Center for Professional Development and Training

UNF COVID-19 Education Program Completion Instructions

The UNF COVID-19 Education Program is required training for all UNF employees and students. To access and complete the program, follow the steps below:
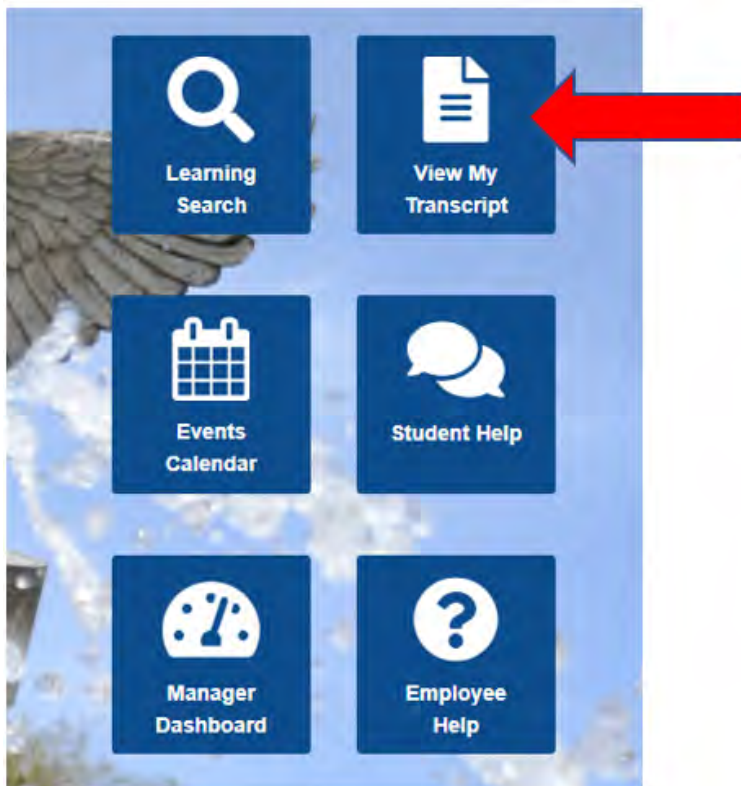
From the myWings home page, click on the Training and Development tile.


From the Training and Development menu, click on Osprey Ascend (students under the Student Training menu and employees under the Employee Training menu).

From the Osprey Ascend Welcome Page, click the View My Transcript button.

On your employee/student transcript page, click the blue Open Curriculum button to the right of the UNF COVID-19 Education Program training item.
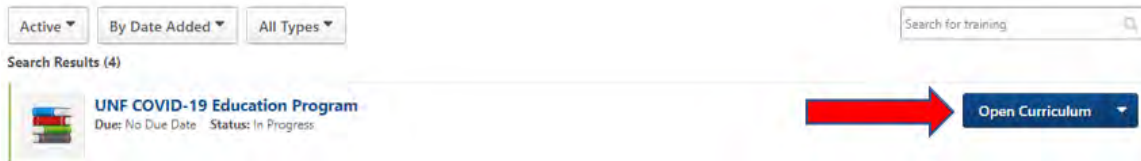

On the Curriculum Player page, click Launch for the first Module of the program and continue completing each module until each one has a blue check mark next to it and the curriculum progress tracker shows 100% completed.
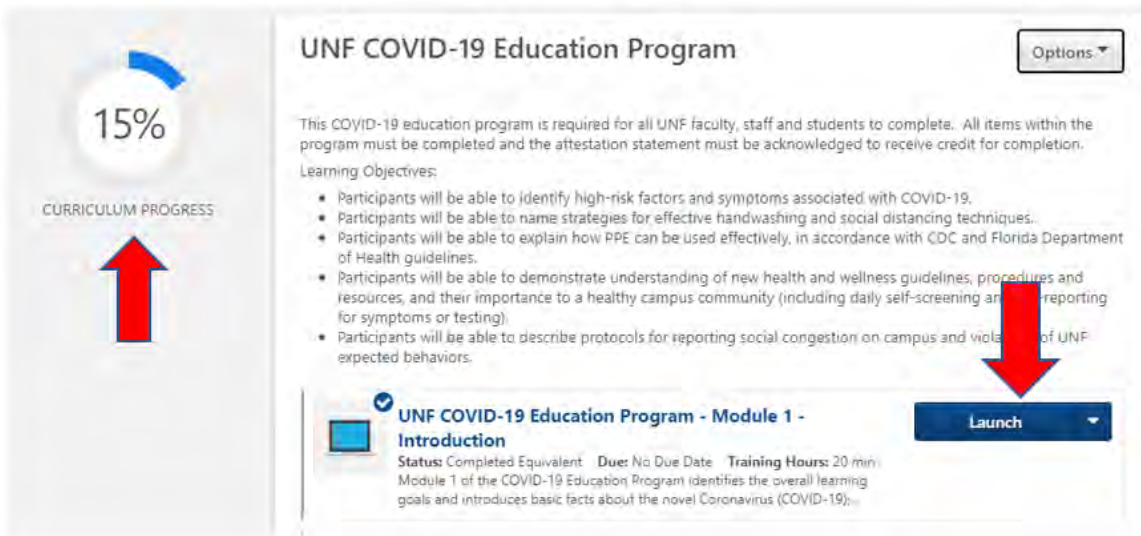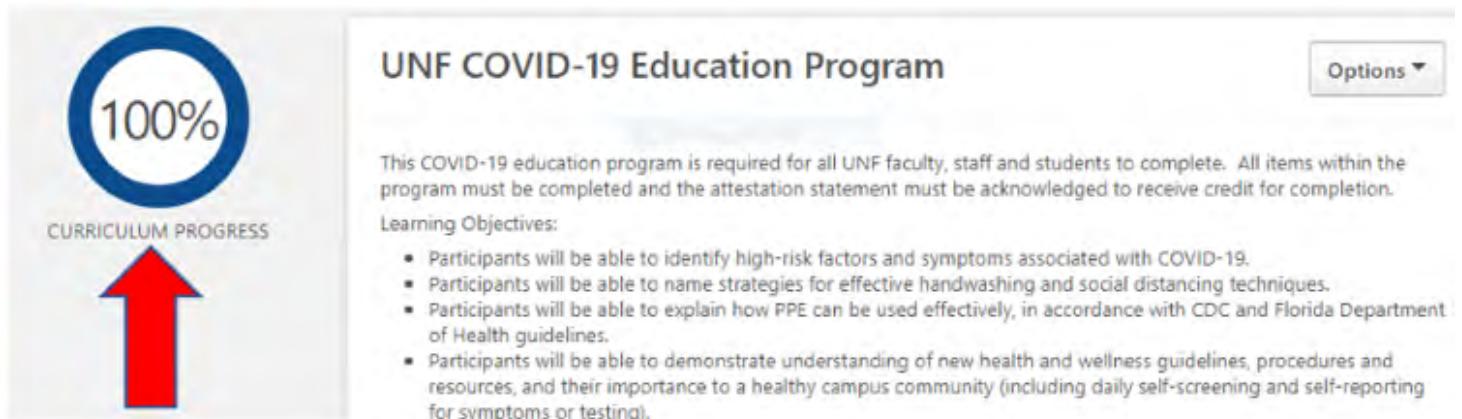

When you reach the last module in the curriculum, the UNF COVID-19 Education Program Acknowledgement Procedure, click Launch to read the document.

