



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: EMERGENCY POLICY COVID-19 Return to Campus Policy THIS POLICY IS SUBJECT TO CHANGE MORE INFORMATION ABOUT UCF RESPONSE TO CORONAVIRUS AT https://www.ucf.edu/coronavirus/	Effective Date: 7/31/2020	Policy Number: EP – 20-1.2
	Supersedes: EP – 20-1	Page Of 1 14
	Responsible Authorities: President Vice President for Compliance and Risk	

APPLICABILITY/ACCOUNTABILITY

This policy applies to all members of the university community, as well as individuals and contractors that conduct business with the university, and campus visitors. This policy applies to all facilities on all campuses of the university, as well as to operations of the university within facilities controlled by the university (such as UCF leased facilities and UCF Connect Campuses), collectively referred to as “campus” in this policy.

BACKGROUND

The COVID-19 pandemic and the state of emergency it has created have presented challenges for all members of our community and for society as a whole. The Florida Surgeon General, at the directive of Governor DeSantis, on March 1, 2020, issued a Public Health Emergency declaration for the State of Florida. Governor DeSantis declared a state of emergency for the State of Florida on March 9, 2020. The World Health Organization declared COVID-19 a global pandemic on March 11, 2020. The federal government issued a Federal Major Disaster Declaration for the State of Florida on March 25, 2020. COVID-19 is reshaping our lives and changing how the university operates.

The U.S. Centers for Disease Control (CDC), federal, state, and local agencies have provided guidance on health measures that should be in place when reopening our campuses. This policy serves to set expectations for all members of the UCF community to follow while on campus or

engaging in university related activities. This policy anticipates and relies on the cooperation of all members of the university community.

NOTICE

This policy is subject to change with the introduction of additional public health guidelines from local, state, and federal authorities. Any policy amendments or updates will be communicated through the university policies website (policies.ucf.edu) and will take effect as of the date and time of publication. It is expected that this policy, or subsequent versions of it, will be in force through at least the Fall Semester 2020 but may be modified or extended at any time.

The university provides general information on coronavirus and the university's responses to it at <https://www.ucf.edu/coronavirus/>, which is regularly updated. This website may provide more details on items addressed in this policy.

POLICY STATEMENT

The University of Central Florida is especially focused on the health and well-being of all members of the university community. During this time, we must support one another, take personal responsibility, and remain diligent in taking reasonable precautions in an effort to protect students, faculty, staff, contractors and others who visit campus.

Required Precautionary Measures – Applicable to All Employees, Students, Visitors, Vendors, Volunteers and Contractors

The university cannot guarantee a risk-free environment. However, the following health measures will reduce the likelihood of contracting COVID-19 on campus and therefore are required of all members of the university community and those who come to the university (such as visitors, vendors, volunteers, and contractors):

- Face coverings are required to be worn in all indoor common spaces with other people present (e.g., classrooms, common work or living spaces, meeting rooms, etc.) even if they are physically distant; all enclosed spaces with other people present (e.g., campus vehicles, UCF shuttles, etc.); and indoors and outdoors (except when exercising while maintaining physical distancing). Exceptions to the face covering requirements are noted in Section F.3. below;
- All persons on campus are to practice six feet of physical distancing to the greatest extent possible;
- Those persons identified by the CDC as being at increased risk for severe illness (see CDC guidance at: https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html) are encouraged to continue to work and learn remotely until further notice (see further discussion in Section E below);

- All faculty, staff, and student employees will be required to complete appropriate education prior to returning to campus;
- Increased cleaning of common touchpoints, bathrooms, and common areas will remain in place until further notice;
- Employees and students should notify the university if they receive a positive COVID-19 test result or diagnosis by calling the UCF COVID Line at 407-823-2509. This will ensure that robust tracing of cases at UCF has started and will help the university identify and contain potentially impacted populations.
- Testing, tracing, and response to illness protocols will be established to respond to potential cases of COVID-19 in coordination with the Florida Department of Health (and, as applicable, other health authorities);
- All persons on campus are to follow good hygiene guidance such as regular hand washing, avoiding touching your face, and disinfecting touched items; and
- Take personal responsibility by following all Florida Department of Health and CDC health measures, including remaining at home (or in your residence hall room) as advised by a healthcare professional and/or in the following circumstances: when you or a housemate are experiencing symptoms of COVID-19 or are otherwise ill; after close contact with a person who is sick with or positive for COVID-19; until released by a healthcare provider or a public health official after receiving a positive COVID-19 test result; and for the period advised by a healthcare provider or public health official while awaiting COVID-19 test results. You should not come to campus if you have tested positive for COVID-19, even if you are asymptomatic, until such time as you are cleared by a healthcare provider to return to normal activities. The UCF COVID Return to Work/School Release Form at <https://hr.ucf.edu/files/COVID-MEDICAL-RELEASE-FORM.pdf> should be used for this purpose.

