



UCF

# GUIDE FOR RETURNING TO CAMPUS



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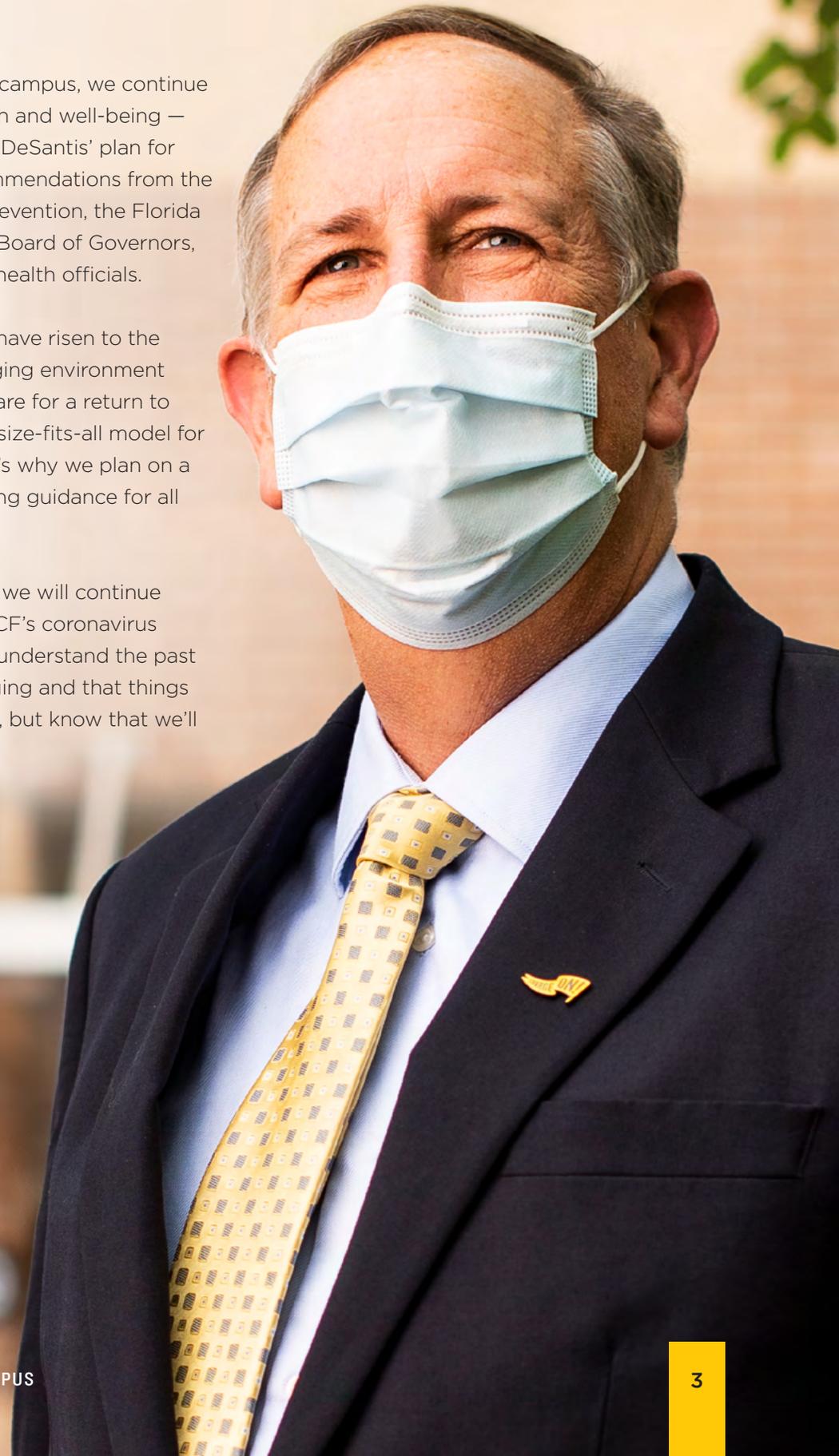


## RETURNING TO UCF

As UCF begins a phased return to campus, we continue to prioritize our community's health and well-being — following guidance from Governor DeSantis' plan for reopening Florida, as well as recommendations from the Centers for Disease Control and Prevention, the Florida Department of Health, the Florida Board of Governors, and other government and public health officials.