Once you have read the document, close out that window, then click Mark Complete for that item.
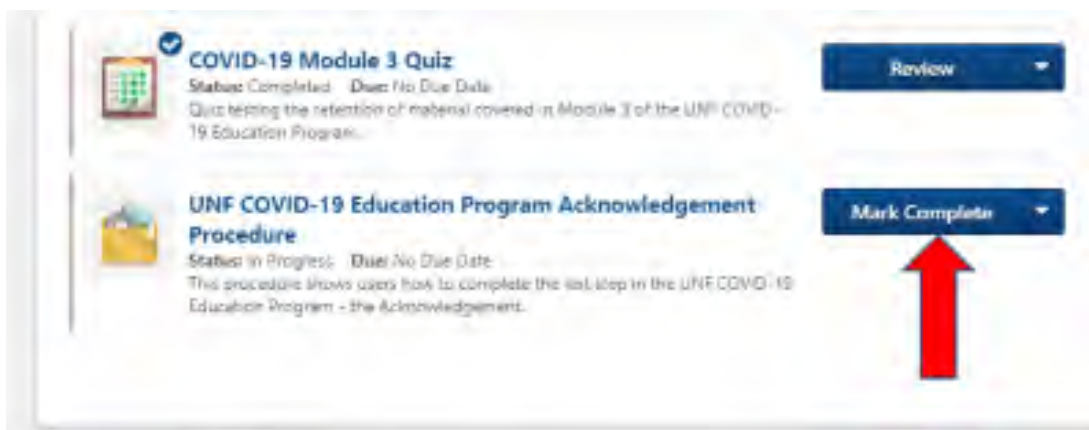
The last step to completing the required UNF COVID-19 Education Program is to acknowledge the attestation statement.

Once you have completed all the components/modules of the program, the curriculum progress tracker should read 100%, then do the following:

UNF COVID-19 Education Program

Options ▼

This COVID-19 education program is required for all UNF faculty, staff and students to complete. All items within the program must be completed and the attestation statement must be acknowledged to receive credit for completion.

Learning Objectives:

- Participants will be able to identify high-risk factors and symptoms associated with COVID-19.
- Participants will be able to name strategies for effective handwashing and social distancing techniques.
- Participants will be able to explain how PPE can be used effectively, in accordance with CDC and Florida Department of Health guidelines.
- Participants will be able to demonstrate understanding of new health and wellness guidelines, procedures and resources, and their importance to a healthy campus community (including daily self-screening and self-reporting for symptoms or testing).

1. Using your mouse, hover the cursor over the Learning option on the menu bar.

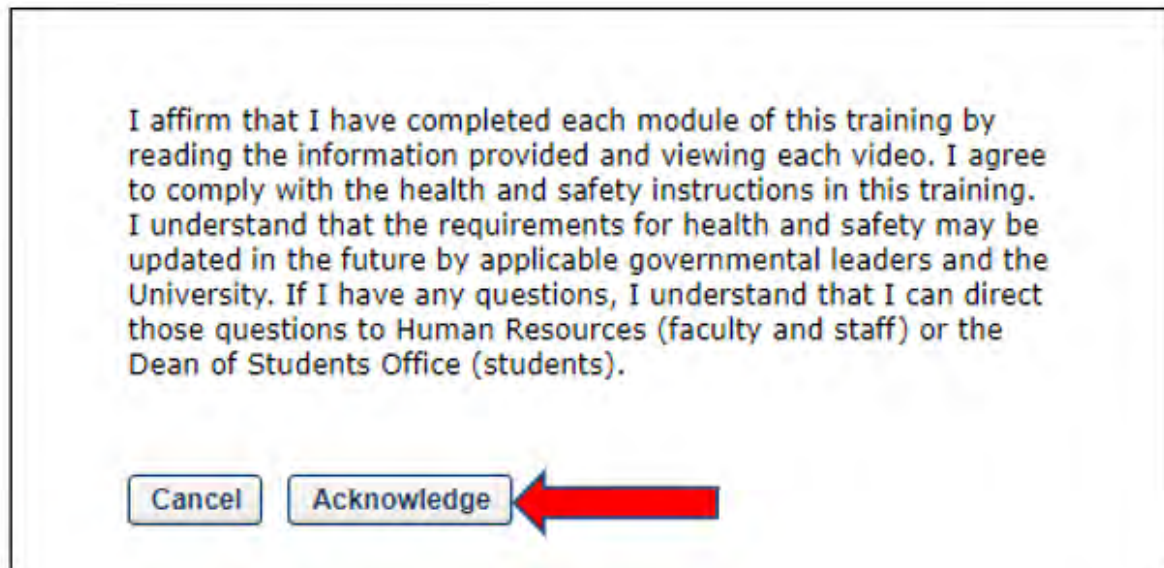2. Click on View Your Transcript

3. On the Transcript page, click the Acknowledge button associated with the UNF COVID-19 Education Program training item.

4. Click Acknowledge on the attestation statement.

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).

Cancel   Acknowledge

Congratulations! You have now completed the UNF COVID-19 Education Program and this item should now reside on the "Completed" portion of your training transcript.

Evaluation

If you wish to complete a voluntary evaluation of this program, then click the Active button on your transcript and select Completed.

Active ▼   By Date

✔ Active
Completed
Archived

Click the down arrow in the blue box to the right of the UNF COVID-19 Education Program item and click on Evaluate.
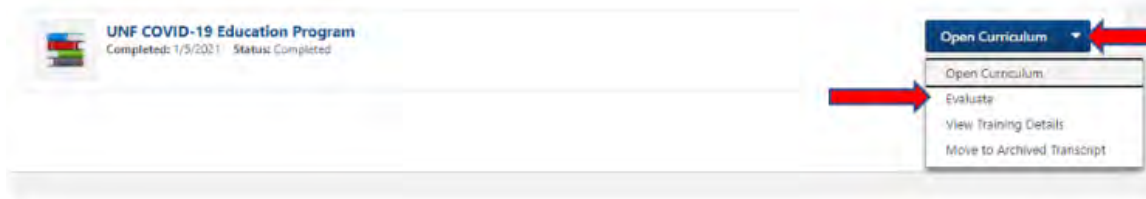
Complete and submit the evaluation.

Center for Professional Development and Training

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Jacksonville, FL 32224

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Center for Professional Development and Training

UNF COVID-19 Education Program Modules – PDF Versions

Below you will find accessible PDF versions of the individual online modules that are part of the COVID-19 Education Program. Please feel free to download these documents.

Module 1 – Introduction

COVID-19 Introduction

Module 2 – UNF. Better. Stronger.

UNF. Better. Stronger.

Module 3 – SWOOP Together

Swoop Together

For any questions, please contact us at training@unf.edu.

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COVID-19 Introduction

Module 1 of the COVID-19 Education Course identifies the overall learning goals and introduces basic facts about the novel Coronavirus (COVID-19); including common symptoms, when to seek emergency medical attention, and how to protect yourself and others.

COURSE OVERVIEW
- Introduction
- Learning Goals

DEFINITIONS
- What Is COVID-19?
- How Is COVID-19 Spread?
- Symptoms
- When to Seek Care

PROTECT YOURSELF AND OTHERS
- General Guidelines
- Wash and Sanitize Your Hands
- Practice Social Distancing
- Wear Face Coverings
- Daily Self-Screening
- Maintain a Clean Environment

ASSESSMENT
- Assessment

NOTE: This course facilitates the mandatory training for all faculty, staff, and students and introduces basic COVID-19 facts based on the Centers for Disease Control and Prevention (CDC) and Florida Department of Health (DOH).