The university will resume campus activities in a phased approach and all employees, students and visitors must comply with the instructions given to them as to when they are to return to campus. The goal of the university is that all members of the university community and all individuals who come to the campus will voluntarily comply and cooperate with this policy. However, should enforcement become necessary, this policy will be enforced as laid out in Section H, below.

PROCEDURES

The precautionary measures described above, and the procedures below are intended to minimize the spread of COVID-19 at UCF when faculty, staff, students, and visitors begin to return to work, instruction, and other activities on campus. These procedures are consistent with the guidelines from the CDC and the Occupational Safety and Health Administration (OSHA). They must be followed by managers and supervisors, employees, students, volunteers, contractors, and visitors.

A. Before Reporting/Returning to On-campus Work

Employees may return physically to campus if they meet the criteria outlined in the applicable period of the university's phased return to campus plan; and are scheduled to return to campus, on a continuous or intermittent basis, by their college or unit leadership.

As a condition of returning to campus, all employees instructed to return to campus must complete the mandatory returning to campus online Returning to Campus Operations training.

B. Returning to On-campus Work

This policy and the following procedures assume that remote working will continue for many or at least some university employees for some duration. Decisions as to which employees will remain on remote work will require conversations between the employee and the supervisor/manager and/or UCF Human Resources/Academic Affairs. Academic Affairs worked closely with college deans to identify which faculty will return to campus for Fall 2020. Researchers who have already returned to their research labs will continue to follow plans developed and communicated by the Office of Research – this specifically includes capacity limitations for research laboratories which are not superseded by this policy.

Employees who are identified by the CDC as being at increased risk due to COVID-19, see further information in Section E below, are encouraged to remain in remote work status.

No person should come to campus if they have tested positive for COVID-19, even if they are asymptomatic, until such time as they are cleared by a healthcare provider to return to normal activities. No person should come to campus (or, if they live on campus, leave their residence hall room):

- if they are ill, or are experiencing symptoms of COVID-19, or
- if any person living in the same residence has tested positive for COVID-19 or is sick with or experiencing COVID-19 symptoms, or
- for the advised period after close contact with a person who has tested positive for COVID-19 or is ill with COVID-19 symptoms, or
- until released by a healthcare provider or a public health official after receiving a positive COVID-19 test result, even if asymptomatic, or
- for the period advised by a healthcare provider or public health official while waiting for COVID-19 test results.

CDC guidance as to COVID-19 symptoms is found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. The CDC offers detailed guidance on ending home isolation at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>. The “UCF COVID Return to Work/School Release” Form is available at <https://hr.ucf.edu/files/COVID-MEDICAL-RELEASE-FORM.pdf> for use of the individual to be cleared to return.

At different times during this period of phased return, the university will permit different capacity levels in campus offices and other workspaces. It will be the responsibility of managers and supervisors to ensure that schedules are developed for the manager's or supervisor's group that do not exceed the then-current capacity limit.

Managers and supervisors must determine if an employee's work can be performed remotely, or if it necessitates a physical presence on campus. Managers and supervisors will then apply university policies and practices to create physical distance among employees, including flexible worksites (e.g., telecommuting/remote work) and flexible work hours (e.g., staggered shifts) when appropriate.

