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. The policy applies to any space or facility temporarily being used for a university-sponsored event for the duration of the university’s control/use of that space or facility.

NOTICE

This policy is subject to change as a result of updates to 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.

This policy and the following procedures assume COVID-19 will remain a risk for the foreseeable future. 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 focused on the health and well-being of all members of the university community while COVID-19 remains a pandemic. During this time, we must support one another, take personal responsibility, and remain diligent in taking reasonable precautions in an effort to protect our campus community and visitors.

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

The university cannot guarantee a risk-free environment or an environment free of COVID-19 or other disease. However, the following general precautionary measures will reduce the likelihood of contracting COVID-19 on campus. Therefore, all members of the university community and those who come to campus or participate in campus events (such as visitors, vendors, volunteers, and contractors) are asked to:

- Follow CDC guidelines regarding facial coverings. Consistent with these guidelines, we expect individuals to wear face coverings while indoors.
- Follow requirements to wear masks in environments designated as a healthcare or clinical teaching environment.
- Follow CDC guidelines regarding vaccination. Consistent with these guidelines, we expect that individuals who are able to get vaccinated, get vaccinated to protect themselves and others.
- Follow good hygiene guidance, such as regular hand washing (or use of hand sanititizer), 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, if you are unvaccinated, a housemate) are experiencing symptoms of COVID-19; if unvaccinated, 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. Do 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.

Employees and students are required to 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 robust tracing of cases at UCF and will help the university identify and contain potentially impacted populations.
PROCEDURES

The precautionary measures described above, and the procedures below are intended to minimize the spread of COVID-19 at UCF as faculty, staff, students, and visitors engage in work, instruction, and other activities on campus. These procedures are consistent with the guidelines from the CDC.

A. Guidelines When Experiencing COVID Symptoms and / or COVID Positive

No person should come to campus (or, if they live on campus, leave their residence hall room) 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 experiencing symptoms of COVID-19, or
- if unvaccinated, if any person living in the same residence has tested positive for COVID-19 or is sick with or experiencing COVID-19 symptoms, or
- if unvaccinated, 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 can be found here: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.

For information on isolation and quarantine, see Section G, below. The “UCF COVID Return to Work Release” Form is available at https://hr.ucf.edu/files/COVID-MEDICAL-RELEASE-FORM.pdf for use of employees to be cleared to return to work.

Students who have received testing and treatment from UCF Student Health Services can request a release to return to work or school from UCF Student Health Services. Students not receiving treatment from Student Health Services or who prefer to see their own provider should contact the UCF COVID Line (407-823-2509) for a release. Student employees at UCF should provide the release to their supervisor. Students should also provide a copy of the release to their instructor(s), as needed.

B. Campus Guidelines During COVID

For those who are working or studying on campus, or merely visiting campus, the following apply:

- Individuals are asked to follow CDC guidance regarding face coverings. Consistent with these guidelines, we expect that individuals wear face coverings while indoors.
• All persons on campus should engage in and encourage frequent and thorough hand washing/sanitizing.
• All persons on campus should engage in respiratory etiquette, including covering coughs and sneezes.
• Individuals should avoid sharing phones, desks, offices, or other work tools and equipment, as much as possible.
• Individuals should frequently sanitize shared tools and equipment, among other things, as well as clean touchpoints within office suites, departments, or worksites frequently.
• Students should frequently clean their own personal space, workspace, and belongings.
• Employees and students must promptly report their positive COVID-19 test result to the UCF COVID line (407-823-2509) as soon as they learn of the result. This will ensure robust tracing of cases at UCF and will help the university identify and contain potentially impacted populations.
• Employees and students should cooperate with contact tracing efforts, including answering questions as part of those efforts. See Section D, below, for more information.

C. Face Coverings

UCF expects members of the campus community to follow CDC guidelines and wear face coverings while indoors.

