campus-wide testing process.

Your scheduled first day of work is [Insert Date] and by reporting on that date, you are representing to us that the answer to the following questions is “NO.” If the answers to any of these questions is “yes,” please let us know so that we can reschedule your first day of work.

* Have you been diagnosed/tested **positive** for COVID-19 within the past 14 days?
* Have you experienced any symptoms\* of COVID-19 within the past 14 days?

**\*COVID-19 symptoms include: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, and (less commonly) nausea, vomiting or diarrhea. Fever is considered to be over 100F / 38 C.**

* Have you knowingly been in close contact\* in the past 14 days with: Anyone who has tested positive for, or been diagnosed with, COVID-19?

**\*Close contact is defined as being closer than 6 feet for more than 10 minutes.**

* Anyone who currently has symptoms, or had symptoms, of COVID-19?
* Have you recently traveled from any of the states or territories restricted either by the Centers for Disease Control (“CDC”) or by New York (<https://coronavirus.health.ny.gov/covid-19-travel-advisory>), and not completed the mandatory 14 day quarantine upon entry to New York?

Please sign below if you can accept the [first day of work] based on your responses to the questions above and your agreement to abide by the Faculty and Staff Health and Safety Protocols provided on page 2. If you need to change the first day of work, please e-mail your HR Representative indicated your offer letter.

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Print Name

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New Hire Signature Date

## Faculty and Staff Health and Safety Protocols

Stay Informed

As a member of the Cornell community it is important that you take active steps to remain informed as adjustments will be made as new information and governmental guidance becomes available. Connect to the information channels below to ensure that 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](https://covid.cornell.edu/) for university-wide information including FAQs, resources and leadership messages.
3. Visit the [Working at Cornell COVID-19 workplace guidance site](https://hr.cornell.edu/covid-19-workplace-guidance/covid-19-employee-guidance/working-during-covid-19-guide-employees) for details specific to working and managing during COVID.
4. The Employee Assembly hosts COVID-19 Staff Forums frequently. [Sign up](https://assembly.cornell.edu/shared-governance-cornell/employee-assembly) to receive email notifications about meetings dates and times.
5. **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](https://emergency.cornell.edu/alert/) or installed the [Rave Guardian app](https://www.raveguardian.com/) 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.
6. **Follow Cornell University on social channels and** [Working at Cornell on Facebook](https://www.facebook.com/WorkingAtCornell/) **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](https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html) or [NYS COVID-19 Travel Advisory](https://coronavirus.health.ny.gov/covid-19-travel-advisory). New employees who are arriving in the local area who are not subject to a mandatory 14 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.

Testing must be completed at the Cayuga Health Sampling Site at 40 Catherwood Drive in Ithaca (mall). Click [here](https://cayugahealthsystem.org/) to schedule your testing appointment. You will have no out-of-pocket expenses for this testing.

**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

### ****Surveillance Testing****

* The COVID-19 infection is often asymptomatic, identification of individuals harboring the virus requires regular surveillance testing of our community. As a result, employees working on campus will be required to participate in [ongoing surveillance testing](https://covid.cornell.edu/prevention/testing/) throughout the fall semester.

### Daily Health Check

Staff who have been approved for on-campus work are required to complete the [Daily Check](https://dailycheck.cornell.edu/) each day *before* arriving on campus or accessing campus facilities.

Everyone approved to be on campus **must** adhere to [Cornell’s guidelines](https://covid.cornell.edu/resources/graphics/) 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](https://www.nytimes.com/2020/04/08/well/live/coronavirus-face-mask-mistakes.html) 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.

### Return to Campus Health and Safety Training

This course is for all employees 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. To register for this online course visit: <https://cornell.sabacloud.com/Saba/Web_spf/NA1PRD0089/app/shared;spf-url=common%2Fledetail%2F0000043204%2Flatestversion>

### 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 guidelines, we encourage you to say something. If you are not comfortable talking with the individual, please discuss with your supervisor or HR representative. 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. For health and safety issues, contact [Environmental Health and Safety](https://ehs.cornell.edu/). You may also make a report to the [Ethics Point Hotline](https://audit.cornell.edu/services/ethical-conduct-and-compliance-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.

*Updated: 9/24/20*