For those employees who will continue or return to work on campus, the following apply:

a. All employees coming to campus to perform work must complete the required training course that provides a general overview of COVID-19 prevention and control measures and campus-specific policies prior to returning to campus. If this training course is substantially revised or if there is an identified need for it, some or all employees may be asked to retake the training.

b. Employees coming to campus for work or other purposes must complete the symptom-checker each day that they come to campus. The symptom-checker may be accessed through the UCF Mobile App (a free application available for download from the Apple App Store or Google Play) or via the online version available at https://ucf.service-now.com/self_checker. Either way, if an employee answers YES to any of the screening questions, the employee should not report or come to campus. Complete the symptom-checker even if just coming to campus for a short duration, for example to pick up something from the worksite, and even if not intending to stay on campus the entire workday.

c. Face coverings are required to be worn in all indoor common spaces with other people present (e.g., classrooms, common work or living spaces, meeting rooms, etc.); all enclosed spaces with other people present (e.g., campus vehicles, UCF shuttles, etc.); and indoors and outdoors. Exceptions to the face covering requirements are noted in Section F.3. below

d. It is an employee's responsibility to have a facial covering when on campus. If an employee comes to campus without a facial covering, the employee must acquire a disposable mask or some other facial covering. Disposable masks will be available for sale on campus and may be available at different distribution points across campus. Also, some departments may have disposable masks available for their employees and office visitors.

e. Employees should engage in and encourage frequent and thorough hand washing.

f. Meetings should continue to occur in virtual platforms (e.g., Skype, Teams, Zoom, etc.), as much as possible. If an in-person meeting is necessary, the meeting organizer must structure the meeting to conform to space capacity limits, physical distancing, and other health measures.

g. Managers and supervisors should coordinate workplace furnishings and activities to allow at least six feet between workers, or between workers and other persons, for example, contractors or visitors. This also applies to shared offices without partitions, break rooms, conference rooms, etc. Cubicles with wall partitions of less than six feet height will also require

six feet between workers. Employees are expected to adhere to physical distancing expectations and requirements.

- h. Employees should engage in respiratory etiquette, including covering coughs and sneezes.
- i. Employees should avoid using other workers' phones or sharing desks, offices, or other work tools and equipment, as much as possible.
- j. Employees should frequently sanitize shared office equipment like photocopy machines, fax, and scanners, among other things.
- k. Clean touchpoints within office suites or departments frequently, including breakrooms, copiers, and shared spaces.
- l. Avoid office gatherings, break rooms, and unnecessary visitors in the workplace.
- m. Employees may be required to return to remote work at any time and are required to cooperate if directed to do so.

C. Students – Returning to Campus

Students must abide by the general health and hygiene rules outlined in this policy. Specifically, the university expects students to abide by the following:

- a. Students are required to stay home (or in their residence hall rooms) if they have tested positive for COVID-19, even if they are asymptomatic, until such time as they are cleared. No student should come to campus (or, if living on campus, leave their residence hall rooms for any non-essential reason):
 - if they are ill, or are experiencing symptoms of COVID-19 until released by a healthcare provider, or
 - if any person living in the same residence has tested positive for COVID-19 or is sick with or experiencing COVID-19 symptoms, or
 - for the advised period after close contact with a person who has tested positive for COVID-19 or is ill with COVID-19 symptoms, or
 - until released by a healthcare provider or a public health official after receiving a positive COVID-19 test result, even if asymptomatic, or
 - for the period advised by a healthcare provider or public health official while waiting for COVID-19 test results.

CDC guidance as to COVID-19 symptoms is found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. The CDC offers detailed guidance on ending home isolation at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>. The “UCF COVID Return to Work/School Release” form is available at <https://hr.ucf.edu/files/COVID-MEDICAL-RELEASE-FORM.pdf> for use of the student to be cleared to return.

- b. Students coming to campus must complete the symptom-checker each day that they come to campus. The symptom-checker may be accessed through the UCF Mobile App (a free application available for download from the Apple App Store or Google Play). If a student answers YES to any of the screening questions, the student should not come to campus (or, as applicable, leave the resident hall).

