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## Coronavirus Updates

UNF Emergency Management

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# Coronavirus Updates

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## March 10

### UNF Prepares for Normal Campus Operations This Fall

#### Welcoming all students back to The Nest this Fall!

This past year has been especially difficult, but Ospreys are resilient, and together we have risen to the challenge. To allow you to begin planning your schedule for the semester and your living arrangements, the University is announcing plans to return to normal pre-Covid campus operations starting Fall 2021.

#### What does this decision mean for you?

This decision means that your UNF experience is going to start looking normal again. Pre-COVID campus operations planning includes:

- Majority face-to-face courses
- Small in-person class sizes and personalized attention
- Return to an active, engaging, community-involved campus experience
- More opportunities to enjoy our fun, vibrant and beautiful campus

Compared to schools with much larger populations, UNF's campus size provides the opportunity to return to a more normal daily life while still minimizing potential health risks. With that said, the campus community will continue to follow state and federal guidance and may still require health screening, mask-wearing and quarantining when necessary.

#### Why is this decision being made now?

August seems far away right now, but fall course offerings are published this month. Therefore, this decision needs to be made now to allow for faculty, staff and students to adequately prepare and plan for the Fall 2021 term.

## What are your next steps?

- Now is the perfect time to set up a meeting with your academic advisor. You can find your advisor by clicking on the Advising tile in your myWings account. Fall course offerings will be published on March 26, with registration by time ticket starting in early April.
- AVAILABLE NOW — Submit your Housing Contract for Fall 2021/Spring 2022 via myHousing by visiting [www.unf.edu/housing/](http://www.unf.edu/housing/).
- Learn about ways to get involved and connected on campus! Meet with an involvement coach from the Student Involvement Center: [www.unf.edu/sic/](http://www.unf.edu/sic/).

We look forward to seeing you soon. Swoop!

## February 26

### UNF's Spring 2021 Graduates will be Celebrated with In-Person Graduation Walk

The University of North Florida will honor the Spring Class of 2021 in April with an in-person graduation walk along with a virtual celebration.

The in-person component will provide spring 2021 graduates the opportunity to walk across a commencement stage and have official graduation photos taken as limited guests cheer them on. COVID-19 protocols will be followed. Planning is currently underway for the graduation walk experience, which will be held for graduates over the course of two days – April 17 and 18. More detailed information will be provided directly to graduates over the next few weeks.

The Spring Class of 2021 also will be honored virtually online and on UNF's social media channels. A website recognizing the spring graduates will launch on April 17. The site will feature special videos, messages from the University president, academic and student leadership, alumni and others, musical highlights, links to department recognitions, graduate listings and more. The University's social media channels will be active with special graduation content for several days leading up to the 17th.

Join your fellow Ospreys, family and friends in celebrating our spring Class of 2021! Visit [unf.edu](https://unf.edu) and UNF's official [Facebook](#), [Instagram](#) and [Twitter](#) accounts on April 17 to honor our graduates and share in this significant milestone they've worked so hard to achieve.

## Past Updates

[Expand All](#)

### February 2021

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- **Feb. 9 - UNF Faculty, Staff, and Student COVID-19 Vaccination Clinic Pre-Registration through February 19**
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#### **UNF Faculty, Staff, and Student COVID-19 Vaccination Clinic Pre-Registration through February 19**

UNF Student Health Services is working with the Florida Department of Health to obtain more first doses of the Moderna COVID-19 vaccination. However, we currently have no estimated dates for future clinics.

To prepare for a future clinic, we are canvassing the Osprey Community to understand how many faculty, staff, and students and family of faculty, staff, and students are eligible in accordance with the State of Florida guidelines.

If you or a family member 18 years of age or older fall into one of the state-approved categories below to receive a COVID-19 vaccine, please complete a [COVID-19 Vaccine Pre-Registration](#):

- Persons 65 years of age or older
- Healthcare personnel with direct patient contact

You must complete a separate [COVID-19 Vaccine Pre-Registration](#) for **each individual** by **Friday, Feb. 19 at 3 p.m.** When completing the questions for a family member, please use your N# (if they do not have an Osprey N# of their own) with the **family member's name and personal information.**

UNF SHS is not able to vaccinate persons in other categories at this time. On Friday, Feb. 5, the Surgeon General of the State of Florida provided the following clarifying guidance regarding persons considered extremely vulnerable to COVID-19: "Vaccinations for individuals who are extremely medically vulnerable are to be performed by hospitals. The conditions are determined by the hospital providers."