New Policies & Procedures

The University of North Florida (UNF) has developed and is operationalizing new policies, procedures, and plans to address the required health measures and oversight necessary to promote a safer and healthier campus in the COVID-19 environment.

Learning Goals

OBJECTIVES

Participants will learn about UNF's new health and wellness guidelines and how they make the UNF community better and stronger. Content will include textual description as well as very short videos from the CDC and DOH, washing hands, wearing face coverings, and practicing social distancing.

What to Expect

- Participants identify high-risk factors and symptoms associated with COVID-19.
- Participants name strategies for effective handwashing and social distancing techniques.
- Participants explain how PPE can be used effectively, in accordance with CDC and Florida Department of Health guidelines.
- Participants demonstrate an understanding of new health and wellness guidelines, procedures and resources, and their importance to a healthy campus community (including daily self-screening and self-reporting for symptoms or testing).
- Participants demonstrate an understanding of new health and wellness guidelines, procedures and resources, and their importance to a healthy campus community (including daily self-screening and self-reporting for symptoms or testing).
- Participants describe protocols for reporting social congestion on campus and violations of UNF expected behaviors.

Coronavirus disease 2019 (COVID-19) is a viral respiratory illness caused by a new coronavirus that had not been previously identified or seen in humans.

The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

Etymology

In the disease name, COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' 'D' for disease, and '19' for when the disease was first identified in Wuhan, Hubei Province, China in November 2019. COVID-19 was declared a pandemic by the World Health Organization (WHO) on March 11, 2020.

How Is COVID-19 Spread?

Remember: COVID-19 is primarily spread from person to person to person. You can become infected by...

- Coming into close contact (about 6 feet or 2 arms' length) with a person who has COVID-19.
- From respiratory droplets when an infected person coughs, sneezes, or talks.
- By touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Resource Download

Download the COVID-19 CDC Information Factsheet:

- https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf

Symptoms

People infected with COVID-19 have reported a wide range of symptoms, ranging from mild symptoms to severe illness.
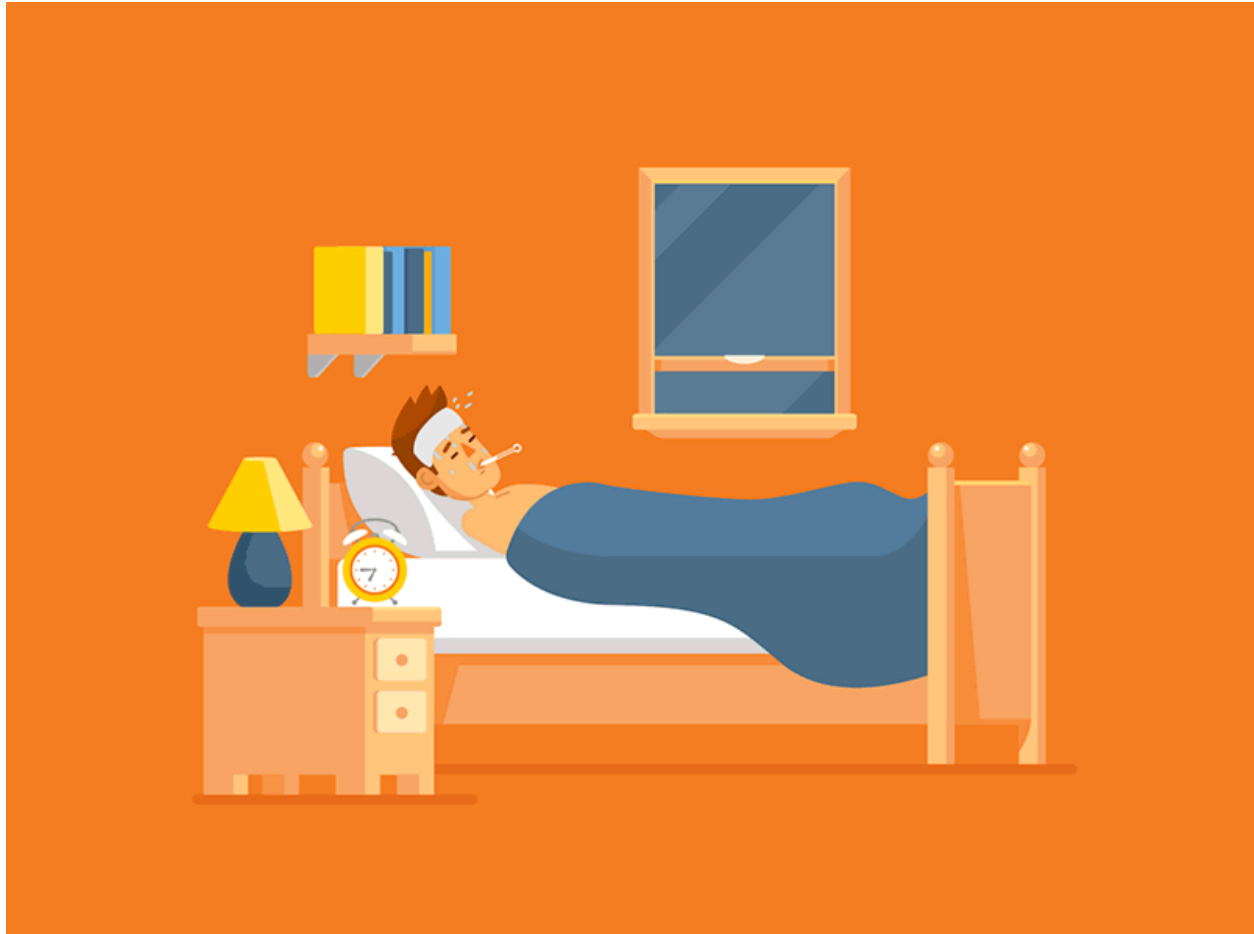
Symptoms may appear 2-14 days after exposure to the virus. Some individuals can be asymptomatic, or exhibit no symptoms associated with the virus.

FEVER   COUGH   SHORTNESS OF BREATH   SORE THROAT   HEADACHE

Other Symptoms May Include

- Loss of Taste or Smell
- Sore throat
- Congestion or runny nose
- Nausea or Vomiting
- Diarrhea

NOTE: This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19.

When to Seek Care

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical attention immediately.

Be on the Lookout for

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

CDC Video Resource

Know the symptoms of COVID-19, which can include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.

- https://www.youtube.com/watch?v=7zzfdYShvQU

Get To a Doctor

Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for yourself or someone who has or may have COVID-19.

NOTE: This list does not include all possible emergency warning signs. Please call your medical provider for any other symptoms that are severe or concerning to you.

General Guidelines

There is a limited supply of vaccines for the coronavirus disease (COVID-19). For information about COVID-19 vaccines visit the CDC website. Still, the best way to prevent illness is to avoid being exposed to the virus.

STOP THE SPREAD

Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Avoid touching your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

CDC

- Wash Your Hands Often
- Practice Social Distancing
- Wear Face Coverings or Masks
- Monitor Your Health with Daily Self-Screening (App)
- Maintain a Clean Work, Learning, and Living Environment

Wash and Sanitize Your Hands

Washing your hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next.

