### DRAFT Minutes of the CCE Tompkins County Board of Directors Meeting January 6, 2022

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>In Attendance</th>
<th>Unable to Attend</th>
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<tbody>
<tr>
<td><strong>Elected Board Members</strong></td>
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<tr>
<td>Tisa Hill</td>
<td>President; Nutrition, Health, and Safety Committee</td>
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<tr>
<td>Sarah Barden</td>
<td>Co-President; 4-H Program Committee</td>
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<tr>
<td>Tracy McLellan</td>
<td>Treasurer, AGric</td>
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<tr>
<td>Kate Supron</td>
<td>At large</td>
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<tr>
<td>Carol West</td>
<td>Family and Community Development Committee</td>
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<tr>
<td>Ann Michel</td>
<td>At large</td>
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<td>Donna Lucy Lender</td>
<td>At large</td>
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<tr>
<td>Magnolia Ariza-Nieto</td>
<td>At large</td>
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<tr>
<td>Tom Hirasuna</td>
<td>Environment Committee</td>
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<tr>
<td>Kris Altucher</td>
<td>At large</td>
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<td><strong>New Board Members</strong></td>
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<tr>
<td>Elena Lazareva</td>
<td>New Board member</td>
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<tr>
<td>Gunnar Madison</td>
<td>New Board member</td>
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<tr>
<td>Patrice Lockhert</td>
<td>New Board member</td>
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<tr>
<td>Anthony</td>
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<tr>
<td>Alexander Hall</td>
<td>New Board Member</td>
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<td><strong>Appointed Board Members</strong></td>
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<tr>
<td>Paul O’Connor</td>
<td>State Extension Specialist</td>
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<tr>
<td>Amanda Champion</td>
<td>Tompkins County Legislature</td>
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<tr>
<td>Shawna Black</td>
<td>Tompkins County Legislature</td>
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<tr>
<td><strong>CCE Staff Present</strong></td>
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GUESTS
LucyLen, Susan Beckley

The meeting was called to order at 5:03p.m.

Land Acknowledgement – Read by Tisa

Review agenda

Consent Agenda
To approve minutes from Nov BoD & Exec Comm, Dec BoD & Annual Meeting
Sarah moves, Kate Supron seconds, approved

Introductions (all attendees)
Tisa welcomes and everyone introduces themselves
Amanda will be leaving the Board. This will be her final meeting as a Board member. A new legislature member will start next month.
**Election of Officers**

Proposed slate:
- President: Tisa Fontaine-Hill
- Vice-President: Sarah Barden
- Secretary: Ann Michel
- Treasurer: Tracy McLellan

Kate moves, Patrice seconds. Unanimously approved

**Board Structure**

Sarah reviews TCCCE Organizational Chart

**Formation of Committees**

Patrice proposed including the word Justice to the name of the DE&I (Diversity, Equity and Inclusion) committee.

Tisa suggested tabling that decision to the Committee

Sarah moves to set up 4 standing committees. Amanda seconds. Unanimous

**Standing Committees** *(chair is underlined)*

- **Facilities:** Tom, Kris, Tracy, Sarah
- **Finance:** Tracy, Ann, Elena, Kate, Gunnar
- **Personnel:** Carol, Elena, Donna, Magnolia
- **DE&I:** Elena, Kate, Sarah, Patrice has no chair yet

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**Ad-Hoc Committees**

**Strategic Planning Implementation:** Carol, Tisa

**ED Search:** Kris, Kate, Tisa, Sara, Paul

Tisa encourages a new Board member to join

Amanda suggests a new legislator. This committee is not final. Recommendation is to have about 6 members total

**Nominating:** Sarah. Will need more members.

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Board Orientation/Onboarding/Buddy System

Sarah introduces. We will have a checklist for everyone for onboarding so materials can be reviewed over time. Not quite ready.