Please contact your healthcare provider who is affiliated with a local hospital to find out more information on whether you qualify for a COVID-19 vaccination through one of the hospital vaccination clinics.

## **COVID-19 2nd Dose Vaccination Clinic March 2 and March 3**

A COVID-19 vaccination clinic was held at the UNF Field House on Tuesday, Feb. 2 and Wednesday, Feb. 3 from 10 a.m. - 2 p.m. The second vaccination will be given on **March 2 and March 3**.

**LOCATION CHANGE - The COVID-19 2nd Dose Vaccination Clinic will be held at the University Center.**

If your first appointment was on Tuesday, Feb. 2, your 2nd vaccination will be given on **Tuesday, March 2 at the same appointment time.**

If your first appointment was on Wednesday, Feb. 3, your 2nd vaccination will be given on **Wednesday, March 3 at the same appointment time.**

You must bring both a completed Moderna COVID-19 Vaccine Screening and Consent Form (link below), checking "second dose," and bring your COVID-19 Vaccination Card. Please also bring an ID.

Reminder emails will be sent to those involved.

**Required Form:** [Moderna COVID-19 Vaccine Screening and Consent Form](#)

Additional Resources:

1. [Moderna Fact Sheet](#)
2. [Notice of Privacy Practices](#)
3. [v-safe after vaccination health checker](#)

Governor Ron DeSantis has signed [Executive Order 20-315](#) which outlines that providers can only administer the COVID-19 vaccine to the following groups:

- Long-term care facility residents and staff
  - Persons 65 years of age and older
  - Healthcare personnel with direct patient contact
  - Persons deemed to be extremely vulnerable to COVID-19 by hospital providers.
- \*May only be administered in a hospital setting**

[Learn more about COVID-19 vaccines in Florida.](#)

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## January 2021

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### ■ Jan. 27 - COVID-19 Vaccine Available for UNF Employees 65 and Over Next Week

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## COVID-19 Vaccine Available for UNF Employees 65 and Over Next Week

UNF Student Health Services will be hosting a COVID Vaccine Clinic on Tuesday, Feb. 2, and Wednesday, Feb. 3, at the UNF Field House (Bldg. 26). A limited number of vaccines will be available, and only UNF faculty and staff who are 65 years old or older will be eligible.

To receive the vaccine, you must first make an appointment online at [COVID-19 Vaccine Scheduling](#). Please do not call the SHS Clinic for an appointment.

Those scheduled to receive the vaccine must bring their UNF ID and a completed [COVID-19 Vaccine Screening and Consent Form for the Moderna COVID-19 Vaccine](#) with them to their appointment. The Moderna Fact Sheet, Notice of Privacy Practices, and V-Safe After Vaccination Health Checker are available on the [UNF SHS Website](#).

There will be 100 vaccines on Day 1, Feb. 2, 2021. Appointment times will be between 10 a.m. - 2 p.m. Any person scheduling a vaccine for this date will automatically be

scheduled to receive their second vaccine on March 2, 2021 at the same appointment time.

There will be 100 vaccines on Day 2, Feb. 3, 2021. Appointment times will be between 10 a.m. - 2 p.m. Any person scheduling a vaccine for this date will automatically be scheduled to receive their second vaccine on March 3, 2021 at the same appointment time.

Please do not book an appointment if you are not available for these dates/times. Vaccines will not be given outside of these dates/times.

If you have any questions or need to cancel an appointment, please contact SHS at [studenthealth@unf.edu](mailto:studenthealth@unf.edu).

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#### ■ Jan. 14 - Free COVID-19 Testing Continues on Campus

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### Free COVID-19 Testing Continues on Campus

Free, walk-in COVID-19 testing will be available to all UNF students, faculty and staff throughout the spring semester at Osprey Landing, Building W, in the courtyard outside Room 106, as follows:

- Monday: Open noon to 3 p.m.
- Tuesday through Thursday: Open 9 a.m. to 2:30 p.m.

