

Notification Process for COVID-19 Positive, Quarantined, or Isolated Employees

Introduction:

It is important for employees and supervisors to know how to report

1. if they, or employees who report to them, have a confirmed case of COVID-19 and have been ordered to isolate by the health department; and
2. if they, or employees who report to them, have been ordered to quarantine by the health department based on known or suspected exposure to the virus.

This reporting protocol is designed to protect the privacy of affected employees while at the same time, permitting Ithaca College to implement proper disinfection of physical spaces and to pursue any other needed measures to protect the health of the campus community.

Supervisors are only responsible for reporting information that employees provide to them voluntarily. Supervisors should not ask employees about COVID-19 test results or other medical information.

Employees and supervisors (where an employee has disclosed the information in question) are responsible for reporting employees with confirmed positive COVID-19 test results or a public health order to isolate or quarantine, resulting from a known or suspected exposure to the virus, through appropriate channels as outlined below. The appropriate channels are as follows:

EMPLOYEE:

If the employee receives confirmation of a positive test or a public health order to isolate or quarantine resulting from a known or suspected exposure to the virus, and the employee has accessed campus within the previous fourteen days, the **employee MUST:**

1. Immediately notify Diane Rogers in the Office of Human Resources at humanresources@ithaca.edu, confirming a positive test or a public health order to isolate or quarantine resulting from a known or suspected exposure to the virus.
2. Notify their supervisor if 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, isolation order, or quarantine order), the employee is expected to notify their supervisor as soon as possible.

Employees with a positive test or that are under public health orders to isolate or quarantine may not physically report to work on the Ithaca College campus or affiliated locations.

Employees that are asymptomatic and/or feeling well enough to work AND:

- are working remotely, will be expected to continue to work remotely. These employees should record work time as usual.
- are not working remotely, but that hold a position that may be done remotely, may work with their supervisor to determine an appropriate remote work plan. These employees should record work time as usual.
- are not working remotely and hold a position that cannot be accomplished remotely, must notify their supervisory that they are unable to report to work.

These employees will be placed on paid COVID-19 leave in alignment with the public health order for a maximum of 14 calendar days.

Employees not well enough to work will be placed on paid COVID-19 leave in alignment with the public health order for a maximum of 14 calendar days.

Employees placed on paid COVID leave will not be required to use medical accruals. If the period of public health-ordered isolation or quarantine continues beyond the 14 calendar days, the employee should consult with the Office of Human Resources to move to short-term disability leave, New York Paid Family Leave, or another type of leave as appropriate.

SUPERVISOR:

If an employee notifies a supervisor of that employee's positive test or an order to isolate or quarantine, resulting from a known or suspected exposure to the virus, the **supervisor MUST:**

1. Immediately notify Diane Rogers in the Office of Human Resources at humanresources@ithaca.edu. The supervisor must treat all employee medical information (including COVID-19 test results) as confidential information and share it only with the Office of Human Resources.

Employees that are asymptomatic and/or feeling well enough to work AND:

- are working remotely, will be expected to continue to work remotely. These employees should record work time as usual.
- are not working remotely, but that hold a position that may be done remotely, may work with their supervisor to determine an appropriate remote work plan. These employees should record work time as usual.
- are not working remotely and hold a position that cannot be accomplished remotely, must notify their supervisory that they are unable to report to work. These employees should record these absences as COVID-19 leave for up to 14 calendar days.

Human Resources will work with the supervisor to determine the most appropriate work arrangements for the employee, consistent with the parameters outlined in the "Employee" section above, for the period of isolation or quarantine.

Supervisors must understand that employees who receive a positive COVID-19 test result or who are subject to isolation or quarantine may be concerned not only about their own health, but also about the wellbeing of family and friends. Supervisors should not place additional pressure on employees to work from home while in isolation or quarantine.

Supervisors **MUST NOT** share the name, identification, or other personal or confidential information about an employee who receives a positive COVID-19 test or who is subject to a isolation or quarantine with anyone other than the Office of Human Resources. Supervisors **MAY NOT** share this information with an employee's coworkers.

