Swoop Together

Module 3 of the COVID-19 Education Course emphasizes the shared responsibility in protecting the health, safety and welfare for all UNF constituents. In addition, this module outlines the expectations for returning to campus and maintaining an on-campus presence, as well as enforcement of the University's new policies and procedures.

COURSE OVERVIEW

- Shared Responsibility
- Returning to Campus
- COVID-19 Testing

Keeping the Campus Safe

- Safe Practices
- Self-Screening
- COVID-19 Education
- On-Campus Presence
- Enforcement
- Reporting Concerns

RESOURCES

- Additional Resources

ASSESSMENT

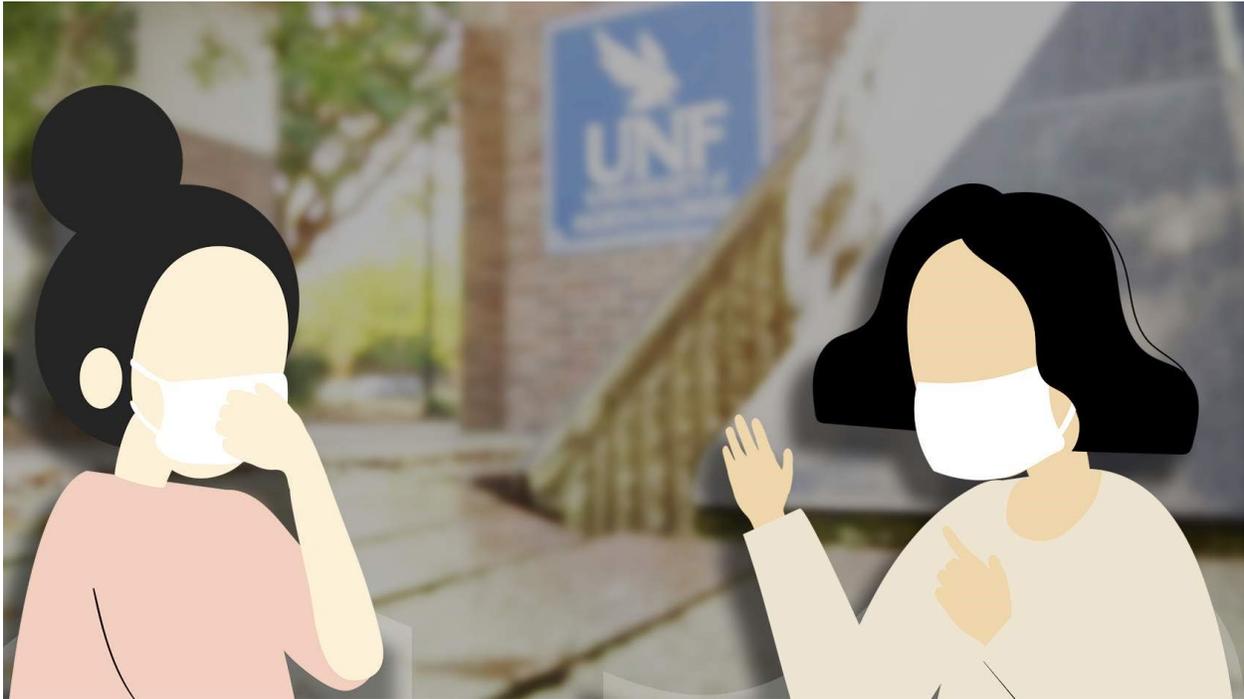- Assessment

Shared Responsibility

The foundational priority of the University is to protect the health, safety and welfare of the Osprey community, including all faculty, staff, students, vendors and visitors. UNF emphasizes the shared responsibility of all Osprey community constituents in maintaining a healthy and safe campus environment.

Faculty, staff, students, vendors and visitors will share in the responsibility to keep our campus safe and healthy through a variety of new or enhanced procedures, protocols, policies and regulations.

When On Campus

As we strive to preserve the health and welfare of our University community, it is important that Osprey constituents take steps to minimize risk when reporting to campus for work, instruction, or other activities.

With that in mind, the University is asking that all faculty, staff, students, vendors, and visitors adhere to the following key actions and behaviors:

- Avoid Large Gatherings
- Observe Social Distancing
- Wear a Face Covering / Mask
- Proper Personal Hygiene
- Download Safe Osprey's App and use Daily Self-Screening to Monitor Health Daily
- Complete online COVID-19 Education Course within two weeks from when it was assigned
- Take the Osprey Pledge

COVID-19 Testing

No person or age group is immune from the potential complications, hospitalization, and even death caused by COVID-19. Even those who are asymptomatic can spread the virus to others who may be at higher risk for complications. That means you can unknowingly infect your loved ones and put others at risk.

- COVID-19 testing can lead to quick identification of cases, quick treatment for those infected, and immediate isolation to prevent spread. Early testing also helps to identify anyone who came into contact with infected people so they too can be quickly monitored and treated.

- UNF will also make PCR and Rapid Antigen testing available on campus throughout the spring semester for students, faculty, and staff. On-campus testing will begin ahead of the first day of classes and will initially prioritize incoming residential housing students and faculty teaching in-person classes. Students residing in residential housing will be required to take a free UNF administered COVID-19 Rapid Antigen test within their first week on campus.

