SUBJECT: 
EMERGENCY POLICY
COVID-19 Campus Policy

Effective Date: 6/3/2021
Policy Number: EP – 20-1.6

THIS POLICY IS SUBJECT TO CHANGE

Supersedes: EP – 20-1.5
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Responsible Authorities:
President
Vice President for Compliance and Risk

MORE INFORMATION ABOUT UCF RESPONSE TO CORONAVIRUS AT https://www.ucf.edu/coronavirus/

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 and 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.

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.

This policy serves to set expectations for all members of the UCF community to follow while on campus or engaging in university related activities during the COVID-19 pandemic. This policy anticipates and relies on the cooperation of all members of the university community.
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.

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. 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.

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 and 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 strongly recommend that unvaccinated individuals continue to wear face coverings.

- Follow good hygiene guidance, such as regular hand washing (or use of hand sanitizer), 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. **On-campus Work During COVID-19**

This policy and the following procedures assume COVID-19 will remain a risk for the foreseeable future.

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 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](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html). For information on isolation and quarantine, see Section J, below. The “UCF COVID Return to Work Release” Form is available at [https://hr.ucf.edu/files/COVID-MEDICAL-RELEASE-FORM.pdf](https://hr.ucf.edu/files/COVID-MEDICAL-RELEASE-FORM.pdf) for use of the individual to be cleared to return to work.

For those employees working on campus, the following apply:

a. Daily symptom screening is a public health tool used to support reduced COVID-19 transmission for individuals at work, school, and events. By asking individuals to self-screen for COVID symptoms or other risk factors of COVID daily, UCF helps individuals make the best decision regarding appropriate medical treatment as well as protects members of our community by eliminating the number of individuals coming to campus with potential COVID risk factors. As a result, employees coming to campus for work or other purposes must complete and submit
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. 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.

b. Employees are asked to follow CDC guidance regarding facial coverings. Consistent with these guidelines, we strongly recommend that unvaccinated individuals continue to wear face coverings.

c. All persons on campus should engage in and encourage frequent and thorough hand washing/sanitizing.

e. All persons on campus should engage in respiratory etiquette, including covering coughs and sneezes.

f. Employees should avoid using other workers’ phones or sharing desks, offices, or other work tools and equipment, as much as possible.

g. Employees should frequently sanitize shared office equipment like photocopy machines, fax, and scanners, among other things as well as clean touchpoints within office suites or departments frequently including breakrooms, copiers, and shared spaces

B. Students – Returning to/Being on Campus

Students must abide by the general health and hygiene rules outlined in this policy.

a. Students are required to stay home (or in their residence hall room) 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. Additionally, no student should come to campus (or, if living on campus, leave their residence hall rooms for non-essential reason):

- 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. 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. Students coming to campus must complete and submit a symptom-checker each day that they come to campus. Students living in a university residence hall must complete the
symptom-checker daily even if they do not leave their residence hall room. 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), see [https://ucfmobile.ucf.edu/](https://ucfmobile.ucf.edu/). If the student answers YES to any of the screening questions, the individual should not report or come to campus.

c. Students are asked to follow CDC guidance regarding facial coverings. Consistent with these guidelines, we strongly recommend that unvaccinated individuals continue to wear face coverings.

d. All persons on campus should engage in and encourage frequent and thorough hand washing.

e. All persons on campus should engage in respiratory etiquette, including covering coughs and sneezes.

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

g. Students should frequently clean their own personal space, workspace, and belongings.

h. 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,

i. Students should cooperate with contact tracing efforts, including answering questions as part of those efforts. Students are expected to take part in community COVID-19 random surveillance testing as identified by the university COVID-19 testing and tracing program. NOTE: Information shared with contact tracers is confidential 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.

C. 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. In addition to the requirements listed below, the university has created an information page for campus visitors, volunteers, vendors and contractors at [https://www.ucf.edu/coronavirus/resources-for-visitors-vendors-contractors/](https://www.ucf.edu/coronavirus/resources-for-visitors-vendors-contractors/). The university expects all such persons 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. Additionally, no individual should come to campus:

- 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. Contractors are required to ensure that their employees are not reporting to a campus worksite if the employee is disqualified as outlined above.

b. Individuals coming to campus for contracted work, volunteer service, or other purposes must complete and submit a symptom-checker each day that they come to campus. The symptom-checker is available online at https://ucf.service-now.com/self_checker?id=public. If the individual answers YES to any of the screening questions, the individual should not report or come to campus.

c. Campus visitors, volunteers, vendors, and contractors are asked to follow CDC guidance regarding facial coverings. Consistent with these guidelines, we strongly recommend that unvaccinated individuals continue to wear face coverings.

d. All persons on campus should engage in and encourage frequent and thorough hand washing.

f. All persons on campus should engage in respiratory etiquette, including covering coughs and sneezes.

g. Campus visitors, volunteers, vendors/contractors, and vendor/contractor employees should avoid using university workers’ phones, desks, offices, or other work tools and equipment, when possible.

h. Vendors/contractors and vendor/contractor employees must frequently sanitize shared tools and equipment, among other things, and should clean touchpoints as they exit a worksite.

D. Face Coverings

UCF expects members of the campus community to follow CDC guidelines regarding facial coverings. Consistent with these guidelines, it is strongly recommended that unvaccinated individuals continue to wear face coverings.

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

E. 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. NOTE: Information shared with contract 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.

**F. 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).

Contractors, 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.

**G. 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 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. 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 individuals who had close contact with the employee (more than 15 minutes within six feet over the past 24 hours) not return to work until they receive further guidance from 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 (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.

H. 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 a total of 15 minutes or more over a 24-hour period; you provided care at home or elsewhere to someone who is sick with COVID-19; you had direct physical contact with the infected person (touched, hugged, or kissed them); you shared eating or drinking utensils with the infected person; or the infected person sneezed, coughed, or somehow got respiratory droplets on you. The CDC recommends that a person quarantine for 14 days. However, the CDC recognizes that a reduced quarantine period is possible where the person remains without symptoms. These reduced quarantine periods are: ten (10) days after close contact if the person remains without symptoms and does not obtain a COVID-19 test; or seven (7) days after close contact if the person remains without symptoms and has a negative COVID-19 test (test must be on day 5 or later). People who have tested positive for COVID-19 within the past 3 months and recovered do not need to quarantine if they do not develop new symptoms. See https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html for more information. Employees and students working and learning in other environments, such as healthcare or long term care facilities, should continue to follow the quarantine period stipulated by those facilities.
With the widespread availability of vaccines to combat COVID-19, the CDC has provided additional guidance regarding quarantine following close contact by persons who have been vaccinated. Persons who have received an FDA-approved COVID-19 vaccine and have been in close contact with someone with COVID-19 are not required to quarantine if they meet each of the following criteria:

- Are fully vaccinated (e.g. greater than 2 weeks following receipt of the second dose in a 2-dose series, or greater than 2 weeks following receipt of one dose of a single-dose vaccine)
- Have remained asymptomatic since the current exposure.

For more information, see https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html#anchor_161737655813.

Persons who do not meet all three criteria should continue to quarantine as outlined above. For more information about quarantine and when a person should quarantine, see CDC guidance at: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html.

Isolate if Sick or Infected with the Virus
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). For more information about isolation and when a person can end their isolation, see CDC guidance at: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html.

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:

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INITIATING AUTHORITY President