Drive-up testing will be available in Lot 10 near Building W on Tuesdays and Thursdays from 9 a.m. to 2:30 p.m. weather permitting.

Testing is also available by appointment as needed. For questions or to schedule a specific testing time, email [UNFccovid@unf.edu](mailto:UNFccovid@unf.edu).

Test results will take about 48 hours to process. The COVID-19 health team will call each individual with results.

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## December 2020

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#### ■ Dec. 30 - Coronavirus Update: Healthy Return to Campus Spring 2021

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# Coronavirus Update: Healthy Return to Campus Spring 2021

Dear Osprey Community,

We sincerely hope you are enjoying the holiday season and staying safe and healthy. As we all prepare for the first day of classes on Jan. 6, we would like to reinforce the continued importance of following UNF COVID-19 wellness protocols prior to and upon returning to campus for the spring semester.

## Shared Responsibility

Creating a safe and healthy environment for all Ospreys will continue to be a shared responsibility that includes protecting your own health, while also protecting your friends, family, classmates, and colleagues. A successful spring semester will depend on all of our personal and collective behaviors and actions. We are one Osprey family, and that means we always look out for each other and support one another in challenging times. It means that each of us will continue to take steps to stay well and persistently protect each other, both on campus and in the community.

## UNF's Four Key Pillars

Based on CDC best practices, all Ospreys will be required to follow UNF's four key pillars of responsibility at all times. These include:

- **Social Distancing:** Put 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:** Cover your mouth and nose with a cloth face covering when around others, including all indoor/outdoor areas on UNF's campus.
- **Personal Hygiene:** 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:** Be alert for symptoms, including fever, cough, and/or shortness of breath.

## UNF's Daily Self-Screening Tool

All Osprey community members must complete UNF's daily self-screening tool prior to arriving on campus each day. The self-screening tool walks individuals through a series of



questions and provides personal guidance in determining whether it would pose a health risk if you were to return to campus. The self-screening app can be accessed through the [SafeOspreys App](#) as well as online via the [Daily Self-Screening Tool](#).

## COVID-19 Testing

To help mitigate the spread of COVID-19, we strongly recommend that all members of the Osprey community (faculty, staff, students, visitors, vendors) be tested prior to returning to campus for the spring semester.

All residents assigned to on-campus housing for the spring semester will be required to take a COVID-19 test when returning to campus on the week of Jan. 4. Appointments for these tests will be communicated directly to housing residents through UNF Housing and Residence life. More information is available at <https://www.unf.edu/housing/>.

In addition, UNF will be expanding free testing options on campus for the spring semester. Both PCR (molecular) and rapid (antigen) testing will be offered to all students, faculty, and staff beginning on Jan. 11. Walk-in testing will be available Monday - Thursday 9 a.m. to 2 p.m. in Osprey Landing, Building W, Room 100. UNF will also be administering mobile testing across campus (locations and times TBD) throughout the semester.

## Self-Quarantine and Self-Reporting Information

Members of the Osprey community who are currently experiencing symptoms and/or have tested positive for COVID-19 need to self-isolate for at least 10 days. Ospreys can end self-isolation once they have completed the 10 days, are fever-free for at least 24 hours before leaving self-isolation (without the use of fever reducing medications), and other symptoms have improved.

Ospreys who have been in close contact with someone who has COVID-19 without proper masking and social distancing need to self-quarantine and avoid contact with others for at least 10 days, even if you have no symptoms of illness. Ospreys can end self-quarantine once they complete the 10 days (with or without a COVID test) and remain symptom free, but should continue to monitor for potential symptoms for a full 14 days.

All students and employees who are experiencing symptoms, have been in close contact with someone who has COVID-19, and/or have tested positive must submit the appropriate Self-Reporting Form via Student Health Services or Human Resources. Students can access the self-reporting form online at [Student Self-Reporting](#). Faculty and staff can access the self-reporting form online at [Employee Self-Reporting](#).