Sharon: Has sent links to videos – State role, history and structure 15 mins (new)
New video coming on roles and responsibilities of Boards
Staff have created intro videos on administration (for our Association), ED&I, and 3 of 4 program areas; Ag and Horticulture, Environment, Nutrition and Health, each ~ 9-20 mins

Sara asks all Board members to watch all the videos before the February meeting, and upcoming Retreat, and come w questions.

Buddy system for new members
Kate w Elena
Carol w Gunnar
Magnolia w Patrice
Tracy w Alex Hall

Board Retreat
Tisa introduces – Saturday, February 12, ½ day, online
Transitions will be discussed, looking for a facilitator. Agenda to come.

Interim ED Update
Sharon describes her role as Interim ED.
Robin Travis, a prior Schuyler County ED, has been hired to assist with compliance.
At TCCCE, HR and Finance are understaffed. Budget is not ready. Yet.
ED needs more capacity for compliance work, budgeting and re-working processes.
Short term requests: Ulster County has excess Finance capacity – could have someone from there for ~10/hours a week for 3 months. There is also assistance available (in house) from LT, or team leaders.
Dick Halperin, from Jefferson County, to help w budget.
Needs some one-time funds, ~$30K.
Needs to increase her commitment to 40 hours from 30 – to full time
Wants to build long term internal capacity to strengthen the Association so the new ED can come in strong.

Tisa proposed holding a special meeting for new Board members to explain recent changes.
Extension Admin Update
Paul echoes need for additional capacity for Sharon.
Gov. Hochul’s proposed budget has a $500K increase (added to 3.9 million) for the Statewide system, the first increase in 20 years. It’s a legislative add-on, so is not final. The allocation would be divided up between the 57 counties by an established algorithm.
Orientation videos are done and posted online. Looking forward to the Retreat.

Finance Committee Update
Tracy: Finance Committee Reports: Summary, Finance statements for October. Tracy recommends to approve statements. Patrice moves, Sarah seconds, unanimously approved

Tisa points out that there will be Finance training available soon
Fiscal year ends in December. Staff is working on year-end close.

Paul – campus payroll comes through in mid-month – by the 10th of following month Joann - November Financial Statements are almost ready. December is on-going.
Tisa – Finance committee will move their meetings to be further ahead of the Board meeting.
Joann - needs extra capacity to get statements ready in a more timely fashion.

Tracy went over 4 fund transfers.
Tracy moves to approve fund transfers. Amanda seconds, Unanimously approved

Finance Provisions doc reviewed, to do w signatories and cash management Tracy moves, Sarah/Kate seconds, unanimously approved

Personnel: Vaccination Policy –
OSHA reg: by Jan 10, we need a vax policy.
Amina presents 2 options:
  A. All employees show proof of being Vaxxed or have weekly tests done.
     Employees may have to cover test costs, no home tests, masks required for unvaccinated, (less restrictions)
  B. All employees are fully Vaxxed, w a few exemptions

LT wants option A to improve staff retention
Ann asks if unvaccinated staff could be requested to work remotely. Amina explained that their jobs would not allow remote work.

Tisa moves, Kate seconds,
8-1 for option B

**Interim ED Extension & Time Increase**
Request to increase Sharon’s time to 40 hours/week:
Kate moves, Carol seconds, unanimous

Request to expends $30K to hire additional help as described above
Kate moves, Tracy seconds, unanimously approved

**Final Announcements and Adjourn**
Tracy Moves to close, Ann seconds, unanimously approved

Meeting adjourned at 7:27 PM
The meeting was called to order at 10:05 AM

*Maha is being moved to an external platform and has been shut down by Cornell IT. Before it can be restored, all CCEs impacted (including CCETC) must make a determination about how our data will be handled. Vote on which option.