An employee may choose to disclose their medical information with anyone of their choosing; however, the American with Disabilities Act (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 contract tracing. This refers to notifying other individuals, members of the campus community or otherwise, about possible exposure. NYS Contact Tracing (through local health departments) has a process and resources available to conduct a full investigation. Human Resources may ask supervisors or employees to provide preliminary information about work schedules, when campus was accessed, and the extent to which they may have had contact with other individuals on the campus. This information is provided to the Director of Public Health Emergency Preparedness to enhance coordination with the local health department and to determine any needed response on campus for disinfection.

Supervisors are not authorized to place warning signs or to close buildings before receiving express direction/permission to do so from the Office of Environmental Health and Safety, the Office of Facilities, or the Director of Public Health Emergency Preparedness.

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 the Daily Health Screening prior to coming to campus. The health department will contact coworkers or other employees if they are identified as a close contact of someone who has received a positive COVID-19 test result. If the local health department does not consider them to be a close contact, they will not be contacted, and they should continue to report to work.

HUMAN RESOURCES:

When Human Resources is notified, through any source, that an employee has tested positive or has been ordered to isolate or quarantine as a result of a known or suspected exposure to the virus, **Human Resources MUST:**

1. Collect the following information about the affected employee:
 - a. Full name, Employee ID number, Phone number, Supervisor name
 - b. The date of the employee's last presence on campus
 - c. All locations where the employee was present campus from approximately 48 hours before the test occurred.
2. Notify Christina Moylan, Director of Public Health Emergency Preparedness
3. Notify the supervisor that the employee may be unable to report to work (if the employee has not already done so) and provide appropriate guidance to help answer questions.
4. Assist the employee in completing their time card and submitting their absences by using the paid COVID-19 absence type, if appropriate.

PUBLIC HEALTH EMERGENCY PREPAREDNESS:

When the Director of Public Health Emergency Preparedness is notified, through any source, that an employee has tested positive or has been ordered to isolate or quarantine as a result of a known or suspected exposure to the virus, **the Director MUST:**

1. Collect the following information about the affected employee:
 - a. Full name, Employee ID number, Phone number, Supervisor name
 - b. The date of the employee's last presence on campus
 - a. All locations where the employee was present campus, from approximately 48 hours before the test occurred
2. Notify Diane Rogers in the Office of Human Resources at humanresources@ithaca.edu.
3. Once confirmed by the local health department, notify Environment, Health and Safety (EHS) of affected physical location(s) on campus that should be closed for disinfection.

EMPLOYEES QUARANTINED DUE TO TRAVEL RESTRICTIONS:

If an employee is required to quarantine as the result of the New York State Travel Advisory, not due to a positive test or a known exposure to COVID-19, the **employee MUST** notify their supervisor that they are unable to report to work due to a required quarantine as a result of the travel advisory. This is not the result of a medical diagnosis and therefore is not considered confidential information.

In an effort to limit the spread of COVID, Ithaca College is strongly discouraging any out of state travel, for non-essential business or personal reasons.

Business-Related Travel

Before travelling out of state* for an essential business-related purpose, the employee and supervisor MUST receive approval from their respective Vice President and the Office of Human Resources and provide the documented business case for the required travel. The employee will be required to satisfy the New York State Travel Advisory testing requirements (at the College's cost) and/or quarantine upon return from the approved business travel and should plan to work remotely. If remote work is not possible following approved business travel, the employee will be placed on paid COVID-19 leave for the duration of the required quarantine.

Personal Travel

If an employee travels out of state* for personal reasons, the employee will be required to fulfill the testing and/or quarantine requirements upon their return. The employee (whether essential or non-essential) must obtain the required testing prior to re-entry into New York at their own cost if traveling to a non-contiguous state, U.S. Territory, or Level 2 or 3 country. Additionally, they must use their own vacation or personal PTA to cover the required quarantine, unless they are able to work remotely, in which case they can do so with supervisor approval.

Any New York State resident who voluntarily travels to a non-contiguous state for travel that was not taken as part of the person's employment or at the direction of the person's employer, is not eligible for benefits under New York's COVID-19 paid sick leave law.

*The New York State Travel Advisory requirements for testing and quarantine does not apply to travel to contiguous states including Connecticut, Massachusetts, New Jersey, or Pennsylvania. However, because COVID-19 is widespread even in these states, all non-essential travel to these states is strongly discouraged by New York State and Ithaca College.