If you are a student who needs to self-quarantine or self-isolate, please call UNF Student Health Services at (904) 620-2900 so that we can make sure you are healthy and safe. You should also contact your professors to inform them and discuss the options available for continuing your coursework remotely. If you are an employee who needs to self-quarantine or self-isolate, please contact your direct supervisor and then Human Resources at (904) 620-2903 so that we can make sure you are healthy and safe. You should also work with your direct supervisor to discuss the options available for performing your job duties remotely.

## Staying Updated

Please continue to monitor your email, [UNF's Home Page](#), [Coronavirus Website](#), myWings, Canvas, and UNF social media accounts over the next few weeks for further guidance and answers to frequently asked questions. Due to the nature of the COVID-19 pandemic, information is fluid and guidance may be subject to change.

Thank you all again for embracing your commitment to shared responsibility. We are one Osprey family, and together we are better, stronger.

Sincerely,  
UNF COVID-19 Task Force

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### ■ Dec. 14 - Coronavirus Update: End of Fall Semester

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## Coronavirus Update: End of Fall Semester

Dear Osprey Community,

As we end our fall semester and head toward the holiday season, we want to congratulate our entire Osprey community for the extraordinary strength and resiliency demonstrated during these unprecedented times. Together, through our collective

actions, we have successfully navigated the fall semester and honored our commitment to keep each other safe and healthy.

We are truly proud of our UNF students, who continue to work hard and pursue their dreams during these challenging times. We are equally thankful to our faculty, who have exhibited tremendous dedication and flexibility in providing our students with a high-quality academic experience. And we are very thankful to our staff, who have worked tirelessly to support our students and keep our community safe.

As we celebrate the holidays with loved ones and prepare for the beginning of the spring semester on Jan. 6, we ask that you all continue to remain vigilant during this time – regardless of where you spend winter break. With the current COVID-19 surge across the country, it is now more important than ever that we avoid large gatherings and follow our four pillars of responsibility: social distancing, wearing a mask, proper personal hygiene, and monitoring health on a daily basis.

Over the next few weeks, please closely monitor your email, [UNF's homepage](#), [Coronavirus website](#), myWings, Canvas, and UNF social media accounts as we continue to update the campus community in preparation for the spring semester.

Thank you all again for embracing your commitment to shared responsibility. We are one Osprey family, and together we are better, stronger.

Sincerely,  
UNF COVID-19 Task Force

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## November 2020

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### ■ Nov 13 - Guidelines for Students Returning Home During COVID-19 Pandemic

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## Guidelines for Students Returning Home During COVID-19 Pandemic

Throughout the fall semester, Ospreys have successfully navigated through the challenges caused by the COVID-19 pandemic. We have taken our shared responsibility seriously and exhibited an unwavering commitment to keep each other safe and healthy.

As many of us travel home for the holidays, we must remain vigilant and reduce the risk of spreading COVID-19.

The following protocols are vital to protecting our family and friends at home, especially those with chronic health conditions and older adults:

## Prior to Departure

- Minimize your risk of exposure and infection during the weeks leading to departure from campus. Any exposures could disrupt plans to go home. If you become infected or if you are exposed to a person who is confirmed to be infected, you will need to isolate or quarantine before traveling. Travelers who are ill, are infected, or have recently been exposed to the virus will not be allowed to board airplanes and trains.
- Reduce the number of people with whom you have close contact prior to the trip. Any close interaction with people outside immediate household or residence hall roommates will present an opportunity for infection.
- Get a COVID-19 test prior to traveling home and another prior to or immediately upon returning to campus following travel.
- Get a flu vaccine if you have not already done so.

## Day of Travel

- Reduce the number of stops on the trip. Take a direct flight if possible, and if driving, pack food/snacks for the car trip home.
- Delay travel if sick or exposed. Anyone feeling ill, recently diagnosed with COVID-19 (within 10 days), or exposed to someone with COVID-19 (within 14 days) should self-isolate and delay travel. Students should follow guidance from their healthcare provider regarding when recommended isolation/quarantine periods are complete and travel can be resumed.
- Take safety precautions during travel, especially if using public transportation. Wear a face covering at all times. Stay at least 6 feet away from other people; if not possible on public transportation, sit as far away from other passengers as possible. Carry and use hand sanitizer (with at least 60% alcohol) frequently. Use a disinfecting/sanitizing wipe to clean any touchable surfaces in the vehicle in which you are traveling. This includes planes, trains, and other forms of transportation.
- Recheck for any requirements or restrictions at your travel destination.