We recognize that our employees have risen to the challenge of adapting to the changing environment of COVID-19. And now, as we prepare for a return to campus, we realize there's no one-size-fits-all model for our nearly 14,000 employees. That's why we plan on a gradual and flexible return, providing guidance for all supervisors and employees.

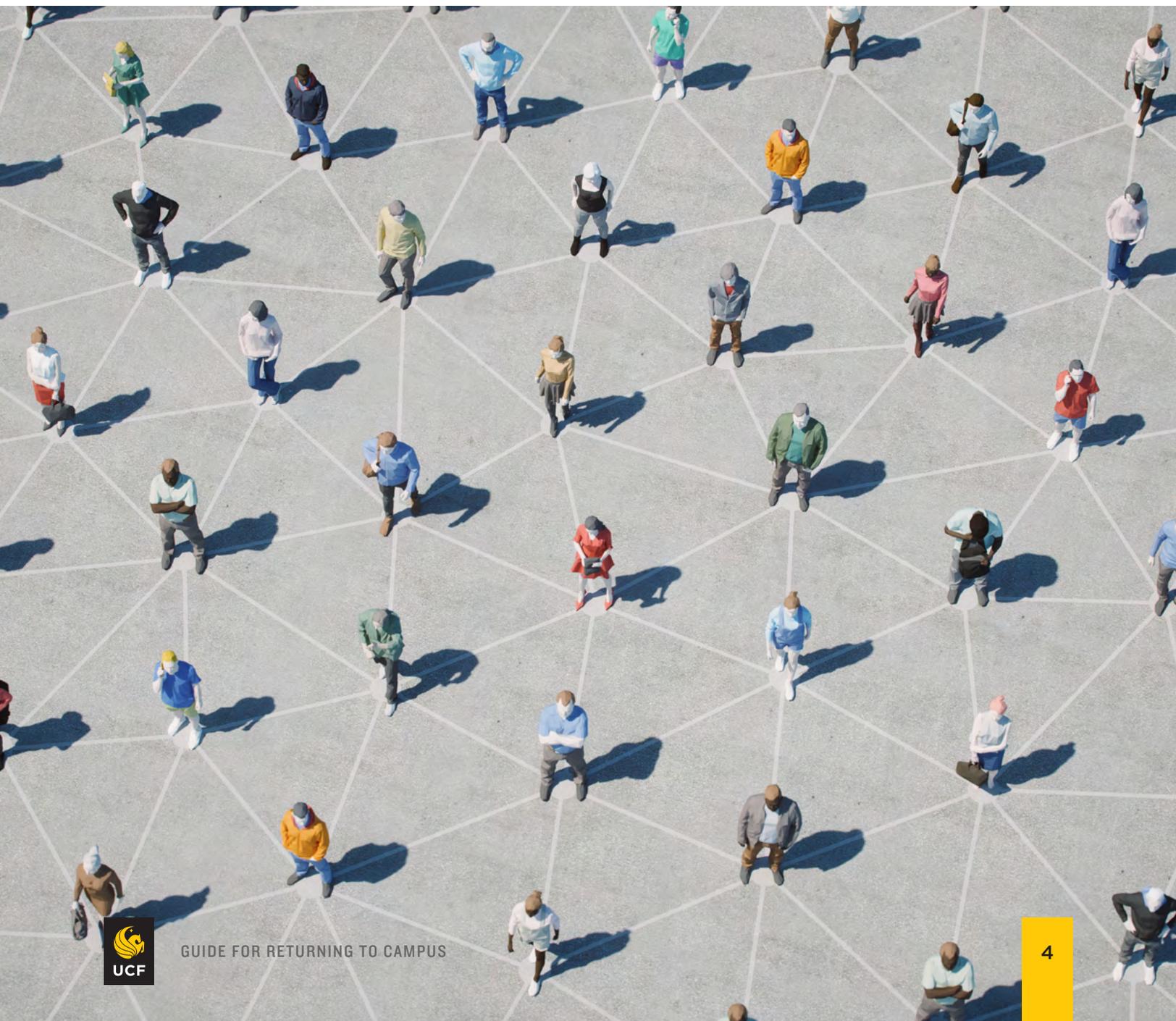
As our plans and protocols evolve, we will continue sharing information with you on UCF's coronavirus website: [ucf.edu/coronavirus](https://ucf.edu/coronavirus). We understand the past several months have been challenging and that things may look a bit different these days, but know that we'll get through this together.