- Wash your hands often with soap and water for at least 20 seconds especially after blowing your nose, coughing, sneezing, or after you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

CDC Video Resource

This video answers important questions about hand washing and hand sanitizer.

- https://www.youtube.com/watch?v=d914EnpU4Fo

Practice Social Distancing

Putting distance between yourself and other people outside of your home will help prevent the spread of COVID-19 from one person to the next.

- Stay at least 6 feet (about 2 arms' length) from other people. Remember that some people without symptoms may be able to spread the virus.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.
- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
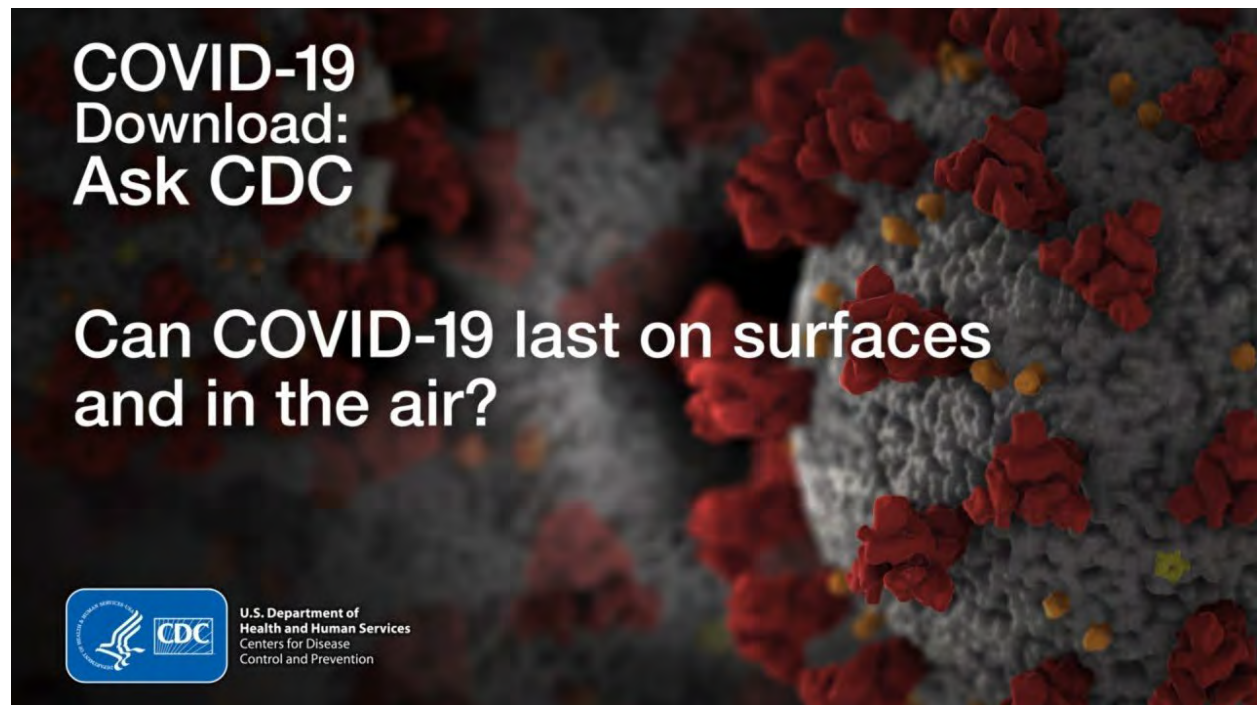
CDC Video Resource

Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

- https://www.youtube.com/watch?v=GDDDz89EhSU

Wear Face Coverings

The spread of COVID-19 can be reduced when cloth face coverings are used along with other preventive measures, including social distancing, frequent handwashing, and cleaning and disinfecting frequently touched surfaces.

The CDC recommends that people wear cloth face coverings in public settings when around people outside of their household. Your cloth face covering may protect them. Their cloth face covering may protect you.

- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected. You could spread COVID-19 to others even if you do not feel sick.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

CDC Video Resource

CDC Director Dr. Robert R. Redfield talks about how wearing a cloth face covering may help slow the spread of COVID-19.

- https://www.youtube.com/watch?v=ML3n1c0FHDI

NOTE: The cloth face coverings recommended here are not surgical masks or respirators. Currently, those are critical supplies that should be reserved for healthcare workers and other first responders. Cloth face coverings are not personal protective equipment (PPE).

They are not appropriate substitutes for PPE such as respirators (like N95 respirators) or medical facemasks (like surgical masks) in workplaces where respirators or facemasks are recommended or required to protect the wearer.

CDC Video Resource
Surgeon General, Dr. Jerome Adams, shares ways to create your own face covering in a few easy steps.

- https://www.youtube.com/watch?v=tPx1yqvJgf4

Resource Download

See more information from the CDC about how to wear and wash your cloth face covering. Download the CDC Information sheet.

- https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

Daily Self-Screening

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. As such, the university 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 (including UNF owned/affiliated facilities such as MOCA).

The self-screening tools will also include notifications or instructions for contacting the appropriate department(s) when actions such as staying at home or seeking medical advice is recommended.

University Expectations

The University expects all faculty, staff, and students 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.

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.

NOTE: For individuals who are unable to complete the screening remotely on the Safe Ospreys mobile app or via the web based screening, 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/.

Maintain a Clean Environment

The CDC recommends the following basic actions to maintain a clean home, work, or learning environment.

- Clean AND disinfect frequently touched surfaces daily. This includes tables, chairs, doorknobs, light switches, cellphones, desk phones, tablets, touch screens, remote controls, keyboards and mice, handles, desks, faucets, and sinks.
- Cleaning refers to the removal of germs and topical impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- Disinfecting refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but kills the germs on a surface after cleaning. Use an EPA-registered disinfectant which is safe and effective for disinfecting surfaces.
- After cleaning surfaces wash your hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used.

Cleaning or sanitizing electronics with alcohol-based wipes or sanitizer is recommended to minimize disease transmission. Computer keyboards are difficult to clean. To facilitate cleaning, consider using covers that protect the device but allow use of the keys.

Hard surfaces in work or personal spaces, including dorm rooms, should be cleaned and disinfected regularly. Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material. It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets).

Routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students, and staff. To protect the health and safety of the Osprey community, the University has tailored existing cleaning protocols for all buildings and specialized spaces.

- Various campus entities—physical facilities, housing operations, athletics, dining services, shuttle transportation, and environmental health & safety—are responsible for the regular, widespread, and thorough cleaning of their respective areas of campus.
- Public building spaces and high touch areas will be cleaned by UNF Physical Facilities staff in accordance with CDC guidelines and at least daily on instructional days. This will include nightly disinfection of classrooms using electrostatic sprayers and approved CDC chemicals.
- Faculty, staff, and students will bear responsibility to properly clean and disinfect their personal spaces and personal items frequently. When needed, UNF will provide specialized cleaning supplies.
- To minimize the risk of virus spread and increase indoor air quality (IAQ), building Heating, Ventilation, and Air Conditioning (HVAC) system operations have been adjusted to increase airflow circulation through buildings and introduce the maximum outside air inside the occupied space.
- All building HVAC system air filters at UNF meet the current CDC recommended ASHRAE Minimum Efficiency Reporting Value (MERV) 13 rating. Filters will be changed according to pre-determined schedules.

Congratulations

You have reached the end of module #1. 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 1 - COVID-19 Introduction 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.