1. Grant permission to have CCETC move the Association’s data from AWS (Amazon) to a server that will be owned by Greg Kops and there after the association would work with him directly as a consultant. He would resign as an employee.
2. Direct CCETC to delete and expunge your association’s data from AWS
3. Direct CCETC to export your data, send it to you, and then expunge the data from the server

Discussion led by Sharon and Sarah Dayton

Sharon: Greg Kop would resign and act as a consultant/vendor @~$150/month. Has expressed commitment to data security concerns. Option 1 would be the least disruptive at this time.

Sarah Dayton: Accumatica use is required by CCE policy. Greg is the ONLY knowledgeable user of MAHA, and has used it inappropriately in the past.
Evidence exists that he changed financial records of other associations via MAHA. MAHA is considered off-mission by CCE. There are NO checks and balances on Greg. CCETC cannot be in compliance if MAHA is used for finance.

Concern about getting financial data moved and replacing MAHA (and Greg Kop) functions, Chris Kai-Jones and Tom H are working on these IT issues.

Priority needs to be moving ALL financial data off of MAHA ASAP. Option 1 viewed as the least disruptive to the Association at this time.

Tisa moved, Sarah seconded, Unanimously approved OPTION 1

**ACTION ITEM: Remove all financial data from MAHA**

*Energy Hub Grant Proposal:

The Association has been working to apply for a significant amount of NYSERDA funding to create an Energy Hub in collaboration with other CCE's. LT has decided to pause most grant applications at this moment. This application has been worked on for months and is in final stages; due on the 27th. Vote on whether to submit or hold off.

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16% is the indirect cost rate we will use this for this grant. This number is based on carefully compiled past data. In 2018, it was 14%, in 2019 it was 17%. The Board has approved 16% in 2021. Data for 2020, and 2021 are still being compiled, and for those years only would include PPP

Sara – we decide whether we move forward on this grant. To involve the Board in grant oversight. It has been prepped, is an extension on existing programmatic work, and due this week.

Tisa - Board needs to approve indirect rate. Tisa wants Board and LT involved in support for the grants she signs.

Tracy asked if we are losing and employees by pausing grants

Sharon: Not yet….
Tracy moves to approve moving forward to submission of this grant now. Annie seconds, all approve. Other attending Board members agree.

*URO: Ultimate Re-Entry Opportunity seeks to transition to become a program of the Center for Transformative Action (CTA) at Cornell.

Sharon: the grants funding URO are “messy” and may render us out of compliance. URO would like to leave CCETC and continue within CTA, and there is precedent for programs to spin-off, or leave CCETC. One of the key funders for URO, The Park Foundation, meets in mid-March and would need to approve moving their funding over.

Tracy asks about the URO budget – Sharon ~$200K, plus 2 core staff people plus new hires/seasonal workers, all of whom would move over to CTA.

Tisa moves that the Board support the Ultimate Reentry Opportunity’s (URO) transition from CCETC to the Center for Transformative Action (CTA) at Cornell; agrees to release unspent grant funds to CTA on URO’s behalf and directs URO to become a program of CTA by March 1.

Sarah seconds, unanimously approved

*Personnel item:

We go to Executive Session at 11:10 AM

Tisa moves us out of Executive session

Tisa moves to authorize Sharon Anderson, to act on behalf of the Board during the upcoming mediation.

Tracy seconds.

3-1 passed
*Board retreat: low attendance numbers.
• Do we hire Illume to facilitate?
• Do we still hold? If no, how do we accomplish the necessary work?

Date proposed: Saturday 2.12.2022

Need to explain compliance review, overview of Association programs and staffing

Annie mentioned that an Annual Retreat is important and should be implemented rather than extend Board meetings to examine Big Picture issues.

**ACTION ITEMS:**

Tisa will approach Board members again to encourage attendance. Will work on an agenda, emphasizing why this is important

Sharon will approach Illume/MaryBeth Bunge about facilitating

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Adjourned at 11:37 AM
Proposal:
Revise Mandatory Vaccination Policy
“Return To Work Criteria” Section

Prepared for 2/3/2022 Board Meeting

Rationale:
Isolation and quarantine guidance from state and county health departments are changing often. Rather than attempting to update the policy often, we can instead delete specifics from the policy and establish that our return to work criteria are set by NYS and Tompkins County Health Department Policy.