CDC guidance as of the date of this policy revision regarding face coverings is available at:

D. Testing and Tracing

The university coordinates 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 recent 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 must promptly 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 robust tracing of cases at UCF and will help the university identify and contain potentially impacted populations.
populations. NOTE: Information shared with contact tracers is confidential health information and designed to ensure the health and well-being of the campus community. It will not be shared for conduct or adverse employment action.

E. Enforcement

All employees, students, visitors, vendors, volunteers, contractors and contractor employees must comply with this policy. 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.

Not all violations of this policy are the same. Reporting to campus for work or classes, or being in close contact with others in the UCF community, knowing that one is COVID-19 positive and has not been released to return to normal activities by a healthcare provider, is a serious policy violation that 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 policy violations like this. This response may include substantial disciplinary action (up to and including dismissal/termination) and/or removal of the individual from the campus (up to and including with the issuance of a trespass order).

While the university expects all members of the university community to wear masks and get vaccinated, individuals must take personal responsibility to protect themselves and others. In general, no one may require an individual to wear a mask or to get vaccinated. However, those areas of campus deemed as a healthcare or clinical teaching environment may require masks.

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.

F. Department Response to a Known Exposure Event at Worksite

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) is unvaccinated and had a close contact with someone 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. 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 many known exposure
events can be addressed 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/area (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 unvaccinated individuals who had close contact with the employee not return to work until they receive further guidance from the UCF COVID Line or their healthcare provider.
- Contact the UCF COVID Line at 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. Supervisors will need to make assessments on a case-by-case basis and can contact Human Resources for additional guidance.

G. CDC Guidance on Quarantine and Isolation

- You **quarantine** when you might have been exposed to the virus.
- You **isolate** when you have been infected with the virus, even if you don’t have symptoms.

For full CDC guidance on quarantine and vaccination see: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html

Quarantine:

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).

**For Vaccinated individuals:**

- No quarantine
- Wear a mask in public, particularly indoors
- Consider getting tested 3-5 days after exposure
- Monitor your symptoms and stay home if you feel sick
- If you develop **symptoms of COVID**, contact the UCF COVID Line or your healthcare provider and get tested
- If you receive a positive test, notify UCF COVID Line at 407-823-2509

**For Unvaccinated individuals:**

- Quarantine & wear a mask for 14 days if you must be around others
- You may also choose to be tested on day six or later and if negative discontinue quarantine
- Monitor your symptoms and stay home if you feel sick
If you develop symptoms of COVID, contact the UCF COVID Line or your healthcare provider and get tested.

If you receive a positive test, notify UCF COVID Line at 407-823-2509.

Isolation:

Isolation separates people who are infected with the virus away from people who are not infected. Isolation is for people who have symptoms of COVID-19 and are able to recover at home; and for people who have no symptoms of COVID-19 but who have tested positive for the infection. People who are in isolation should stay home until released by a healthcare provider or a public health official, 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).

FORMS

UCF COVID Return to Work 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 Plans and Policies page (regularly updated):
https://www.ucf.edu/coronavirus/plans-policies/

UCF Policy 2-700.1 Reporting Misconduct and Protection from Retaliation

CDC Guidance on How to Protect Yourself and Others – Guidance for Unvaccinated People:

CDC Guidance on How to Protect Yourself and Others – Guidance for Vaccinated People:

CDC Considerations for Institutions of Higher Education:
CDC Guidance on Isolation in the event of COVID-19 infection: 

CDC Guidance on When to Quarantine (for those who are not yet vaccinated): 

CDC Information regarding Individuals at Increased Risk of Severe Illness Due to COVID-19: 

CDC Guidance on How to Wear Cloth Face Coverings: 

INITIATING AUTHORITY  President

POLICY APPROVAL  
(For use by the Office of the President)

Policy Number: EP-20-1.8

President or Designee: Alexander Cartwright  Digi[ally signed by Alexander Cartwright]  Date: 2021.09.13  09:10:21-04'00'  Date: 8/13/2021