Q1: Multiple Choice
Identify the ways you can become infected with COVID-19:
A. From respiratory droplets when an infected person coughs, sneezes, or talks

B. Coming into close contact with an infected person

C. Touching a surface or object that has the virus on it, then touching your mouth, nose, or eyes

D. All of the above

E. None of the above.

Q2: Multiple Choice/Multi-Select
Which of the below are common symptoms associated with COVID-19?
A. Fever or chills

B. Shortness of breath or difficulty breathing

C. Sneezing

D. All of the above

E. None of the above

Q3. Multiple Choice,
Identify COVID-19 symptoms or warning signs that an individual may need to seek emergency medical care?
A. Trouble breathing

B. Persistent pain or pressure in the chest

C. Bluish lips or face

D. Inability to wake or stay awake

E. All of the above

Answer Key: 1 - D; 2 - A & B; 3 - E

Swoop Together
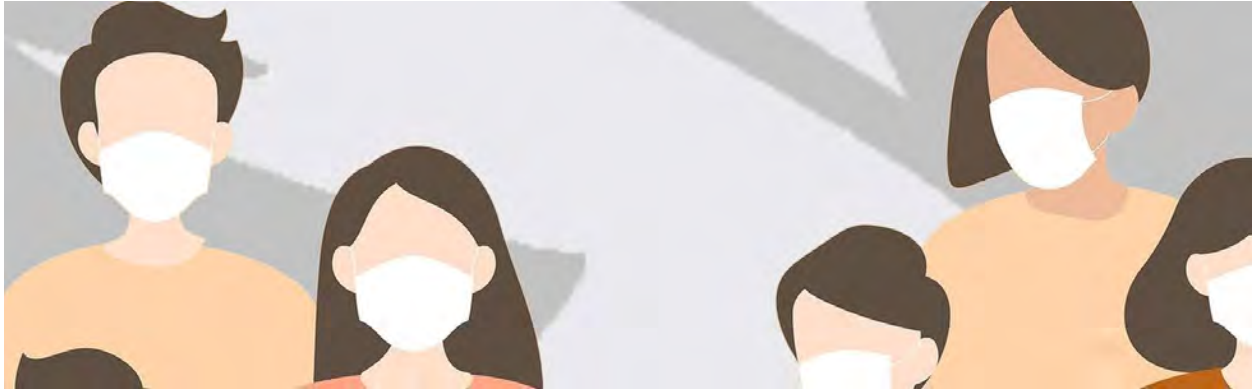
Module 3 of the COVID-19 Education Course emphasizes the shared responsibility in protecting the health, safety and welfare for all UNF constituents. In addition, this module outlines the expectations for returning to campus and maintaining an on-campus presence, as well as enforcement of the University's 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.
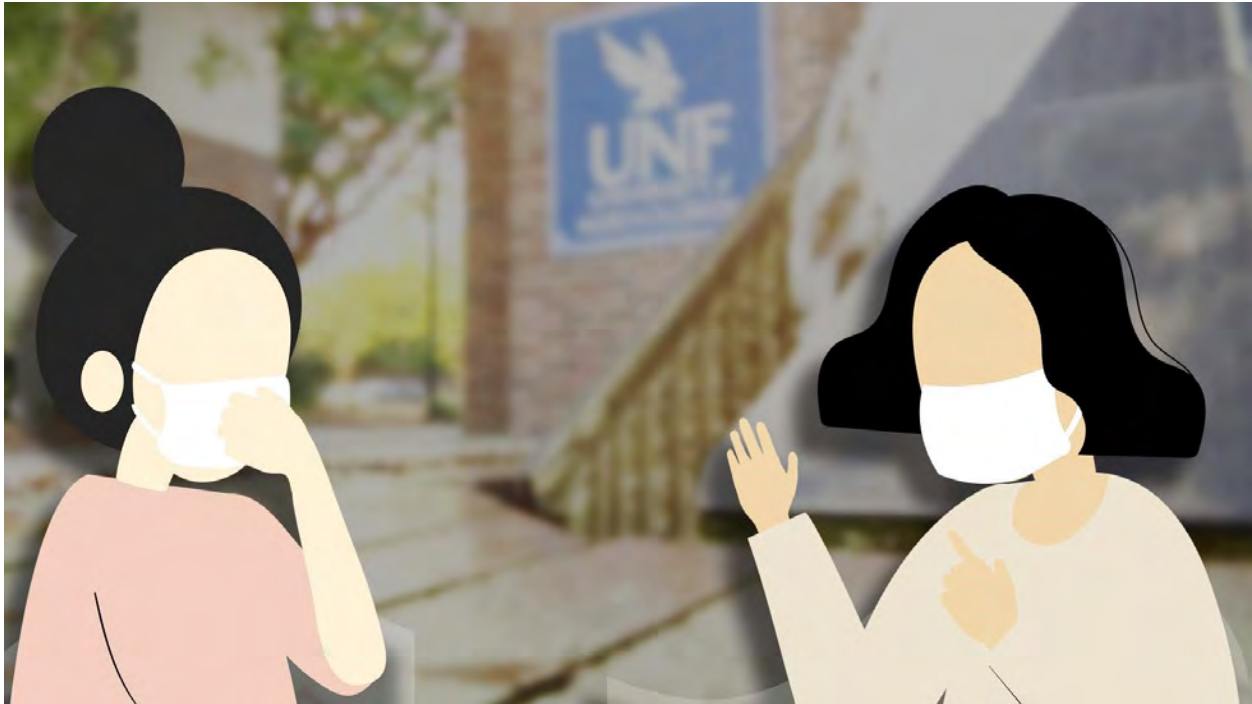
With that in mind, the University is asking that all faculty, staff, students, vendors, and visitors adhere to the following key actions and behaviors:

- 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:
A. All of the below

B. Exposure to individuals with active COVID-19 infection

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

D. Personal travel to international and domestic regions outside of the individual's home region

E. 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.

UNF. Better. Stronger.

Module 2 of the COVID-19 Education Course provides information on how individuals can self-identify as at higher risk of severe illness from Coronavirus and request modifications or accommodations to their work arrangements or mode of instruction. In addition, Module 2 provides details on the UNF expected behaviors for the Osprey community, regarding face masks, social distancing, self-screening, handwashing hygiene, and travel.

COURSE OVERVIEW
- High-Risk Individuals
- Immunocompromised Individuals
- Social Interactions

UNF EXPECTED BEHAVIORS
- What Self-Identifying and Accommodations
- Face Coverings
- Social Distancing
- Hand Washing Hygiene
- Daily Self-Screening

WHAT TO DO IF YOU ARE SICK
- General Symptoms & Self-Care
- Self-Reporting
- Self-Quarantining