- c. Face coverings are required to be worn in all indoor common spaces with other people present (e.g., classrooms, common work or living spaces, meeting rooms, etc.) even if

physically distant; all enclosed spaces with other people present (e.g., campus vehicles, UCF shuttles, etc.); and indoors and outdoors. Exceptions to the facial covering requirement are discussed in Section F.3 below.

d. Each student is responsible for having a facial covering when coming to campus or leaving their residence hall room. If a student comes to campus without a facial covering, the student must acquire a disposable mask or some other facial covering. Disposable masks will be available for sale on campus and may be available at different distribution points across campus.

e. Students should engage in and encourage frequent and thorough hand washing.

f. Students should abide by physical distancing expectations – specifically, by maintaining as much as possible six feet of distance between individuals.

g. Students should expect that meetings with university employees will occur virtually as much as possible. Some of the available tools are Skype, Teams, and Zoom.

h. Students should engage in respiratory etiquette, including covering coughs and sneezes.

i. Students should avoid sharing phones or other tools and equipment, when possible.

j. Students should frequently clean their own personal space and belongings.

k. Students should abide by local guidance on physical distancing, including directives related to size of meetings or gatherings. Meetings and other gatherings should continue to occur in virtual platforms rather than as physical groupings, as much as possible. Students are advised to plan any meetings or gatherings with health measures in mind, including wearing of facial coverings, maintaining physical distancing, abiding by capacity limits for the space, and encouraging hand washing or use of hand sanitizer.

l. A student may be asked to leave a facility or a classroom if they are not abiding by the university's health and hygiene rules as outlined in this policy. A student who refuses to leave a facility or classroom may be referred for student disciplinary action for causing a disruption.

D. Campus Visitors, Volunteers, Vendors, and Contractors

Campus visitors, volunteers, vendors, and contractors must abide by the general health and hygiene rules outlined in this policy. Specifically, the university expects campus visitors, volunteers, vendors, contractors, and employees of contractors to abide by the following:

a. Individuals should not come to campus if they have tested positive for COVID-19, even if they are asymptomatic, until such time as they are cleared to return to normal activities. No individual should come to campus:

- if they are ill, or are experiencing symptoms of COVID-19, or
- if any person living in the same residence has tested positive for COVID-19 or is sick with or experiencing COVID-19 symptoms, or
- for the advised period after close contact with a person who has tested positive for COVID-19 or is ill with COVID-19 symptoms, or
- until released by a healthcare provider or a public health official after receiving a positive COVID-19 test result, even if asymptomatic, or
- for the period advised by a healthcare provider or public health official while waiting for COVID-19 test results.

CDC guidance as to COVID-19 symptoms is found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. Contractors are required to ensure that their employees are not reporting to a campus worksite if the employee is ill (including has tested positive for COVID-19, even if asymptomatic) or experiencing symptoms of COVID-19 or if any person living in the same residence is sick with COVID-19 symptoms

b. Individuals coming to campus for contracted work, volunteer service, or other purposes must complete a symptom-checker each day that they come to campus. The symptom-checker will be available online. If the individual answers YES to any of the screening questions, the individual should not report or come to campus.

c. Face coverings are required to be worn in all indoor common spaces with other people present (e.g., classrooms, common work or living spaces, meeting rooms, etc.) even if physically distant; all enclosed spaces with other people present (e.g., campus vehicles, UCF shuttles, etc.); and indoors and outdoors. Contractors and contractor employees engaged in labor outdoors may remove a facial covering as long as the work site is separated from other people by an appropriate distance or is shielded. Other exceptions to the facial covering requirement found in Section F.3 may also apply to contractors and contractor employees. The university expects contractors to provide facial coverings for their employees or otherwise require their employees to provide their own. Campus visitors are expected to provide their own facial covering; however, a limited supply of disposable masks is available for visitors at the Visitor and Parking Information Center.

d. Campus visitors, contractors, and contractor employees should engage in and encourage frequent and thorough hand washing.

e. Campus visitors, contractors, and contractor employees should abide by physical distancing expectations – specifically, by maintaining as much as possible six feet of distance between individuals.

f. Campus visitors should expect that most university services are being offered remotely and should not expect to have in-person meetings. Contractors and contractor employees should expect that, where an in-person meeting is not necessary, meetings with university employees will occur virtually. Any in-person meeting should keep health measures in mind, including the wearing of facial coverings, maintaining physical distancing, abiding by capacity limits for the space, and encouraging hand washing or use of hand sanitizer.

g. Campus visitors, contractors, and contractor employees should engage in respiratory etiquette, including covering coughs and sneezes.

h. Campus visitors, contractors, and contractor employees should avoid using university workers' phones, desks, offices, or other work tools and equipment, when possible.

i. Contractors and contractor employees must frequently sanitize shared tools and equipment, among other things, and should clean touchpoints as they exit a worksite.

j. Campus visitors, contractors, and contractor employees should avoid gatherings.

k. Campus visitors, contractors, and contractor employees may be asked to leave if they are not abiding by the university's health and hand hygiene rules as outlined in this policy.