Full Mandatory Vaccination Policy available on website for reference:
https://s3.amazonaws.com/assets.cce.cornell.edu/attachments/54591/2022.01.06_APPROVED_mandatory-vaccination-policy.pdf?1641517570

Proposed Policy Change (excerpt of full policy):

Return to Work Criteria
For any employee removed because they are COVID-19 positive, CCE Tompkins will keep them removed from the workplace until the employee receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; meets the current return to work criteria in CDC’s the New York State Department of Health and Tompkins County Department of Health Isolation and Quarantine Guidance “Isolation and Quarantine Guidance”; or receives a recommendation to return to work from a licensed healthcare provider.

Under the current Isolation Guidance from the CDC, NYS Department of Health, and Tompkins County Health Department, symptomatic and asymptomatic employees may return to work after all the following are true:

- At least 5 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 have improved (loss of taste and smell may persist for weeks or months and need not delay the end of isolation),
- A COVID test taken near the end of the 5-day isolation period is negative.
- The employee continues to wear a well-fitting mask and does not eat near others for a full 10 days after their first day of symptoms. If the employee is unable to wear a well-fitting mask and avoid eating near others during this time, then they may not return to work until after the full 10 days have elapsed.

If an employee has severe COVID-19 or an immune disease, CCE Tompkins will follow the guidance of a licensed healthcare provider regarding return to work.

These criteria will be updated as the CDC, NYS New York State Department of Health, and Tompkins County Health department provide additional guidance.
Board Meeting Briefing: Mandatory Vaccination Policy
Drafted for 2/3/2022 Board Meeting by Amina Omari

Background & progress so far

- At January meeting, the Board adopted a Mandatory Vaccination Policy.
- **Vaccination status roster requirement.** Of ~137 employees...
  - 99 have responded
  - 96 are fully vaccinated
- **Vaccination mandate and exceptions.** HR is addressing missing surveys & vaccine exceptions as quickly as possible, but anticipates that we will not meet 2/9 deadline for full compliance. Part-time casual staff have been particularly challenging to reach.
- **Staff sentiment.**
  - The majority of employees seem to favor the policy.
  - A few employees have expressed strong concern about the precedent the Board has set with this policy by not including a test-out option.

Question 1 for Board consideration: keep, rescind, or modify the policy in light of Supreme Court Ruling?

- A few days after the Board adopted the policy, the Supreme Court struck down the OSHA Emergency Temporary Standard that was its basis.
- In light of this, does the Board wish to keep or rescind the policy?
  - **Pros of keeping the policy:** the Board has expressed concern for the health of the community and staff, as well as a desire to act in accordance with research-based mission.
  - **Pros of rescinding policy:** reduced legal risk now that OSHA’s requirement is no longer providing a legal framework for the policy.
  - **Pros of modifying policy:** adopting the version of the policy with test-out option provides additional flexibility for employees and may reduce the risk of adverse actions (terminations, rescinded offers) and legal challenges.

Question 2 for Board consideration: modify policy to keep up with changing isolation & quarantine guidance?

- If the Board chooses to keep a Vaccination Policy, the Personnel Committee recommends adopting the attached revisions to the Return to Work Criteria section.

**Attached:** Employee Choice Vaccination Policy, Proposed Revisions to Return to Work Criteria
**Linked:** Current Mandatory Vaccination Policy
Cornell Cooperative Extension Tompkins County
Vaccination, Testing, and Face Covering Policy

Purpose:
Cornell Cooperative Extension Tompkins County (CCE Tompkins) has adopted this policy on vaccination, testing, and face covering to safeguard the health of our employees from the hazard of COVID-19. In accordance with CCE Tompkins’s duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations, testing, and face coverings. CCE Tompkins encourages all employees to receive a COVID-19 vaccination. However, should an employee choose not to be vaccinated, this policy’s sections on testing and face coverings will apply. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable. This policy complies with OSHA’s Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

Scope:
This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees of CCE Tompkins, except for employees who do not report to a workplace where other individuals (such as coworkers or clients) are present; employees while working from home; and employees who work exclusively outdoors.