CAMPUS SAFETY
- Returning to Campus After Isolation
- Travel

ASSESSMENT
- Assessment

High-Risk Individuals

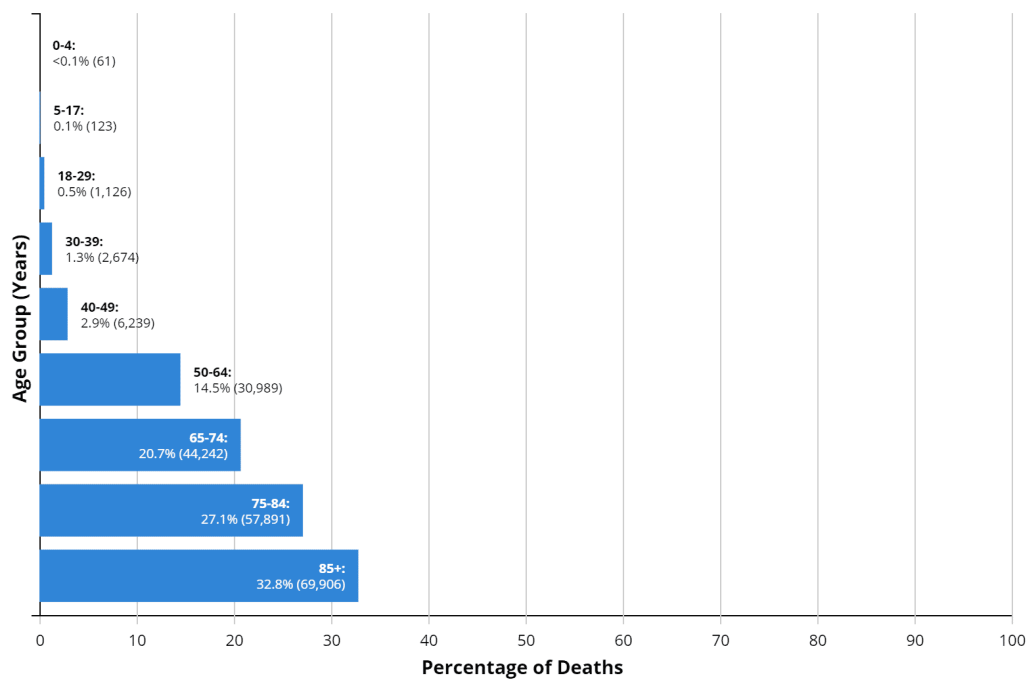Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk.

NOTE: Severe illness means that the person with COVID-19 may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die.

Immunocompromised Individuals

Data from 213,269 deaths. Age group was available for 213,251 (99%) deaths. **SOURCE**: COVID.cdc.gov:

Based on CDC Guidance, those at high-risk for severe illness from COVID-19 include:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with certain underlying medical conditions, particularly if not well controlled, including:
    - Chronic kidney disease
    - Chronic lung disease or moderate to severe asthma
    - COPD (chronic obstructive pulmonary disease)
    - Liver disease
    - Obesity (body mass index [BMI] of 30 or higher)
    - Sickle cell disease
    - Type 2 diabetes
   - Immunocompromised state (weakened immune system).

CDC Video Resource

- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for severe complications from COVID-19. Learn more.https://www.youtube.com/watch?v=qb7shu_sdQ0

NOTE: Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.

Social Interactions

In general, the more people you interact with, the more closely you interact with them, and the longer that interaction, the higher your risk of getting and spreading COVID-19.
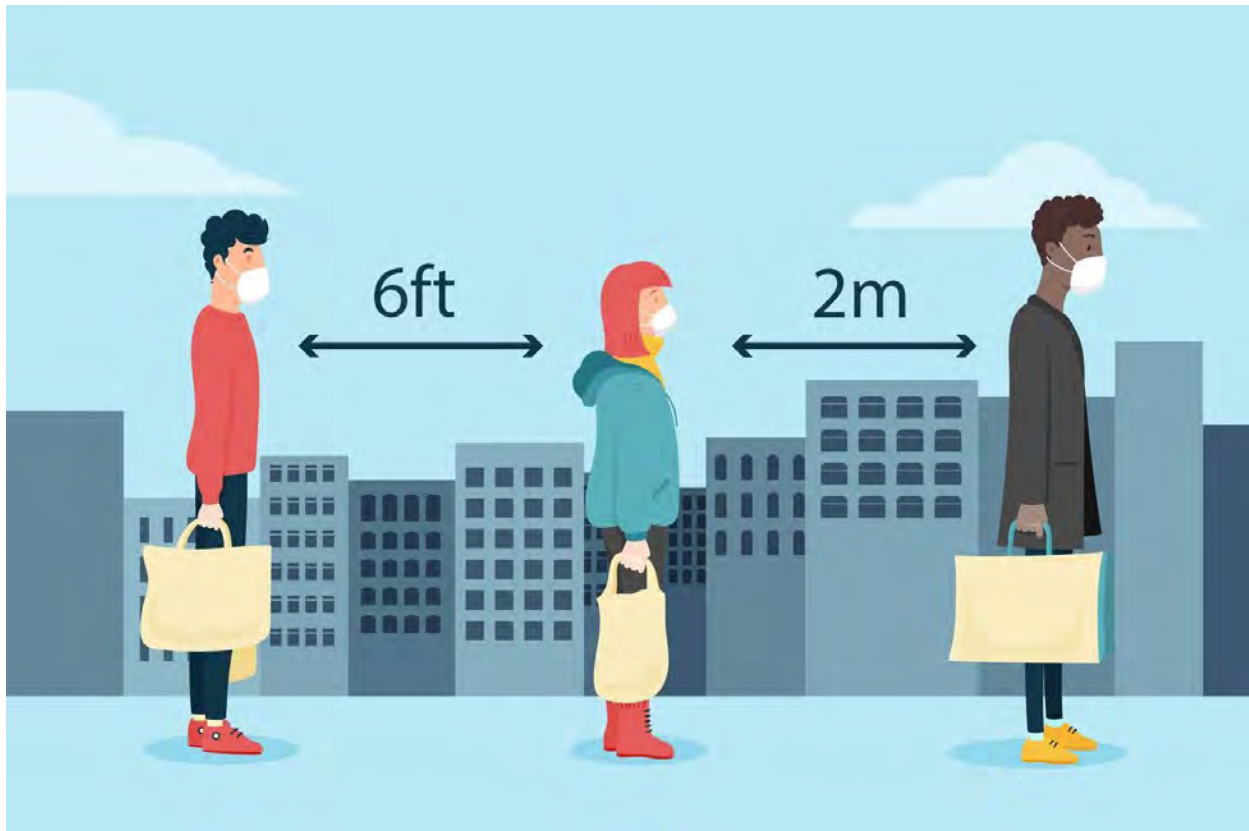
- If you decide to engage in public activities, continue to protect yourself by practicing everyday preventive actions.
- Keep these items on hand and use them when venturing out: a cloth face covering, tissues, and a hand sanitizer with at least 60% alcohol, if possible.
- If possible, avoid others who are not wearing cloth face coverings or ask others around you to wear cloth face coverings.

Those individuals meeting the conditions for being at higher-risk for severe illness from COVID-19 who would like to self-identify their high-risk status, request modifications or accommodations to their work arrangements, work schedule, or disability accommodations under the ADA can do so by submitting the COVID19: High Risk - Request for Reasonable Modification or Accommodation Form.

Self-Reporting Forms

- It is recommended that employees first notify and work with their immediate supervisor to request a temporary modification to their work arrangements or work schedule. If no mutual agreement can be reached, COVID-19: High Risk - Request for Reasonable Modification or Accommodation Form can be submitted.
- It is recommended that students first notify and work with their professors, college Dean's Office, Provost's Office, to request a temporary modification to their method of instruction. If no mutual agreement can be reached, the COVID-19: High Risk - Request for Reasonable Modification or Accommodation Form can be submitted.

NOTE: Disability accommodations may also be requested directly with the ADA Compliance Office.

To protect the health and safety of the Osprey community, all faculty, staff, students and anyone else on UNF's campus must wear a mask or face covering in all indoor and outdoor areas at all times (unless granted an accommodation as noted below).