E. Individuals at Increased Risk of Severe Illness due to COVID-19

The CDC has identified certain categories of individuals who are or may be at increased risk for developing serious COVID-19 illness. This CDC guidance is regularly reviewed and updated as

more is learned about COVID-19 and the virus that causes it. Therefore, the university refers readers to CDC information at: https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html.

If you are a person who is at increased risk of developing severe COVID-19 illness, please consult with your healthcare provider concerning the particular risk associated with your return to campus.

According to the CDC, the best way to protect oneself and to help reduce the spread of the virus that causes COVID-19 is to: limit interactions with other people as much as possible; and take precautions to prevent getting COVID-19 when interactions with others occur. Therefore, faculty, staff, and students at increased risk are encouraged to continue remote work and learning, as appropriate, for the time being.

If a higher risk employee is asked to return to on-campus work, the employee may make their higher risk status known to their manager/supervisor/chair/dean. The department/unit should contact UCF Human Resources for guidance.

If a higher risk student is asked to return to on-campus learning (such as for a clinical training course) or is planning to return to on-campus learning as courses become available, the student may make their higher risk status known to their academic advisor or program of study. The University strongly encourages students at higher risk to consider their personal health status when selecting coursework.

F. Face Coverings, Masks, and Gloves

Please note that wearing a face covering or mask does not replace the need to comply with other precautionary measures listed above, including practicing physical distancing (staying at least six feet away from others).

In addition to the university's face covering requirement, many local authorities have adopted mask orders. For example, Orange County Executive Order 20-25 requires all individuals to wear a face covering except as outlined in the order. Where an applicable state or local executive order prohibits something permitted by this policy, the terms of the applicable executive order will apply. Where the university's policy contains additional provisions not prohibited by an applicable local executive order, then university's policy will apply as to that provision.

1. Face Coverings – Reusable cloth face masks and disposable masks

Face coverings help protect others by containing respiratory droplets when the wearer coughs, sneezes, or speaks. The university will maintain a limited number of disposable masks for visitors and will provide one reusable cloth mask (also referred to, interchangeably, as cloth face coverings) for each employee and student. Laundering reusable cloth masks will be the responsibility of employees and students using the masks. Cloth masks must fit snugly to the face (i.e., not be open at or under the chin); be secured with ties or ear loops; include multiple layers of fabric; allow for breathing without restriction; and be able to be laundered. Individuals are invited to provide their

own face coverings in order to have extra supply - cloth face masks may be purchased from many sources or made at home from common materials.

2. Medical-grade Surgical Masks/Respirators Protection

Medical personnel, law enforcement and other similar workers, and students pursuing health related careers may need to wear respiratory protection (FDA-cleared surgical masks, N-95 respirators, or better). The rest of the work force and university community will wear face coverings as recommended by CDC guidance and described above.

3. Exceptions. Wearing a face covering is not required or may not be appropriate:

- When a person is in a personal office (a single room with a closable door) and others are not present.
- When communication is necessary between a deaf or hard of hearing person and another individual(s), for which the mouth needs to be visible and where clear face coverings are not readily available for either person.
- When exercising in one's private quarters or outdoors as long as physical distance can be maintained. (UCF Recreation and Wellness Center will require facility guests to use a face covering or disposable mask.)
- Individuals who have been advised by a medical professional not to wear a face covering due to a medical condition or trouble breathing, being incapacitated, or otherwise being unable to remove a face covering without assistance, the university recommends that such individuals work or learn remotely for the time being. If this applies to you, please contact: if you are an employee, your supervisor and/or Human Resources/Academic Affairs; if you are a student, Student Accessibility Services; or, whether you are an employee or student, Office of Institutional Equity.
- Where wearing a face covering creates a safety hazard at work under established health and safety guidelines. For example, performing procedures where a surgical mask is required as PPE to protect the individual from exposure to potentially harmful materials, a cloth face covering should not be worn; instead, use a disposable FDA-cleared surgical mask. Similarly, consideration should be given to the appropriateness of cloth face coverings in environments where flame resistant materials are employed for safety.
- While actively eating or drinking, but you should be stationary and maintain appropriate physical distancing.
- For children under the age of two, for children unable to comply with mask wearing, or for persons of any age who are developmentally unable to wear a mask.