- The least risky option is private transportation by yourself or with your family members. If in a car with others outside the household, wear a mask and sit in the back seat if someone else is driving. If weather conditions permit, open the windows.

## **Arrival at Home**

- The most cautious approach upon arrival home is to quarantine for the first 14 days after arrival. This is especially important if there are vulnerable, higher risk individuals living in the home.
- Quarantining in the home includes eating meals in a private space or outdoors with family at least 6 feet apart.
- Use separate servingware, utensils, glasses, and plates.
- Use a separate bathroom from other family members. If not possible, disinfect the bathroom after each use.
- Avoid physical contact including hugging, kissing, and shaking hands.
- Wear a mask and maintain a distance of at least 6 feet when in the presence of others.
- Restrict movement within and outside the home.
- If quarantine is not possible, stay physically distant from family household members, wear a face covering, and avoid close contact, including hugging and shaking hands, for the first 14 days home.

## **Medical and Mental Health and Well-Being While at Home**

- Reach out for help or guidance from your primary care provider, psychologist/mental health clinician, or the UNF Counseling Center if you feel sad, anxious, or hopeless or if you experience emotional distress of any kind. The Counseling Center's on-call service will be available 24 hours a day, 7 days a week throughout the holidays. Students may access this service by calling (904) 620-2602 and selecting option 2.
- Consult your primary care provider at home, especially if you have any pre-existing conditions or develop any possible symptoms of COVID-19.
- Students experiencing a life-threatening emergency should call 911 or visit the nearest hospital emergency room.

## **Additional Resources**

Consult the following CDC websites for additional information on travel and on safer ways to celebrate holidays with family and friends:

- <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html>

We wish all of our Ospreys a safe, healthy, and joyous holiday season.

UNF. Better. Stronger.

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## October 2020

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### ■ Oct. 30 - Shared Responsibility and Safety During Off-Campus Engagements

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## Shared Responsibility and Safety During Off-Campus Engagements

Dear Ospreys,

With Halloween this weekend and the Georgia-Florida game on Nov. 7, I want to take a moment to encourage you to be safe if you choose to participate in social events and gatherings. I know this semester has been difficult and emotionally challenging for many of you, but please remember, we still need to be safe and act responsibly. The pandemic isn't over yet, and we all must do our part to reduce the spread of the COVID-19 virus.

If you choose to participate in social gatherings, please remember to uphold the "Four Key Pillars of Shared Responsibility" while on and off campus. These pillars are within our Coronavirus Safety Policy and guided by the CDC.

The four pillars include:

1. practicing proper social distancing at all times
2. wearing a mask in all indoor and outdoor areas when around others
3. practicing proper personal hygiene, and
4. monitoring your health on a daily basis

As your Dean of Students, I expect all Ospreys to embody these four pillars to help UNF reduce the spread of COVID-19 and ensure the health and safety of our community. This initiative is extremely important, and therefore, the University has been and will continue to enforce the Coronavirus Safety Policy, UNF Student Code of Conduct, and the Disruptive Behavior Policy for reported infractions on and off campus. Please remember attending gatherings on and off campus (even at third party vendors) without proper social distancing and face coverings is considered a violation of the UNF Student Code of Conduct. The University will continue to take swift action against any individual who intentionally puts the campus community at risk by engaging in these behaviors, and the consequences for these violations may include expulsion from the University.

For more information on expected and prohibited behaviors, please refer to the University policies and regulations below:

- [The Student Code of Conduct](#)
- [Coronavirus Safety Policy](#)
- [Disruptive Behavior Policy](#)

For CDC guidance on Halloween and other holiday celebrations, please see the [CDC.gov webpage](#).

Please be smart as you engage in social gatherings, and stay safe, Ospreys!