Employees working alone in their offices or private work-space (this includes most cubicles if physical distancing to surrounding individuals can be maintained), certain laborers, and students who are alone in a room or anyone eating, drinking, or exercising, are the only exceptions at this time.

Efforts will be made by the University to secure an adequate, initial supply of face coverings for those employees and students who otherwise do not have their own face coverings when first returning to campus.

Additional disposable masks will be made available in key departments and locations across campus for emergency use. Whether initially provided by the University or by the individuals, it is the individual's responsibility to keep the face covering clean on a daily basis.

- Masks or face coverings are required to be worn while arriving and departing from campus, as well as when commuting/walking from location to location on campus.
- Masks, or face coverings, including face shields, are required to be worn when participating in any in-person meetings or while attending or delivering in-person instruction.
- Masks or face coverings are required to be worn while arriving and departing from campus eateries, as well as when commuting/walking within the eatery. For further guidance, all individuals must follow instructions posted within each establishment.
- Individuals who are not using a face covering will be asked to put one on or leave campus. This includes in classrooms; an individual in a classroom without a face covering will be asked to put on a face covering or leave. Refusal to comply with this university directive may result in enforcement action through Human Resources (for employees) or Student Conduct (for students).

Individuals should not wear cloth face coverings if they develop trouble breathing, or are unable to remove it without assistance, and instead should request an accommodation. All reported health information will be kept confidential consistent with applicable laws.

Florida Health Video Resource

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for severe complications from COVID-19.

- https://www.youtube.com/watch?v=qb7shu_sdQ0

NOTE: Employees and students can request accommodations under the ADA or as provided by Student Accessibility Services by submitting the COVID-19: High Risk - Request for Reasonable Modification or Accommodation Form.

Social Distancing

All individuals on campus are expected to observe current Centers for Disease Control & Prevention, Florida Department of Health, and UNF guidance on social distancing, as well as any posted signage on campus regarding appropriate spacing. Where possible, individuals are highly encouraged to interact with or conduct university business virtually to help promote a safe and healthy environment for all University community members.

- As recommended by the CDC, a six-foot distance (2 arms' length) should be kept between individuals.
- Handshakes, hugs, fist bumps, and similar forms of contact are prohibited.
- High touch communal items such as coffee pots, water coolers, and bulk snacks or food options should be removed and replaced with pre-packaged, single-serving items if possible.
- University Facilities will be reconfigured to provide necessary social distancing, which may include seating modifications, reduced capacity, and other measures. Students and employees must adhere to established social distancing requirements for each unique space throughout campus.
- Before coming to campus, all University constituents must complete daily self screening, located within the Resources option in the Safe Osprey mobile app or via the online Self-Screening link and determine your health risk level. If you must conduct business in person and you are cleared to come to campus, please refer to the department's or office's website for guidance regarding walk-ins and appointments. Look for the office's posted instructional signs and follow guidance. If no information is available, as you enter the office, ensure you are wearing a mask or face-covering, knock or announce yourself, maintain social distance, and maintain mask-wearing when interacting with individuals within the office space.
- Departmental or organizational meetings, events, and group activities should be conducted virtually when possible. If conducted in-person, those meetings must contain the option for a participant to engage remotely, must adhere to CDC social distancing protocols, and in-person participants must wear a mask or face covering.
- Individuals who are not following social distancing requirements will be instructed to disperse.
- Refusal to comply may result in enforcement action based on the individual's status with the university.

Hand Washing Hygiene

All members are expected to observe current CDC guidance on handwashing hygiene. The University is committed to providing necessary materials for handwashing, such as adequate soap and hand sanitizer.
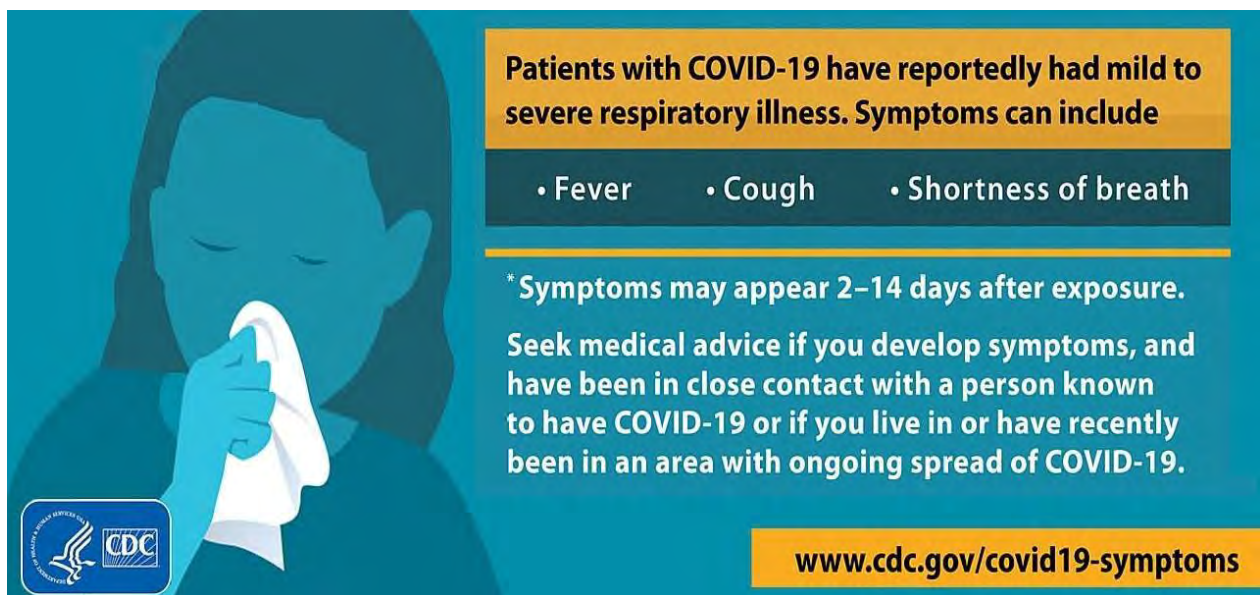
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Hand sanitizing stations are located throughout the UNF campus, including public spaces and in each classroom. If you observe that hygiene and sanitizing materials are not available in a location, please contact Environmental Health and Safety so that the University may quickly resupply that area.
- Destruction or theft of hygiene, disinfectants, or personal protective equipment is a serious violation of this University Policy.
- Employees and students are encouraged to bring their own hand sanitizing supplies to campus as part of the broader program on campus safety.

Daily Self-Screening

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. As such, the university 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 (including UNF owned/affiliated facilities such as MOCA).

The self-screening tools will also include notifications or instructions for contacting the appropriate department(s) when actions such as staying at home or seeking medical advice is recommended.

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.

Daily Self-Screening

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.)

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/.

NOTE: 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.

Symptoms & Self-Care

University constituents that are experiencing symptoms associated with COVID-19 should not report to campus for work, face to face instruction, or other activities.

If you are currently experiencing symptoms related to COVID-19, or think you might have COVID-19, please reference the Centers for Disease Control & Prevention (CDC) guidance on what to do if you are sick, contact your medical provider to seek medical advice, monitor your symptoms and follow the steps below to care for yourself and to help protect other people in your home and community.

