



COVID-19 STAFF GUIDELINES

UCF expects everyone on our campuses to make every effort to protect and support each other. Employees are expected to be vaccinated if they are able to do so and to wear masks indoors. Some staff or their families will fall ill, test positive, or be exposed to COVID-19. If this occurs, please consult the following guidance.

IF YOU TEST POSITIVE:

- Stay home.
- Call the UCF COVID Line at (407) 823-2509.
- Notify your supervisor.
- If you are ill, take sick leave.*
- If you feel well, speak to your supervisor about working remotely until you are cleared to return to campus.



*USPS, A&P, and Faculty employees in a leave-accruing appointment who are not able to work due to COVID situations and who have exhausted their accrued leave may apply to receive [Knights Care Leave Share](#).

IF YOU MAY HAVE COVID:

- Stay home.
- Contact your healthcare provider or get tested.
- Testing is available for free at Garage A by showing your employee ID or at the following [locations](#).
- If positive, stay home and call the UCF COVID Line at (407) 823-2509.
- Notify your supervisor.

IF SOMEONE IN YOUR HOUSEHOLD 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 at (407) 823-2509 if you test positive.
- Follow instructions given to you by the COVID Line.
- If you are ill, take sick leave.*
- If you are instructed to stay home but feel well, speak with your supervisor about working remotely.

UNVACCINATED

- Stay home.
- Call your healthcare provider and follow their instructions- they may vary case by case.
- If you test positive, call the UCF COVID Line at (407) 823-2509.
- If you are instructed to stay home but feel well, speak with your supervisor about working remotely.



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COVID-19 STAFF GUIDELINES CONTINUED

IF A COLLEAGUE TESTS POSITIVE:

- Tell them to call the UCF COVID Line at (407) 823-2509 if they haven't already.
- If there is the possibility that you have been exposed to COVID-19 because a colleague has tested positive, you will be notified directly.

OTHER IMPORTANT REMINDERS & RESOURCES:

- Masks cannot be required inside classrooms and offices. Only medical facilities, such as the Student Health Center, UCF Health, and Counseling and Psychological Services (CAPS), may require face coverings inside their buildings. Additionally, as a simulated clinical environment, the Clinical Skills and Simulation Center at the College of Medicine also requires face coverings.
- You cannot ask whether a student or colleague has been vaccinated.
- You may encourage others to wear a mask. This request can be simple, such as "Please wear a mask for the protection of yourselves and those around you who may be at higher risk."
- Any questions about UCF policies should be directed to your supervisor or the UCF COVID Box at covid19questions@ucf.edu. 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