Sincerely,  
Andrea Adams-Manning, Ed.D.  
Dean of Students

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## ■ Oct. 19 - Increase in COVID-19 Cases

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### Increase in COVID-19 Cases

Dear Students,

The past seven months have been challenging times for communities across the globe. The COVID-19 pandemic has disrupted our lives in ways we could never have imagined, and the University of North Florida understands how stressful this pandemic has been on the entire Osprey community.

Throughout the pandemic, UNF students, faculty, and staff have exhibited tremendous strength, resiliency, and courage in navigating this changed landscape. We have also been very fortunate to have a group of extremely dedicated people who have been working around the clock to respond to the challenges posed by COVID-19.

However, despite all of our best efforts, we have seen a significant rise in positive COVID-19 cases among UNF students in the past few weeks - including 41 last week. This increased spread of the virus is a direct result of students not practicing UNF's "Four Key Pillars of Shared Responsibility," especially when socializing off-campus. The four pillars include:

1. practicing proper social distancing at all times,
2. wearing a mask in all indoor and outdoor areas when around others,
3. practicing proper personal hygiene, and
4. monitoring your health on a daily basis

Keeping our campus community safe and healthy is our shared responsibility. Attending gatherings off-campus without proper social distancing and masks will continue to spread this virus and put your friends, family members, and the rest of the Osprey community at significant risk. Continued spread could also force the University to move all classes fully remote again and reduce all but essential services on campus. We all need to do our best to avoid such a scenario.

We have successfully navigated through the first two months of the Fall semester, and we are only five weeks away from Thanksgiving and the planned transition to remote learning for the remainder of the semester. For us to finish strong, we need all of you to stay hyper-vigilant and abide by UNF's four pillars at all times.

For more information, including updates on COVID testing, reporting, and enforcement, please continue to monitor our Coronavirus website at the [unf.edu/coronavirus](https://unf.edu/coronavirus).

Together we can do this. Together we will be better, stronger.

Sincerely,

Bob Greenlaw

UNF COVID-19 Task Force Coordinator



## ■ Oct. 13 - UNF's Fall 2020 Graduates to be Honored Virtually on December 11

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### UNF's Fall 2020 Graduates to be Honored Virtually on December 11

The University of North Florida will celebrate the Fall Class of 2020 virtually on Friday, Dec. 11, the date previously scheduled for Fall Commencement.

A website honoring the fall graduates will be launched that day featuring special videos, messages from our University president, academic and student leadership, alumni and others, musical highlights, links to department recognitions, graduate listings and more. In addition, the University's social media channels will be active throughout the day and week recognizing the fall graduates. UNF's plans are in line with the State University System's recent announcement directing Florida universities to develop alternate plans for fall commencement.

More detailed graduation information will be provided directly to graduates, including instructions on ordering regalia for those interested.

Join your fellow Ospreys, family and friends in celebrating our Fall Class of 2020! Visit [unf.edu](https://unf.edu) and UNF's official [Facebook](#), [Instagram](#) and [Twitter](#) accounts on Dec. 11 to honor our graduates and share in this significant milestone they've worked so hard to achieve.

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## ■ Oct. 1 - Spring 2021 Academic Calendar Changes

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### Spring 2021 Academic Calendar Changes

At the University of North Florida, our highest priority remains the health and safety of our students, faculty and staff. Therefore, the University is adjusting the academic calendar for the Spring 2021 semester.

The semester will still begin Wednesday, Jan. 6, 2021, however, the University is canceling Spring Break in 2021. As a result, the semester will end Friday, April 23, 2021, a week earlier than originally planned (last day of classes will now be Friday, April 16 and final exams will be held the week of April 17-23).

UNF continues its efforts to mitigate the spread of COVID-19, and we believe these adjustments will reduce the potential for members of the Osprey community to return to

campus with the virus after traveling during Spring Break.

Thank you for your patience and flexibility as we work together to provide a healthier and safer environment for the entire campus community.

UNF. Better. Stronger.

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## September 2020

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### ■ Sept. 21 - COVID-19 Testing on Campus

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## COVID-19 Testing on Campus

Dear Ospreys,

It has been brought to my attention that there are some concerns and misconceptions surrounding getting tested for COVID-19, especially at our on-campus location.

Therefore, I wanted to take a moment to address the most common concerns and encourage you to get tested to help keep you and your fellow Ospreys safe and healthy.

