COVID-19 TRAVEL AND VISITOR POLICY 3.0
CORNELL UNIVERSITY
ITHACA CAMPUS

Version 1.0 July 16, 2020
(Version 2.0 November 10, 2020)
(Version 3.0 April 1, 2021)

For purposes of this policy, “visitors” include, but are not limited to, alumni, prospective students¹, parents and friends of students. No visitors are allowed in any campus buildings (unless given special permission as outlined below) through at least May 31, 2021. A procedure for petitioning for campus programs and events to be held after June 1, 2021 is included at the end of this document.

Although travel poses risk, some travel may be essential for work, and individuals may feel it necessary to travel for personal reasons. This policy does not restrict personal travel of staff and faculty but does offer guidance and references governmental restrictions that should be considered when planning personal travel.

This policy covers five main areas: (a) all Ithaca campus staff and faculty, (b) students, (c) visitors to our Ithaca campus, (d) a description of a standing committee that will consider exceptions and (e) steps by which campus units can now petition to hold campus programs and events commencing after June 1, 2021 and that involve visitors.

Ithaca Campus Staff and Faculty:

- All travel should follow state,² federal (https://wwwnc.cdc.gov/travel) and international guidelines.
- Cornell’s international travel requirements must be followed. https://global.cornell.edu/travel/international-travel-guidelines-policy-and-recommendations
- Non-essential business travel remains prohibited through May 31, 2021. Essential business travel requires approval by the dean of the college, appropriate vice president, or vice provost, and must follow current Cornell policies governing travel generally.
- Starting June 1, business travel may be approved by the dean of the college, appropriate vice president, or vice provost, and must follow current Cornell policies governing travel generally.
- Personal travel that presents increased risk is discouraged. Nevertheless, members of our community may find it necessary to undertake such travel, and it is not prohibited by Cornell.
- Prior to committing to any travel, all employees should carefully review the most current CDC safety guidelines (https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-

¹ Additional instructions will be shared directly with newly admitted students and their families.
² See https://coronavirus.health.ny.gov/covid-19-travel-advisory for the most recent state guidance.
As always, employees must seek approval in advance from their supervisor for any time off.

Employees who undertake personal travel may anticipate potential governmental quarantine restrictions if they will be traveling out of state. As of April 1, 2021, New York state has removed quarantine from its traveler policy (note: this may change in the future). However, travelers are still currently required to fill out a New York state travel form upon their arrival in (or back in) the state and travelers from international destinations are subject to additional restrictions. Advance guidance is important to anticipate the potential need for testing and possible additional time away from campus upon return. Such time should be built into employee planning, and shared with the relevant supervisor, department chair, or college dean as might be applicable.

Leave must be requested with any known return quarantine restrictions incorporated. Given the length of quarantine that may be required, upon return to New York state from certain states, leave time may not be able to be approved for individuals who cannot work remotely from home. Note again: As of April 1, 2021, New York state has removed quarantine from its traveler policy (but this may change in the future). However, travelers are still currently required to fill out a New York state travel form upon their arrival in (or back in) the state. Any leave required to cover required quarantine will need to be covered by the employee or taken as unpaid leave.3 Questions regarding New York state travel requirements as applied to essential workers should be discussed with HR.

All travelers who have undertaken travel are encouraged to obtain COVID-19 testing upon their return to Ithaca. Cornell staff and faculty have access to testing through Cornell’s testing program. Even if not subject to state quarantine requirements, travelers returning from high risk travel should make every effort to work remotely until it is clear that no infection has occurred.

Ithaca Students:


Visitors to the Ithaca campus:

Cornell is accustomed to being an open and welcoming community with virtually no restrictions on who visits and travels through our Ithaca campus. Given the need to de-densify the campus to facilitate physical distancing, and the fact that visitors may unknowingly bring COVID-19 into the community, this policy imposes significant restrictions on visitors through at least May 31, 2021.

3 In exceptional circumstances, a request for paid leave should be made to the individual's HR representative and must be approved by the Vice President for HR. If the government mandated quarantine is imposed on a state after an individual has left for (or is in or returning from) that state, that individual will be paid during the time of the individual’s quarantine.
No individual may enter Cornell campus facilities (including residence halls) unless they are (a) approved current Ithaca-based students, staff, or faculty; (b) essential visitors as defined below; or (c) approved in writing by the provost, dean, vice president, or a delegate from one of those individuals, in consultation with the Standing Committee on Travel and Visitors.

If necessary, final candidates for positions may visit campus and campus buildings with significant limitations if approved by the provost, dean, vice president, or a delegate from one of those individuals. No faculty or staff member will be required to attend an in-person interview; alternative arrangements should be made to permit their involvement. Candidate meetings must be managed in a manner that is compliant with Cornell’s public health requirements, including mask requirements, social distancing, and ensuring that any inside meetings do not involve food or drink.

Individuals with a need to frequently visit the Cornell campus to provide services, teaching, or other in-person consultation may be proposed for recurring approval by the provost, dean, vice president, or a delegate from one of those individuals, in consultation with the Standing Committee on Travel and Visitors.

Essential visitors such as food and delivery workers, construction and service providers all covered under New York State regulations are allowed.

Individuals visiting Cornell service providers such as the veterinary hospital or clinics are permitted as set forth in applicable guidelines by those units.

Other units whose services may involve campus access by non-Cornell students, faculty, or staff, must develop and post a unit access plan approved by the Standing Committee on Travel and Visitors.

Long-term visitors (i.e. semester-long) must be approved in writing by the provost, dean, vice president, or a delegate of one of those individuals and will be subject to the daily check-in and will be expected to follow the guidance in the section above on “Ithaca Campus Staff and Faculty.”

Outdoor spaces (e.g. the trail around Beebe Lake and the Botanic Gardens) currently remain open, but Cornell’s mask and physical distancing policy must be followed.


Standing Committee on Travel and Visitors During the Global Pandemic

Exceptions to this policy (including more- and less-restrictive measures) for any reason (including for specific subsets of staff and faculty in a particular college or unit) will be considered by request to the Standing Committee on Travel and Visitors. Such requests can be made after they have been endorsed by the appropriate college dean, vice president or vice provost.

---


5 https://ehs.cornell.edu/campus-health-safety/occupational-health/covid-19/face-covering-and-mask-requirements
Campus Programs, Activities and Events Involving Visitors, after May 31, 2021

Any Cornell units contemplating activity that would bring visitors to campus (including academic programs, summer camps, events, and conferences) starting on or after June 1, 2021 must receive approval of the Provost or Vice President for Student and Campus Life. The process for requesting must be completed by April 10, 2021 and can be found at this [link](#).