Considerations for When to Get Tested

- If you have symptoms of COVID-19.
- If you have had a close contact (within 6 feet of an infected person for a total of 15 minutes or more) with someone with confirmed COVID-19.
- If you have been asked or referred to get testing by Student Health Services, your healthcare provider, or the local or state health department.
- The CDC offers a [Coronavirus Self-Checker](#) to assist you in knowing when to get tested.

Types of Tests Available
There are two types of tests available for COVID-19: viral tests and antibody tests. A viral test tells you if you have current infection. An antibody test might tell you if you had a past infection.

A viral test can show if you have an active coronavirus infection and should take steps to self-isolate yourself from others. Currently there are two types of diagnostic viral tests - molecular tests, such as the PCR test, which detects the virus's genetic material, and the antigen test which detects specific proteins from the virus.

Antigen tests are more likely to miss an active COVID-19 infection compared to the molecular PCR test. A PCR test is used to confirm the findings of an antigen test when:

1. the antigen test is negative, but the person is experiencing symptoms;
2. the antigen test is negative, the person is not experiencing any symptoms, but reports a high-risk exposure; or
3. the antigen test is positive, and the person is not experiencing any symptoms.

An antibody test looks for antibodies that are made by your immune system in response to a threat, such as a specific virus. Antibodies can help fight infections. Antibodies can take several days or weeks to develop after you have an infection and may stay in your blood for several weeks or more after recovery. Antibody tests are not used to diagnose COVID-19.

UNF will primarily use PCR testing for COVID-19 diagnosis.

Observe Social Distancing

Review this training's social distancing section and keep six feet of distance between yourself and other people when outside your home and avoid close contact with people who are sick inside your home.

Masking

Review this training's Wear a Face Covering or Mask section and take precautions to cover your mouth and nose with a cloth face cover when around others.

Personal Hygiene

Review this training and take precautions to wash your hands often with soap and water for at least 20 seconds or use hand sanitizer, especially after you have been in a public place.

Monitor Health Daily

Download the Safe Ospreys App, and submit a Self-Screening on days you are planning to report to campus, stay alert for symptoms associated with COVID-19, including fever, cough, and/or shortness of breath. Download the Safe Ospreys app from the App Store or Google Play Store and if prompted, grant permission to receive app notifications. By downloading the app, users will have access to the UNF Alert Feed for emergency notifications.

Avoid Large Gatherings

The University requests that the UNF Community not attend large events or gatherings. If you do attend any gatherings, whether indoors or outdoors, please ensure six feet of distance between yourself and others, and wear a mask to protect yourself, family and friends. Review the CDC guidance on events and gatherings.

Take the Osprey Pledge

Review and take the Osprey Pledge, which outlines our obligations of shared responsibility to protect our campus and greater community.

Self-Screening

UNF has developed self-screening tools to walk individuals through a series of questions and provide personal guidance in determining whether it would pose a health risk if you were to return to campus.

University Expectations

The University expects all faculty, staff, students, vendors and visitors to utilize the self-screening tools daily to determine if they should report to campus, as health and safety is a shared responsibility of all Osprey community constituents. The self-screening can be accessed through the Safe Ospreys mobile app, as well as online via the Self-Screening Form, found on the Human Resources self-screening guidance webpage.

Use of the daily self-screening tool is not necessary for individuals who do not report to campus on a daily basis, (i.e. faculty or staff with remote work assignments, students with a fully online or distance learning schedule.)

These self-screening tools should not be used to diagnose any individual with symptoms of COVID-19 or to serve as a substitute for medical advice. Specific medical data will not be collected or stored.

Any vendor or visitors servicing campus departments should be asked the screening questions on the app by a UNF employee when they arrive in a campus department and denied access if their answers indicate the individual should not be present on campus.

NOTE: For individuals who are unable to complete the screening remotely on the Safe Ospreys mobile app or via an internet web browser, a self-screening reference document can be downloaded from the Human Resources self-screening guidance webpage. In addition, a Registered Nurse is available from Student Health Services to answer specific questions regarding COVID-19 screening and self-reporting via phone at (904) 620-2900 or visit www.unf.edu/shs/.

COVID-19 Education

All UNF faculty, staff and students must complete the COVID-19 Education Course within two weeks from when it was assigned. The course is available online via the new Cornerstone learning management system, Osprey Ascend, for faculty and staff, and students. Directions for how to access the program can be found on the UNF CPDT website.

In addition to videos, infographics and presentations of the content, a final attestation will be required to complete the training.

On-Campus Presence

Some individuals are required to be on campus in order to fulfill the University's mission or receive the education required under an educational program.

Faculty, Staff, and Student Employees

Some individuals are required to be on campus in order to fulfill the University's mission or receive the education required under an educational program.

Faculty, staff, and student employees who have been notified of the requirement to return to the workplace are expected to return upon completion of a daily self-screening.

If an alternative arrangement or accommodation is needed after clearance, they may be requested through the COVID-19: High Risk - Request for Reasonable Modification or Accommodation Form. If there are no alternative arrangements or accommodations that can be offered, employees are expected to return to the workplace as instructed.