### **Concern #1: I can get COVID-19 if I go to get tested.**

At UNF, the Student Health Services team has assured me that the University is taking every precaution to ensure that our testing facility and procedures are safe. There is an extremely low risk of exposure if you come in to get tested at our university location.

### **Concern #2: I will get in trouble and be referred to student conduct if I get tested.**

As the Dean of Students, I assure you, it will not be assumed that you intentionally put yourself in a high-risk exposure situation. By getting tested, you will not get in trouble, and there will not be any disciplinary consequences.

### **Concern #3: If I get tested, I'll have to quarantine for 14 days, and I will not be able to go to work or my in-person classes.**

- You will not be asked to quarantine simply by getting tested.
- When you get tested, you will receive your results in about 48 hours.
- Unless you test positive or are exhibiting active symptoms of COVID-19, you can continue to go to work and attend in-person classes.

- If you test positive, you will be asked to self-isolate for 10 days.
- If you test positive, a health professional staff member will contact you to collect necessary information for contact tracing.

If I have not addressed your concern, please visit [www.unf.edu/coronavirus](http://www.unf.edu/coronavirus) for more information. If you do not find the answer to your concern there, please email the [deanofstudents@unf.edu](mailto:deanofstudents@unf.edu), and I will do my best to address your concern or questions. Again, please do your part in ensuring the health, safety and well-being of our Osprey community. As Ospreys, we will get through this pandemic better and stronger.

Sincerely,



Andrea Adams-Manning, Ed.D.  
Dean of Students

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## August 2020

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### ■ Aug. 28 - Walk-in Testing Now Available to All UNF Students and Employees

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## Walk-in Testing Now Available to All UNF Students and Employees

Free walk-in COVID-19 testing now available to all UNF students, faculty, and staff beginning on Monday, Aug. 31.

Walk-in testing hours will be Monday - Thursday 9 a.m. to 2 p.m. in Osprey Landing, Building W Room 100.

We encourage all walk-ins to bring a signed [UNF Testing Consent Form](#) with them to the testing site.

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### ■ Aug. 21 - Shared responsibility, expectations and consequences

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## Shared responsibility, expectations and consequences

Dear Ospreys,

**I want to share an important message with you today about enforcement of University policies and regulations and the consequences for engaging in behaviors that risk the health, safety and well-being of our Osprey community.**

As you may be aware, many college campuses have already had to convert back to operating remotely as a result of the COVID-19 virus spreading on their campuses. The main contributing factor to these outbreaks was student participation in social gatherings while not adhering to CDC guidelines. To ensure the safety of our Osprey community and to prevent UNF from having to go fully remote again, we need you to do your part to protect each other.

We want to remind you that our Student Code of Conduct and the Disruptive Behavior regulations at UNF apply to behaviors on and off campus. The University will take swift action against any individual(s) who are intentionally putting the campus community at risk.

Both hosting and engaging in social gatherings where CDC guidelines are not followed are considered behaviors that endanger the health, safety and well-being of those within our UNF community. Consequences for these behaviors may result in sanctions including expulsion from the University.

Expected and prohibited behaviors can be found in the University policies and regulations below:

- [The Student Code of Conduct](#)
- [Coronavirus Safety Policy](#)
- [Disruptive Behavior Policy](#)

Creating a safe and healthy environment is a shared responsibility that includes taking steps to protect your own health as well as the health and well-being of our entire Osprey community. You can do this by avoiding large gatherings, wearing masks, social distancing, washing your hands and monitoring your health.

Please be responsible. Do your part to keep our campus and each other safe.

Sincerely,



Dr. Andrea Adams-Manning

Dean of Students

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■ **Aug. 20 - Daily Self-Screening Guidance and Self-Reporting Form**

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## Daily Self-Screening Guidance and Self-Reporting Form

As our fall semester begins, remember that creating a safe and healthy environment is a shared responsibility that includes protecting your own health, while also protecting the greater Osprey community. Part of that shared responsibility includes using the provided self-screening tools daily to determine if you should report to campus. As requested, many of you have started to use the screening and reporting forms mentioned in prior communications. For clarification, the bullets below outline the differences between the [Daily Self-Screening Tool](#) and [Self-Reporting Form](#).