4. Gloves

According to the CDC, wearing gloves for most tasks, including general office work, is not necessary. For those job tasks that require glove use, gloves should be worn as required by standard operating procedures for performing those job tasks. Upon completion of the task, gloves must be removed, and hands must be washed. Gloves must not be worn in between tasks or when traveling from one building to another. The university will provide gloves only for those job tasks which require gloves; gloves will not be made generally available to employees and students. Remember that frequent hand washing is an essential element of effective infection control.

G. Testing and Tracing

In addition to the measures above, the university will develop and implement procedures in coordination with the County Health Department for employee and student testing and contact tracing following a positive COVID-19 test or relevant interaction with someone who tested positive. Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and people who they came in contact with (contacts) and working with them to interrupt disease spread. This includes asking people with COVID-19 to isolate and their contacts to quarantine at home voluntarily.

If a department or unit learns that an employee, student, contractor or contractor employee, or campus visitor has tested positive for COVID-19, the department or unit should notify the UCF COVID Line at 407-823-2509. The purpose of this notification is to allow contact tracing to begin. See also Section I below.

Employees and students should notify the university if they receive a positive COVID-19 test result or diagnosis by calling the UCF COVID Line at 407-823-2509. This will ensure that robust tracing of cases at UCF has started and will help the university identify and contain potentially impacted populations.

H. Enforcement

All employees, students, visitors, vendors, volunteers, contractors and contractor employees must comply with the instructions given to them as to when they are to return to campus. The success of the university's COVID-19 response depends on the compliance and cooperation of every individual who comes to campus. The goal of the university is that all members of the university community and all other persons on campus will voluntarily comply and cooperate with this policy. It is the university's intention that most policy violations will initially be addressed as an educational matter and addressed with progressively stronger responses if violations continue. Therefore, in most instances of a violation of this policy, the university will seek compliance first through education and repeated training. Repeated acts of non-compliance will result in the individual's removal from campus until compliance is achieved. Continued non-compliance may result in a more severe response – specifically, disciplinary action for faculty, staff, and students, up to and including separation from the university; removal from campus, including trespass orders as necessary, for visitors who refuse to comply with the university's policy. Contractors and contractor employees who fail or refuse to comply with the university's policy may be asked to leave the university, may be in breach of contract, or may be trespassed from the university if non-compliance continues.

Not all violations of this policy are the same. An instance of failing to wear a mask or not performing the daily symptom screener may be a matter of inattention or miseducation that can be corrected with a reminder or retraining. However, reporting to campus for work or classes knowing that one is COVID-19 positive and has not been released to return to normal activities by a healthcare provider is an egregious policy violation that directly endangers others and may result in substantial disruption and/or cost to the university. The university reserves the right to respond

immediately and at the highest level to egregious policy violations. This response may include substantial disciplinary action (up to and including termination) and/or removal of the individual from the campus (up to and including with the issuance of a trespass order).

I. Department Response to a Known Exposure Event at Worksite

As activities resume on campus, it is possible that departments around campus may experience a known exposure event in their worksite. A known exposure event means that someone in (or very recently in) the worksite (1) has tested positive for COVID-19 or (2) has a close contact who has tested positive for COVID-19 or (3) has been deemed presumptively positive for COVID-19 by a healthcare provider or (4) has been ordered to self-isolate or quarantine by a public health official or healthcare provider due to some other exposure

If a known exposure event occurs at the worksite, the department should notify Environmental Health & Safety at 407-823-5223 regarding the known exposure event. The department should be prepared to identify to the best of its ability: when the known exposure event occurred, who was present in the worksite at or near the time of the known exposure, who was the catalyst of the known exposure, and what steps the department has taken at that point. The department should **not** attempt to clean the worksite space on its own – Environmental Health & Safety will take the lead in assessing the cleaning and disinfecting needs for that worksite and in arranging for services as needed. Not all known exposure events in a worksite will require disinfecting or sanitizing. Because the existing scientific evidence suggests that the virus that causes COVID-19 does not survive on surfaces for very long, many known exposure events can be addressed without a sanitization service or large-scale disinfection cleaning – in many instances, this can be done by closing off the area for a period of time, increasing ventilation, and doing a cleaning service.

