

Instructions for Faculty

As you know, UCF is expecting everyone on our campuses to be vaccinated if they are able to do so and to wear masks indoors. Nonetheless, some students and faculty will fall ill, test positive, or be exposed to COVID. If this occurs, please consult the following guidance.

If you test positive or have symptoms:

- Stay home.
- Call the UCF COVID Line at 407-823-2509.
- Notify your chair.
- If you are ill, take sick leave. Work with your chair to arrange substitute instruction or activities.
- If you feel well, your class may be temporarily remote until you are cleared to come back. Your chair will email Jana Jasinski, and you will be notified of the decision.

If someone in your household is exposed or tests positive:

Vaccinated

- Wear a mask in public.
- Consider getting tested 3 – 5 days after exposure.
- Stay home if you are sick.
- Call the UCF COVID line if you are sick or test positive.
- Follow instructions given to you by the COVID line – they may vary case by case.
- If you are instructed to stay home but feel well, see below.

Unvaccinated

- Stay home.
- Call the UCF COVID Line.
- Follow the instructions given to you by the COVID line – they may vary case by case.
- If you are instructed to stay home but feel well, see above.

If a student in your class tests positive or is exposed:

- Tell them to call the [UCF COVID Line](#).
- When the student calls the COVID Line that begins a process through which you will be notified by Jana Jasinski that the student may be away from your in-person class temporarily. You only need to work with the student so they may continue in the class.
- If you have concerns about a student not calling the COVID Line, you may call to provide the student's name to COVID Line nurses
- Please **do not** tell or advise your entire class to contact the COVID Line.

What the COVID Line will not do:

- Provide a note for you or your students so that your class moves to a remote format.
- Tell a faculty member they may move to a remote modality

When would an in-person course move to a remote modality?

- If the faculty member tests positive and needs to quarantine or be isolated. This is a temporary change.
- If the health professionals decide to quarantine the class. If this occurs, you will be notified.

Other important reminders:

- None of us can require masks, including inside classrooms and offices.
- You cannot ask whether a student or colleague has been vaccinated.
- You may ask or encourage students to wear a mask. The request can be simple, such as “Please wear masks in this class for the protection of yourselves and those around you who may be at higher risk.”
- You may not offer incentives, such as extra credit, for those who wear masks. In in-person classes, meetings or office hours, you cannot exclude or separate students who are not wearing a mask.

Other COVID-19 Resources:

Any questions about UCF policies or notifications that you have tested positive should continue to be directed to the UCF COVID Line (407-823-2509). However, the following two call centers may be helpful for general questions related to COVID-19.

- Florida Department of Health COVID-19 Call Center: 1-866-779-6121
- Orange County Health Coronavirus Call Center: 407-723-5004