Notification Process for COVID-19 Positive (Isolated) or Quarantined Employees

It is important for employees and supervisors to know how to report if they, or employees who report to them, have a confirmed case of COVID-19 and must isolate and if they, or employees who report to them, must quarantine due to close contact (someone who was less than 6 feet away from a laboratory-confirmed or clinically diagnosed infected person for a cumulative total of 15 minutes or more over a 24-hour period).

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.

Employees who are actively experiencing symptoms of COVID-19 or who simply wish to test to monitor their health status can do so at the College’s primary testing location at Boothroyd Residence Hall. The hours of operation through the summer will be Monday-Thursday, 8:30 a.m. - 5:00 p.m.

Unvaccinated employees who will be on campus during the summer ARE REQUIRED to test twice weekly at Boothroyd Hall. Employees unable to access Boothroyd Hall during regular business hours, will be able to test at home and submit their results online via the COVID-19 Self-Reporting Form. Please contact testing@ithaca.edu to request testing kits as soon as possible. For employees who test at home, or who receive a positive test result through a licensed testing facility, please notify the college immediately using the COVID-19 Self-Reporting Form.

Employees must also 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 or the need to quarantine), the employee is expected to notify their supervisor as soon as possible that they will be unable to report to work.

If an employee notifies a supervisor of that employee’s positive test, the supervisor MUST email caremanager@ithaca.edu. The supervisor must treat all employee medical information (including COVID-19 test results) as confidential information.

Employees are STRONGLY ENCOURAGED to choose to be vaccinated and continue to stay up to date on any booster shots that they may be eligible to receive. Employees can submit proof of their COVID-19 vaccination, as well as additional boosters doses received, via the human resources online submission form.

Employee protocols for quarantine and isolation will remain unchanged at this time. Please refer to the college's human resources protocol manual for additional information.
If employees test positive through a self-test or PCR test, they must follow isolation guidance, complete the self-affirmation form, and submit the form along with a copy of their test to COVID-19 Self-Reporting Form. Per guidance from the New York State Department of Health, employees can end isolation and return to work on the Ithaca College campus after 5 full days if they are fever-free for 24 hours without the use of fever-reducing medication and other symptoms have improved (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). These individuals should continue to wear a well-fitting mask around others at home, work, and in public for 5 additional days (day 6 through day 10) after the end of the 5-day isolation period.

If individuals continue to have fever and/or other symptoms have not improved after 5 days of isolation, they should wait to end their isolation until they are fever-free for 24 hours without the use of fever-reducing medication and other symptoms have improved.

If employees are a close contact of someone who has tested positive for COVID-19, and not fully vaccinated, they should quarantine for 5 days after exposure and wear a well-fitting mask around others for an additional 5 days. Social distancing requirements still apply when in a congregate meal setting when you need to remove your mask. This may require individuals to utilize an alternative meal location through day 10 if social distancing is not possible. Close contact is defined as someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).

Individuals who have been in close contact with someone with COVID-19 and is in one of the following groups, will NOT need to quarantine.

- Age 18 or older and have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people.
- Age 5-17 years and completed the primary series of COVID-19 vaccines.
- Confirmed COVID-19 positive within the last 90 days using a viral test.

These individuals should continue to wear a well-fitting mask around others for 5 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0).

**Hours Scheduled but Not Worked due to COVID-19 Quarantine or Isolation**
Since during a period of quarantine, an employee is considered to be well, they will be expected to work. Vaccinated employees who have provided proof of vaccination do not need to quarantine.

Unvaccinated employees who choose not to be vaccinated and who do not have a valid exemption based on medical reasons or sincerely held religious beliefs who are placed in quarantine due to exposure to COVID-19 may continue to work remotely, if their duties allow. If their job duties do not allow them to work remotely, they may subsidize their time
away using the COVID-19 time type up to 10 days for their first leave associated with COVID. After their first use of COVID-19 leave, they will be required to utilize their own PTA balances if they are unable to report to work due to quarantine. Employees who receive a positive COVID-19 test, should use COVID-19 time regardless of vaccination status.

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.

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 isolation or quarantine. Supervisors MAY NOT share this information with an employee’s coworkers.

Please join us in continuing our commitment to practicing good public health measures throughout the summer, including:

- Physical distance from others, particularly if experiencing symptoms of illness.
- Wear a face covering in all situations that require them, especially if attending large unstructured gatherings where physical distancing cannot be maintained.
- Seek immediate testing if you begin feeling unwell.
- Practice good and frequent hand hygiene.