# TASK FORCES

UCF has charged various task forces with helping to plan for and make decisions about reopening in a phased approach that prioritizes the health and safety of all students, faculty and staff members, and campus visitors. Each task force has a specific charge and is comprised of individuals from across the university who, together, are pioneering a path forward for UCF while following recommendations from the Centers for Disease Control and Prevention, the Florida Department of Health, the Florida Board of Governors, and other government and public health officials.

Meet the UCF COVID-19 task forces: [ucf.edu/coronavirus/reopening-taskforce-workgroup](https://ucf.edu/coronavirus/reopening-taskforce-workgroup)



# RETURN TO CAMPUS

## EXPECTATIONS AND GUIDELINES

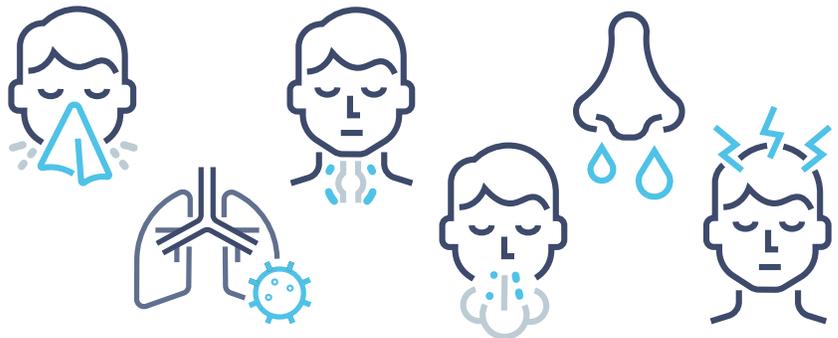
All UCF employees are expected to fully comply with the policies, protocols and guidelines outlined in this document. Failure to do so may result in corrective action. For more information, visit <https://policies.ucf.edu/documents/PolicyEmergencyCOVIDReturnPolicy.pdf>

## SYMPTOM MONITORING REQUIREMENT

According to the CDC, coronavirus symptoms may appear 2 to 14 days after exposure to the virus. For additional information, reference the CDC website: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

At this time, COVID-19 symptoms may include one or more of the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



While everyone is at risk for getting COVID-19 if they are exposed to the virus, some are more likely than others to become severely ill — requiring hospitalization, intensive care or a ventilator to help them breathe. People with an increased risk for severe illness include [older adults](#) and [individuals with underlying medical conditions](#).

If you or someone you know tests positive for COVID-19, there are several steps you should take to ensure the health and safety of others, including:

- Stay home and do not come to campus.
- Self-isolate and avoid contact with other people and social gatherings.
- Let your supervisor know that you're ill and not able to return to work (for UCF employees).
- Follow the instructions of your healthcare provider to determine if testing or treatment is needed.
- Call the UCF COVID Line at 407-823-2509 if you test positive for COVID-19.

Visit the [Potential COVID-19 Exposure](#) in this guide for additional information.

# RETURN TO CAMPUS

## PHASED RETURN

UCF will use a phased-in approach to reopening that prioritizes the health and safety of all students, faculty and staff members, and campus visitors.

Phase 1 Strategies:

1. Follow local, state and national public health authority directives.
2. Prioritize the health and safety of the UCF workforce, physically and emotionally.
3. Continue remote work where practical and for vulnerable populations.
4. Require masks and facial coverings in all public spaces and in places with multiple people.
5. Always practice good hand hygiene.
6. Follow single point-of-entry and exit for buildings clearly marked with signs.
7. Self-observe prior to coming in each day.
8. Ensure supervisors plan for 30% max capacity and for employees to physically distance 6 feet apart and to attend virtual meetings. Separate capacity limits apply to laboratories, healthcare environments, and classrooms and should be followed when in those spaces.