If an employee refuses to return, that individual may be subject to leave without pay and/or disciplinary action, up to and including termination.

Students

Students whose course of study requires them to be on campus for instruction are expected to participate in person upon completion of a daily self-screening.

NOTE: If an accommodation is needed after clearance, an accommodation may be requested by submitting the COVID19: High Risk - Request for Reasonable Modification or Accommodation Form. Students may contact the Office of the Dean of Students directly for additional guidance, and notify their professors to request changes to course instruction (i.e. remote instruction versus face to face).

If there are no accommodations that can be offered, students are to work with their academic advisor to explore their options. Students may have the option to drop the course (if within the add/ drop deadline) or withdraw, and delay instruction to be fulfilled in another semester.

Enforcement

The University takes the need to protect the health and safety of the University community seriously and recently issued the Coronavirus Safety Policy to clearly establish Health and Safety Measures (education, face coverings, self-screening, social distancing, testing, etc.); Self-Disclosure Information and Enforcement Actions.

As part of the shared responsibility to create and protect a healthy and safe campus environment for everyone, the University expects that the Osprey community will fully comply with University procedure and policies including the Coronavirus Safety Policy. If the Policy is violated, the University is prepared to take swift remedial action. A violation of the Coronavirus Safety Policy is considered within the definition of Disruptive Behavior set forth in University Regulation 1.0030R.

Enforcement of this policy is the responsibility of the entire University Community. Any individual that witnesses a violation should remind the offender of UNF's new expectations and rules.

If those efforts fail, then the next course of action would be to report the violation. The University Police Department will be available to assist all faculty, staff, and students by keeping the peace when a student, faculty or staff member is attempting to enforce policy for non-compliance of social distancing, not appropriately wearing a face covering, and other breaches of the Coronavirus Safety Policy.

Enforcement

- Individuals who are not using a face covering will be asked to put one on or leave the area. This includes while in classrooms.
- Individuals who are not following social distancing requirements will be instructed to disperse.
- Refusal to comply with this university directive may result in enforcement action through Human Resources (for Faculty and Staff) or Student Conduct (for students).

Reporting Concerns

Violations by Faculty and Staff

If an individual observes a faculty or staff member is violating or has violated the Coronavirus Safety Policy, please submit a COVID-19 Measures Reporting Form, found on the HR Infectious Disease webpage, or from within the Safe Osprey's app.

Violation of the Coronavirus Safety Policy is grounds for discipline, up to and including termination for cause.

Violations by Students

If an individual observes a student is violating or has violated this Policy, please submit a COVID-19 Measures Reporting Form, found on the Student Conduct website, or from within the Safe Osprey's app.

Violation of the Coronavirus Safety Policy is a violation of the Student Code of Conduct and may be charged as Endangerment, Disruptive Behavior, or another applicable conduct provision. If found responsible, a student may be subject to any appropriate sanction within the Student Code of Conduct.

Please see the following pages for additional information:

- [Academic Affairs](#)
- [ADA Compliance Office](#)
- [Counseling Center](#)
- [Dean of Students](#)
- [Student Accessibility Services](#)
- [Environmental Health and Safety](#)
- [Human Resources](#)
- [Student Health Services](#)
- [University Emergency Management Coronavirus](#)

Congratulations

You have reached the end of module #3. Feel free to review the content of this module by freely navigating the PDF. Once you feel comfortable with the material, you may take the associated assessment.

Module 3 – Swoop Together Quiz

This quiz is for your own personal confirmation that you understand the material provided by the University. It is not necessary to submit a completed quiz to Human Resources.

Q8. T/F
I can use the University's self-screening tool online or in the Safe Ospreys app to determine whether it is safe for me to report to campus, based on my health status.
A. True

B. False

Q9. Multiple Choice
Which of the below can be used for reporting campus congestion preventing recommended social distancing or violations of the UNF expected behaviors related to Coronavirus safety protocols:
A. Employee Self-Reporting Form

B. COVID-19 Measures Reporting Form

C. COVID19: High Risk - Request for Reasonable Modification or Accommodation
   Form

D. Student Self-Reporting Form

E. All of the above

Q10. Multiple Choice
The appropriate Self-Reporting Form should be utilized by UNF Faculty, Staff and Students as required for reporting which of the following circumstances:
▢ All of the below

▢ Exposure to individuals with active COVID-19 infection

▢ Presence of symptoms associated with COVID-19 or positive COVID-19 test results

▢ Personal travel to international and domestic regions

▢ None of the above

Answer Key: 8 – A; 9 – B; 10 - A

Module 3 COVID-19 Education Program Attestation

This attestation is for your own records. It is not necessary to submit a completed attestation to Human Resources.

I affirm that I have completed each module of this training by reading the information provided and viewing each video*. I agree to comply with the health and safety instructions in this training. I understand that the requirements for health and safety may be updated in the future by applicable governmental leaders and the University. If I have any questions, I understand that I can direct those questions to Human Resources (faculty and staff) or the Dean of Students Office (students).

* Videos are accessible via weblink in the PDF files.