Greetings department leaders, please let your HR Rep know ASAP is you have any employees within your groups who approved to be working on campus over winter break.  We will need to update accordingly in Workday for testing purposes.  Thank you!

**From:** bounce-125209721-85999806@list.cornell.edu <bounce-125209721-85999806@list.cornell.edu> **On Behalf Of**Betsy Shrier
**Sent:** Thursday, December 10, 2020 12:32 PM
**To:** HR\_COUNCIL-L <HR\_COUNCIL-L@list.cornell.edu>
**Cc:** Stephen R. Devlen <srd4@cornell.edu>
**Subject:** Action Required - Information about winter break testing and managing employees approved to be on campus during the winter break

Dear Colleagues,  I am writing to you today to share important information regarding the winter break testing schedule, and how we are managing testing for employees approved to be on campus during the winter break.

Testing site hours over the winter break

December 23: Open for surveillance and supplemental testing (limited hours)

December 24 and 25: Closed

December 26: Open for supplemental testing and make up surveillance testing (limited hours)

December 27: Closed

December 28 – 30: Open for surveillance and supplemental testing (limited hours)

December 31 and January 1: Closed

January 2: Open for supplemental testing and make up surveillance testing (limited hours)

January 3: Closed

January 4: Regular testing schedule & hours resume

The testing site hours for the winter break will be updated on <https://covid.cornell.edu/testing/surveillance/> .

Testing protocol over winter break:

For Thanksgiving break we paused all employee and affiliate testing (except for self-collectors) and asked them to do supplemental testing if they were going to be working on campus.  We are adjusting this protocol for the winter break due to the increased prevalence of COVID-19 among employees.

1. Employees who are approved to be working on campus over the winter break:
	* Flag them as approved to be working on campus over the winter break in Workday (see procedure below)
	* They will remain in the surveillance testing protocol and have regular scheduled surveillance tests.
	* Employees approved to work over the break who would have a regularly scheduled test on December 31 or January 1 will be rescheduled to December 28, 29 or 30.
	* 2x/week employee testers that have their second test day on Thursday (12/31) or Friday (1/1), will not have their 2nd test reassigned. They will be encouraged to use the supplemental testing link instead.
	* Supplemental testing will be available when the testing sites are open for all employees.

1. The employees who are not approved to be on campus over the winter break
	* They will have their testing paused during the period of December 24 – January 3. Testing will resume on January 4.

                                                               i.      Note: All employees who are weekly or biweekly testers and have a regularly scheduled test on December 24 or 25 will be automatically rescheduled to December 21, 22 or 23.

* + Employees do not have to do the [“Time Away From Work”](https://dailycheck.cornell.edu/) form if they are only going to be away from campus during the winter break.
	+ No change is required to be made in Workday, the system will automatically pause their surveillance testing if they are not approved to be on campus.
	+ Supplemental testing will be available when the testing sites are open for all employees.

Note:  All employees who are weekly or biweekly testers and have a regularly scheduled test on December 24 or 25 will be automatically rescheduled to December 21, 22 or 23.

How to flag employees who have been approved to be on campus from 12/24/20 to 01/03/21:

HRIS has created a true/false check box in Workday on the Personal -> Additional Data tab or Overview tab that says “Break Approved”. This will indicate that these people are allowed to be working on campus during the break (12/24/2020-01/03/2021) and will be expected to fulfill their surveillance testing requirement. You can either add people individually or you can send a file to hrpayrollsupport@cornell.edu that includes Employee ID and the list will be EIB'd/mass loaded by HRIS.  **We need the majority of data completed no later than Wednesday, December 16th**.

We will be sending out targeted messages to individuals in each of the groups after employees have been assigned to approved to be working on campus or not.

Please let me know if you have any questions.

Thanks, Betsy

Betsy Shrier

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