- Stay home except to get medical care
- Distance yourself from other people
- Monitor your symptoms
- Call ahead before visiting your doctor
- If you are sick, wear a cloth covering over your nose and mouth
- Cover your coughs and sneezes
- Clean your hands often
- Avoid sharing personal household items
- Clean all "high-touch" surfaces every day

Self-Reporting

All employees and students are required to self-report:

- personal travel to international and domestic regions identified as hot spots;
- exposure to individuals with active COVID-19 infection;
- presence of symptoms associated with COVID-19;
- and positive COVID-19 test results.

Employees should submit the Human Resources (HR) Self-Reporting Form, notify their immediate supervisor, and, if unable to perform work remotely, review information on the Human Resources webpage regarding the availability of Expanded FMLA and Emergency Sick Leave.

Student Self-Reporting

Students should submit the Student Health Services (SHS) Self-Reporting Form, or contact Student Health Services directly for additional guidance, and notify their professors to request changes to course instruction (i.e. remote instruction versus face to face).

- If you are a student residing in University housing, please also notify Housing and Residence Life.
- If you are a student employee, please notify your immediate supervisor to discuss possible options to work remotely.
- If you are an International student or scholar, please also notify Ruth Lopez, Assistant Vice President, International Center.
- If you are a student athlete, please also notify Fred Burnett, Associate Athletic Director for Sports Performance.

Self- Quarantining

It's important to know the difference between self-quarantining, social distancing, or isolation in relation to the coronavirus disease 2019 (COVID-19) pandemic. You may be confused about the various terms and wonder what you should be doing.

These terms describe approaches for limiting the spread of disease during epidemics and pandemics:

Social distancing is in practice when there's ongoing community spread of COVID-19 where you live. For example, you're likely keeping social distance by staying at least 6 feet (2 meters) away from others outside your home and avoiding large groups. Follow specific social distancing guidelines from the U.S. Centers for Disease Control and Prevention (CDC), World Health Organization (WHO) and your local health department.

Quarantine may be at a doctor's or local health department's request or recommendation for people who've recently had close contact with someone with COVID-19, who might have been exposed to COVID-19, or who've recently traveled from a place with ongoing community spread. Quarantine can mean staying at a specific facility or staying at home. People who don't develop symptoms of COVID-19 after the quarantine period ends are released.

If you've been asked to quarantine at home, it may be because you were potentially exposed to COVID-19. The CDC recommends that you monitor yourself as follows:

- Maintain a distance (6 feet, or 2 meters) between yourself and others.
- Monitor your health for symptoms, such as fever, cough or shortness of breath.
- If you develop symptoms, check your temperature.
- Isolate yourself at home if you feel ill.
- Call your doctor if symptoms worsen.

Isolation precautions may be used by doctors or local health departments for coronavirus disease 2019 (COVID-19), and request or require people who have or think they might have COVID-19 to go into isolation. Hospitals have isolation units for this purpose for very ill people. Some doctors may advise people with mild symptoms of COVID-19 to isolate at home.

Social Distancing	Self-Quarantine	Self-Isolation
Keeping a physical distance (at least 6 feet) between yourself and other to limit your risk of exposure to illness	Separating people and limiting movement of people who have or may have been exposed to the disease to see if they become ill.	Separating people who are ill from others to keep the disease from spreading.

REMEMBER: During home isolation, you'll need to stay away from family members to keep them from getting the infection. Avoid sharing dishes, glasses, bedding and other household items. Use a separate bedroom and bathroom if possible.

NOTE: If your symptoms get worse, contact your doctor for medical advice. Follow recommendations from your doctor and local health department about when you can end isolation. These measures can help limit the spread of COVID-19.

Returning to Campus After Isolation

Depending on the circumstances of your symptoms, testing results and associated isolation or quarantine period, you will be able to return to campus after meeting the recommended criteria published by the CDC. The University Coronavirus Safety Policy requires that all employees and students self-report personal travel to international and domestic regions; exposure to individuals with active COVID-19 infection; the presence of symptoms associated with COVID- 19, and positive COVID-19 test results.

- Human Resources and Student Health Services reviews the circumstances of each self-report for risk of potential COVID-19 spread and determine when each individual meets the criteria for returning to campus.
- Faculty and staff must contact Human Resources prior to returning following a period of isolation or quarantine. Students must contact Student Health Services prior to returning following a period of isolation or quarantine.

Appropriate documentation may be required prior to returning to campus.

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days* have passed since symptom onset and
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
- Other symptoms have improved

Persons infected with SARS-CoV-2 who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

- 10 days have passed since testing with no symptoms present
- Two negative test results in a row, at least 24 hours apart

The CDC changed the timing of quarantine from 14-days, to 7-days with no symptoms with a negative COVID test performed no earlier than Day 5 following exposure or 10-days with no symptoms without getting a COVID test. In coordination with the Duval County Department of Health, the University's policy will be to release persons from quarantine after 10-days, with or without a negative COVID-19 test, if the person does not have symptoms. The person will continue to monitor for symptoms for a full 14-days following exposure.

NOTE: A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts. See Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings (Interim Guidance).

Travel

UNF-associated international and domestic travel by faculty and staff is canceled until further notice. Any exceptions must be approved by a Vice President. International university travel by UNF students, including but not limited to faculty-led and third-party study abroad programs, exchange programs, conferences and field work, has been suspended.

Personal Travel

UNF discourages any personal travel, both international and domestic, at this time due to the continuing spread of COVID-19. If you do make personal travel plans, in an abundance of caution, you should research and follow the CDC guidelines for domestic or international travel. You may be subjected to a 10-day quarantine and 14 total day monitoring of symptoms period after returning from personal travel and may not be allowed to report to campus, depending on the circumstances of your travel and the risk level of potential exposure to the COVID-19 virus while traveling. You should disclose and discuss your personal travel plans with your immediate supervisor if you are in regular contact with other University community constituents.

Student leaders should disclose and discuss personal travel plans with their organizational advisor or department head if they are in regular contact with other University community constituents.

* Visit [this link](#) to see the CDC recommendations on when to quarantine (or when to stay home if you might have been exposed to COVID-19)

Congratulations

You have reached the end of module #2. 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 2 - UNF. Better. Stronger. 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.

Q4. Multiple Choice, Multi-Select
Identify effective handwashing techniques from the choices below.
A. All of the below

B. Avoid touching your eyes, nose, and mouth with unwashed hands.

C. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

D. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

E. None of the above

Q5. Multiple Choice
How can I request modifications or accommodations to my work or class schedule?
A. Notifying my supervisor (employees) or instructor (students)

B. Submitting a High-Risk Request for Reasonable Modification or Accommodation Form

C. Contacting the ADA Compliance Office (employees) or Disability Resource Center (students)

D. All of the above

E. None of the above

Q6. Multiple Choice
Which statements below are correct regarding the wearing of face coverings or face masks. Select all that apply.
A. All of the below

B. Cloth face covers or masks should completely cover the nose and mouth.

C. A cloth face cover or mask is a good substitute for social distancing.

D. In general, everyone should wear a cloth face cover or face mask when they have to go out in public, for example to the grocery store or to pick up other necessities, to reduce the spread of COVID-19.

E. None of the above.

Q7. T/F
Maintaining at least 6 feet (about 2 arms' length) from other people and avoiding close contact with others who are sick (even those inside your home) are effective social distancing techniques.
A. True

B. False

Answer Key: 4 – B, C, & D; 5 – D; 6 – B & D; 7 - A