All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson’s vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.

Some employees may be required to have or obtain a COVID-19 vaccination as a term and condition of employment at CCE Tompkins, due to their specific job duties (e.g., if their duties require them to work in a health care facility). Employees subject to mandatory vaccination requirements should follow all relevant vaccination procedures in this policy and are not given the choice to choose testing and face covering use in lieu of vaccination. Supervisors who believe their employee may be subject to a mandatory vaccination requirement must contact HR as soon as possible.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19
vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy will be subject to discipline (e.g., unpaid leave and/or termination).

Employees may request an exception from vaccination requirements (if applicable) if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by the employee and shared with the Human Resource Department. All such requests will be handled in accordance with applicable laws and regulations and HR Policies and safety plans.

**Procedures:**

**Overview and General Information**

**Vaccination**

Any CCE Tompkins employee that chooses to or is required to be vaccinated against COVID-19 must be fully vaccinated no later than February 9, 2022. Any employee not fully vaccinated by February 9, 2022 will be subject to the regular testing and face covering requirements of the policy.

To be fully vaccinated by February 9, 2022, an employee must:

- Obtain the first dose of a two dose vaccine no later than January 6, 2022; and the second dose no later than January 26, 2022; or
- Obtain one dose of a single dose vaccine no later than January 26, 2022.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two dose vaccine.

To schedule vaccination appointments, utilize the Find a New York State-operated vaccination site link: [https://am-i-eligible.covid19vaccine.health.ny.gov](https://am-i-eligible.covid19vaccine.health.ny.gov); the employee's medical provider; a vaccination clinic; or a pharmacy. COVID-19 vaccinations are free, whether an individual has health insurance or not. CCE Tompkins’ Human Resources Department will maintain this policy and maintain this confidential information securely in accordance with HR policies and procedures.

**Testing and Face Coverings**

All employees who are not fully vaccinated as of February 9, 2022 will be required to undergo regular COVID-19 testing and wear a face covering when in the workplace. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

**Vaccination Status and Acceptable Forms of Proof of Vaccination**

**Vaccinated Employees**
All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via HR survey until January 9, 2022. After that date, proof of vaccination status can be submitted via Cornell Secure File Transfer (https://sft.cornell.edu/) to the HR Manager, by placing a paper copy in the HR Lockbox and notifying Tompkins-HR@cornell.edu, or via any additional survey or method established by HR.

Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee’s name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances CCE Tompkins will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

“I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties.”

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine.

All Employees

All employees, both vaccinated and unvaccinated, must inform CCE Tompkins of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

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<th>Vaccination Status</th>
<th>Instructions</th>
<th>Deadline(s)</th>
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<tr>
<td>Employees who are fully vaccinated.</td>
<td>Submit proof of vaccination that indicates full vaccination.</td>
<td>January 9, 2022</td>
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Supporting COVID-19 Vaccination

An employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor and Tompkins-HR@cornell.edu an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.

The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:

- Non-exempt (hourly) employees: complete a time off request in Workday using code CCE Hours Not Worked – COVID-19 and note “vaccination leave”
- Exempt (salaried) employees: email your supervisor and Tompkins-HR@cornell.edu. When completing your accrual form, record vaccination leave in the notes area.

Employee Notification of COVID-19 and Removal from the Workplace

CCE Tompkins will require employees to promptly notify their supervisor and HR (Tompkins-HR@cornell.edu) when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider. Employees must notify their supervisor prior to returning to the workplace by the most prompt means possible, and follow up with an email to supervisor and Tompkins-HR@cornell.edu.