For the latest on planning and updates about re-opening UCF's campuses please visit

<https://www.ucf.edu/coronavirus/returning-to-ucf/>

Employees should work directly with their supervisors on their schedule and arrangements. Student OPS employees should check with their supervisors about plans for returning to campus. Those who can continue to work remotely should, especially those at high risk of complications from COVID-19. Supervisors are advised to remain flexible and understanding while slowly phasing employees into returning to campus, knowing that some employees do not need to work from campus and may not feel comfortable doing so at this time, or have special circumstances that would hinder them from working on campus.

## COVID SELF-CHECKER

Employees must conduct symptom monitoring every day before reporting to campus. The COVID Self-Checker is available through the UCF Mobile app and can be downloaded at: [ucfmobile.ucf.edu](https://ucfmobile.ucf.edu). After completing the self-checker, employees will receive immediate results with instructions and next steps.

The questionnaire asks basic questions about symptoms of and possible exposure to COVID-19, and captures information such as the employee's primary work location to assist with tracing in the event of exposure. Supervisors also will receive notifications about employees not cleared to return to the office. The form is generic in nature, in accordance with medical and student privacy laws and public health best practices.

[COVID Self-Checker Instructions for Employees](#)

[COVID Self-Checker Instructions for Supervisors](#)



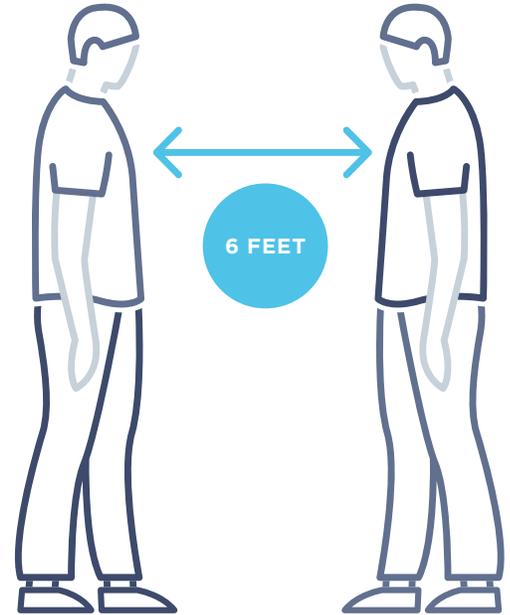
# HEALTH AND SAFETY GUIDANCE

## PHYSICAL DISTANCING

Physical distancing is critical in preventing the spread of COVID-19. Maintain physical distancing when returning to campus and stay at least 6 feet (about two arms' length) from others. Also refrain from mass gatherings and settings with large numbers of people, and maintain distance from others when possible.

Come to campus only if directed by your supervisor, following these tips:

- Hold meetings (even one-on-one sessions) over the phone or virtually.
- Stay 6 feet away from others at all times.
- Avoid more than 10 people in a room at one time (does not apply to classrooms).
  - All individuals must maintain 6-foot separation.
  - If a 6-foot separation cannot be maintained in a space with 10 people, reduce the number of individuals to allow for proper distancing.



## FACE COVERINGS

You should cover your mouth and nose with a cloth face cover or disposable mask when around others. The face covering is meant to protect other people in case you are infected; however, you will still need to keep about 6 feet between yourself and others, as is required for physical distancing.

Face coverings will be required in the office and on campus. UCF has ordered 100,000 reusable, washable face coverings, and all students, faculty and staff members will receive one upon returning to UCF. These or a face covering of some kind will be required to be worn inside all shared indoor spaces and outdoor in areas where physical distancing isn't possible.



# HEALTH AND SAFETY GUIDANCE



DISINFECT HANDS BEFORE  
PUTTING ON YOUR FACE COVERING



AVOID TOUCHING THE FABRIC  
OF THE FACE COVERING

## Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, wash your hands

## Take Off Your Cloth Face Covering Carefully

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- When you are home, place covering in the washing machine ([learn more about how to wash cloth face coverings](#))
- While you are eating, place covering with the outside part face down on a napkin or paper on your table.
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Visit the CDC website for more information about the proper use of cloth face coverings:  
[cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html](https://cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html)

## HANDWASHING

Proper handwashing is important for preventing the spread of coronavirus and promoting good health. While you should definitely be washing your hands after you use the restroom, don't stop there. Wash your hands frequently throughout the day, especially before meals. You should spend at least 20 seconds washing. And if you're sick of singing "Happy Birthday" while washing your hands, try singing or humming UCF's fight song to keep track of time.