If you are a supervisor and someone in your office (whether an employee, a volunteer, or a vendor/contractor) tests positive for COVID-19:

- Require that individual to stay home and not return to work until cleared to return.
- Require that individuals who had close contact with the employee (more than 15 minutes within six feet over the past 14 days) not return to work until they receive further guidance from their healthcare provider.
- Contact the UCF COVID Line at [407-823-2509](tel:407-823-2509) to coordinate contact tracing and the assessment of disinfecting needs in collaboration with Environmental Health & Safety.
- Take other steps as appropriate based on the situation to minimize potential exposure to others (examples could include having more staff work remotely, posting additional signage, etc.). Supervisors will need to make assessments on a case-by-case basis and can contact Human Resources for additional guidance.

J. CDC Guidance on Quarantine and Isolation

Quarantine is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are infected or if they are infected with the virus without having symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their

healthcare provider (or, if applicable, a public health official/office that advised the person to quarantine).

Quarantine Following Close Contact

A person should quarantine when they have been in close contact with someone who has COVID-19. This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus. Close contact means any of the following applies: you were within six feet of someone who has COVID-19 for at least 15 minutes; you provided care at home to someone who is sick with COVID-19; you had direct physical contact with the person (touched, hugged, or kissed them); you shared eating or drinking utensils; or they sneezed, coughed, or somehow got respiratory droplets on you. The CDC recommends that a person quarantine for 14 days after close contact as defined above and monitor their symptoms. See https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fif-you-are-sick%2Fquarantine-isolation.html for more information.

Isolate if Sick or Infected with the Virus

Isolation separates people who are infected with the virus away from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others, except to seek medical care. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available). For more information about isolation and when a person can end their isolation, see CDC guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html#:~:text=CDC%20recommends%2014%20days%20of,are%20shedding%20at%20all.>

FORMS

UCF COVID Return to Work/School Release Form:

<https://hr.ucf.edu/files/COVID-MEDICAL-RELEASE-FORM.pdf>

RELATED INFORMATION

UCF Coronavirus Information page (regularly updated):

<https://www.ucf.edu/coronavirus/>

UCF Coronavirus FAQ page (periodically updated):

<https://www.ucf.edu/coronavirus/faq/>

UCF Returning to Campus page (regularly updated):

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

UCF Guidelines for Receiving COVID Tests, Reporting Results (periodically updated)

https://www.ucf.edu/coronavirus/guidelines-for-receiving-covid-tests-reporting-results/?utm_source=facilities_email&utm_medium=email&utm_campaign=coronavirus

(page created July 8, 2020)

UCF Principles for Restarting Labs:
<https://corona.research.ucf.edu/principles-for-reopening-labs/>

UCF Policy 2-700.1 Reporting Misconduct and Protection from Retaliation
<https://policies.ucf.edu/documents/2-700.pdf>

ACHA Considerations for Reopening Institutions of Higher Education in the COVID-19 Era:
<https://acha-test.app.box.com/s/k202537ahi3w27b0w6cdhqxynr3vljif>

CDC Guidance on How to Protect Yourself and Others:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html> (page last updated April 24, 2020; page last visited July 9, 2020)

CDC Considerations for Institutions of Higher Education:
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html> (page last updated May 30, 2020)

CDC Interim Guidance on Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings (page last updated July 20, 2020):
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html#:~:text=CDC%20recommends%2014%20days%20of,are%20shedding%20at%20all.>

CDC Guidance on How to Wear Cloth Face Coverings:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html> (page last updated July 6, 2020)

INITIATING AUTHORITY President

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: EP-20-1.2	
President or Designee: <u>Alexander Cartwright</u>	Digitally signed by Alexander Cartwright Date: 2020.07.31 08:40:43 -04'00'
	Date: <u>7/31/2020</u>