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<th>Vaccination Status</th>
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<th>Deadline(s)</th>
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<td>Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).</td>
<td>Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.</td>
<td>January 9, 2022</td>
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<tr>
<td>Employees who are not vaccinated.</td>
<td>Submit statement that you are unvaccinated, but are planning to receive a vaccination by the deadline.</td>
<td>January 9, 2022</td>
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<td>Submit statement that you are unvaccinated and not planning to receive a vaccination.</td>
<td>January 9, 2022</td>
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Medical Removal from the Workplace

CCE Tompkins has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. CCE Tompkins will immediately remove an employee from the workplace if they have received a positive COVID-19 test (including a home test) or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).

If diagnosed with COVID-19 and able to work remotely, we will quarantine the employee in accordance with the guidelines stipulated by the Tompkins County Department of Health until the return-to-work criteria have been met.

If diagnosed with COVID-19 and unable to work remotely because of the severity of symptoms, the employee will be placed on up to 10 days paid COVID leave in accordance with the guidelines as stipulated by the Tompkins County Department of Health until the return-to-work criteria have been met.

Return to Work Criteria

For any employee removed because they are COVID-19 positive, CCE Tompkins will keep them removed from the workplace until the employee receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; meets the return to work criteria in New York State Department of Health and Tompkins County Department of Health Isolation and Quarantine Guidance; or receives a recommendation to return to work from a licensed healthcare provider.

If an employee has severe COVID-19 or an immune disease, CCE Tompkins will follow the guidance of a licensed healthcare provider regarding return to work.

These criteria will be updated as the New York State Department of Health, and Tompkins County Health department provide additional guidance.

COVID-19 Testing

All employees who are not fully vaccinated will be required to comply with this policy for testing.

Employees who report to the workplace at least once every seven days:

(A) must be tested for COVID-19 at least once every seven days; and
(B) must provide documentation of the most recent COVID-19 test result to the supervisor and HR no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):

(A) must be tested for COVID-19 within seven days prior to returning to the workplace; and
(B) must provide documentation of that test result to the supervisor and HR upon return to the workplace.
If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

Unvaccinated employees must fulfill the weekly testing requirement once per week by Wednesday, but may not go longer than the 7-day requirement. The employee may choose to be tested at the Cayuga Health Sampling Site (https://tompkinscountyny.gov/health/factsheets/coronavirussamplingsite); pharmacies such as CVS, Rite-Aid, Walgreens; a doctors’ office; or any other facility that provides a written confirmation (usually by text or email) of test results. These results need to be uploaded via the HR Testing Survey ([insert link when created]). Because this is an option that the employee chose, CCE Tompkins County will not be responsible for any costs of COVID testing. Should there be a cost, your health insurance may cover that expense.

**Face Coverings**

CCE Tompkins will require all employees to wear a face covering. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.

Employees must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA’s COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach.

The following are exceptions to CCE Tompkins’s requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where CCE Tompkins has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee’s mouth for reasons related to their job duties, when the work requires the use of the employee’s uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

**Outdoors:** CCE Tompkins will not require vaccinated employees to wear a face covering outdoors when at least 6 feet away from others, except in the following cases:
1. In areas with **high numbers of COVID-19 cases**, consider wearing a mask in crowded outdoor settings and for activities with close contact with others who are not fully vaccinated.

2. People who have a condition or are taking medications that weaken their immune system may not be fully protected even if they are fully vaccinated. They should continue to take all precautions recommended for unvaccinated people, including wearing a well-fitted mask unless their healthcare provider advises otherwise.

**New Hires:**
All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment for a period not to exceed 30 days. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment. Failure to comply with the above vaccination standards will result in termination.

**Confidentiality and Privacy:**
All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

**Questions:**
Please direct any questions regarding this policy to the HR Department (Tompkins-HR@cornell.edu).

**Disclaimer:**
This policy is a living document and is subject to change.