Also be sure to keep a bottle of hand sanitizer with greater than 60% alcohol nearby for times when soap and water may not be available. While sanitizers don't get rid of all types of germs, they can quickly reduce the number of germs on your hands after touching any public object.



# HEALTH AND SAFETY GUIDANCE

## CLEANING AND DISINFECTION

Employees will be responsible for cleaning and maintaining their individual workspaces, including desks, chairs and computer equipment. Additional and enhanced cleaning will take place in common spaces and areas where there are frequently touched surfaces, including hallways, stairways, restrooms and elevators.

Upgrades are being made to UCF buildings to reduce the number of shared touchpoints in common spaces by the time the fall semester begins. These include more foot-operated door openers and touchless restroom features and elevators. Signage and touch-free hand-sanitizing stations will also be placed across campus.

In work areas, pay special attention to high-touch areas including:

- Light switches
- Door handles
- Desktops
- Equipment handles and latches
- Equipment controls and touchpads
- Drawer and cabinet handles
- Faucet handles
- Chair backs and arm rests
- Pens and whiteboard markers
- Shared computer mice and keyboards



## COUGHING AND SNEEZING HYGIENE

Face coverings are porous, meaning that droplets can still travel through when you sneeze or cough. Follow these tips to protect yourself and others:

- Cough into your elbow
- Sneeze into a tissue or elbow
- Immediately dispose of used tissues into a trashcan
- Wash hands immediately
- Avoid touching face, eyes, nose and mouth



# HEALTH AND SAFETY GUIDANCE

## POTENTIAL COVID-19 EXPOSURE

Because risk of exposure exists in any public place where people are present and the pandemic is a reality across our broader community, we can expect that UCF will not be immune from continued impact.

Find information below about what to do if you or someone you know tests positive for COVID-19.

### If you test positive for COVID-19

If you test positive for COVID-19, stay home and do not come to UCF. Avoid contact with other people and social gatherings to keep from spreading your illness to others. Employees should notify their supervisor that they are ill and not able to return to work and follow the instructions of their healthcare provider.

All students and faculty and staff members should notify UCF that they have tested positive for COVID-19 by calling the UCF COVID Line at 407-823-2509. This will ensure that individuals follow appropriate next steps and that robust tracing of cases will occur.

### If someone you know tests positive for COVID-19

If you know that you have had close contact with a coworker, visitor, family member or other individual who has confirmed COVID-19, stay home and contact your primary care physician, who will determine whether testing or treatment is needed. Begin to self-isolate and continue to monitor for COVID-19 symptoms. Wear a face covering and avoid contact with other people and social gatherings to keep from spreading your illness to others.



# HEALTH AND SAFETY GUIDANCE

## If you've possibly been exposed to COVID-19 at work

Through contact tracing, you will be notified directly if there is a possibility you have been exposed to COVID-19 at work and may require quarantine and/or testing because a colleague has tested positive. In line with public health practices and medical and student privacy laws, only those who would need to know about confirmed COVID-19 cases for personal health and safety reasons will be informed.



## If You're a Supervisor and Someone in Your Office

### Tests Positive

It's important to prioritize the health and safety of your team. If someone on your team tests positive, require that they stay home and not return to work. Other employees who had close contact with the individual should also not return to work until they receive further guidance from their healthcare provider. Be sure to call the UCF COVID Line at 407-823-2509 to initiate the contact tracing process and assess disinfecting needs. Afterward, take other steps to minimize potential exposure to others.



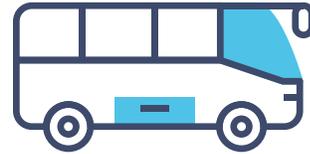
## RETURNING TO THE WORKPLACE AFTER COVID-19 EXPOSURE

Employees should stay home and not return to work until they meet the CDC criteria to discontinue home isolation and have consulted with a healthcare provider and local health department. Supervisors should not require a sick employee to provide a negative COVID-19 test result or healthcare provider's note to return to campus.

# GUIDANCE FOR SPECIFIC CAMPUS SCENARIOS

## PUBLIC TRANSPORTATION

If you use public transportation to get on and around campus, be sure to wear a face covering and avoid touching surfaces with your hands. Once you arrive at your destination, use hand sanitizer — with greater than 60% alcohol — or soap and water to clean your hands.



## WORKING IN OFFICE ENVIRONMENTS

For office settings such as cubicles or shared workspaces that are close together, distances of at least 6 feet between employees in the office at all times are required. Face coverings will be required to be worn in all shared indoor spaces and in outside areas where physical distancing isn't possible. Employees will be responsible for cleaning and maintaining their individual workspaces, including desks, chairs and computer equipment.

Each department should assess open work areas and meeting rooms to ensure physical distancing. This may include:

- Visual cues, such as floor decals or signs, to indicate where people should stand while waiting in line.
- One-way directional signage for open areas with multiple through-ways or narrow hallways to increase distance between employees moving through the space.
- Designate specific stairways for up or down traffic, if space allows.

# GUIDANCE FOR SPECIFIC CAMPUS SCENARIOS

## USING RESTROOMS

Use restrooms on a limited basis to ensure physical distancing between individuals. Be sure to wash your hands thoroughly before returning to your workspace.

## USING ELEVATORS

As most elevators aren't big enough to allow for physical distancing, use them only when necessary. UCF is giving special attention to frequently touched surfaces, such as elevators, to ensure the safety of everyone.

Should you need to use an elevator, face coverings are required — whether you're riding alone or with other people. Also avoid touching the elevator buttons with exposed hands/fingers, if possible. Upon exiting the elevator, use hand sanitizer from one of our many hand-sanitizing stations across campus or wash your hands with soap and water.

## MEETINGS

Continued physical distancing remains critical to prevent further spread of COVID-19. At this time, we strongly encourage using Zoom or other online resources to conduct meetings and facilitate group discussions. Other methods of communicating with colleagues include email, instant messaging and phone.



# GUIDANCE FOR SPECIFIC CAMPUS SCENARIOS

## MEALS

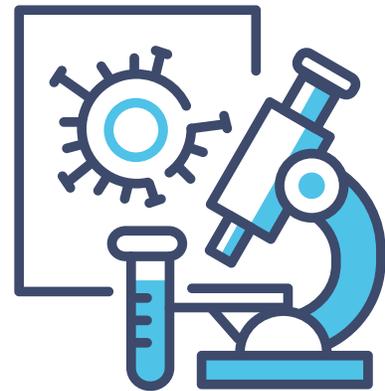
Wash your hands thoroughly before and after eating. If dining on campus or at a restaurant off campus, wear your face covering until you're ready to eat. While you are eating, place covering with the outside part face down on a napkin or paper on your table. After finishing your meal, replace your face covering and discard the napkin or paper.

## RESEARCH LABORATORIES

The return to research at the university is taking place in a phased approach. Research lab members wanting access will be required to wear face coverings while on campus. This includes getting to and from your lab, in your lab (unless additional face covering is necessary) and in any shared common spaces, including elevators. You will also need to follow physical distancing, wash your hands after completing each task and touching frequently used items, and have cleaning supplies on-hand to ensure your lab is disinfected.

Find more information about research lab guidelines:

[corona.research.ucf.edu](https://corona.research.ucf.edu)



# MENTAL AND EMOTIONAL WELL-BEING

## EMPLOYEE ASSISTANCE PROGRAM

UCF offers an Employee Assistance Program (EAP) that provides resources to help employees and their dependents cope with life events, including COVID-19. The EAP, administered by Health Advocate, provides confidential, short-term counseling from Licensed Professional Counselors at no cost to the employee. A full range of assistance is available for topics such as:

- Stress, anxiety, depression
- Relationship, family, parenting issues
- Substance abuse
- Anger, grief, loss
- Life transitions
- Referrals for additional treatment, as needed



Health Advocate Toll-Free Number: **877-240-6863**

Health Advocate Website: [HealthAdvocate.com/members](https://www.healthadvocate.com/members)