### Daily Self-Screening Tool

- A 'self-check' for those entering the UNF campus
- Quick, preliminary assessment of health status and the risk of potential exposure to others
- Guidance on whether it is permissible to be present on campus each day
- To be completed on a daily basis for employees, students, vendors or visitors coming onto UNF's campus

### Self-Reporting Form

Required for employees and students (including those working remotely or receiving remote instruction) to report any of the following:

- Exposure to individuals with active COVID-19 infection without wearing face coverings and observing social distancing
- Presence of symptoms associated with COVID-19

- Pending appointment or recently tested for COVID-19 due to potential exposure
- Positive COVID-19 test results

Thank you all for embracing the commitment to shared responsibility, as well as your patience, dedication and support in the face of continued uncertainty. Please continue to monitor your UNF email, [UNF's homepage](#), Coronavirus website, myWings, Canvas and UNF social media accounts over the next few weeks for further guidance and answers to frequently asked questions. Due to the nature of the COVID-19 pandemic, information is fluid and guidance may be subject to change.

We are one Osprey family, and together we will emerge better, stronger.

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#### ■ **Aug. 4 - UNF COVID-19 Education Course for Students**

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## **UNF COVID-19 Education Course for Students**

Creating a safe and healthy environment is a shared responsibility that includes protecting your own health, while also protecting the greater Osprey community.

In that spirit, we are requiring all UNF students to complete the COVID-19 Education Course no later than August 14. All items within the course must be completed for you to receive credit. Students can now access the COVID-19 Education Course within CANVAS. For more information on how to access Canvas or to find your course, please visit the [ITS Canvas FAQ Page for Students](#).

There are a number of learning objectives. Participants will be able to:

- Identify high-risk factors and symptoms associated with COVID-19
- Name strategies for effective handwashing and social distancing techniques
- Explain how PPE can be used effectively, in accordance with CDC and Florida Department of Health guidelines
- 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)
- Describe protocols for reporting social congestion on campus and violations of UNF expected behaviors

Please note, all employees will also be required to complete the same COVID-19 education program prior to August 14. A separate communication was sent to employees. If you are a student employee, you are encouraged to take the training associated with your main purpose/responsibility on campus.

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## July 2020

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### ■ July 27 - New UNF Self-Screening Tool Launched

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## New UNF Self-Screening Tool Launched

Monitoring your health on a daily basis, including potential symptoms and exposure to COVID-19, is a shared responsibility that can help prevent the spread of the virus on campus. To assist you in assessing your health and keeping our community safe, UNF has developed a new self-screening tool.

The self-screening tool can now be accessed through the [Safe Ospreys App](#) as well as online via the [Daily Self-Screening Tool](#). The University expects all faculty, staff, and students to utilize the self-assessment tools daily to determine if they should report to campus. This new self-screening tool will walk you through a short series of questions and provides personal guidance to help you determine whether you would pose a health risk to others on campus (or at UNF owned/affiliated facilities such as MOCA).

You will be asked to provide valid contact information to facilitate notifications to Human Resources or Student Health Services if your responses indicate that you should self-isolate or quarantine and seek medical advice. Note: Specific medical data will not be collected or stored. This tool should not be used to diagnose any individual with symptoms of COVID-19 or to serve as a substitute for medical advice.

For more information, please visit the [Self-Screening Guidance](#) webpage.

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### ■ July 22 - UNF COVID-19 Education Program

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## UNF COVID-19 Education Program

Creating a safe and healthy environment is a shared responsibility that includes protecting your own health, while also protecting the greater Osprey community.

In that spirit, we are requiring all UNF employees to complete the COVID-19 education program no later than August 14. All items within the program must be completed and the attestation statement must be acknowledged for the employee to receive credit for completion. For instructions on how to access the employee training, please go to the [COVID-19 Education Program Website](#).

## 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).
- Participants will be able to describe protocols for reporting social congestion on campus and violations of UNF expected behaviors.

Please note, students will also be required to complete the same COVID-19 education program prior to August 14. A separate communication will be sent to students, who will be able to access and complete the training through Canvas.

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### ■ July 17 - Update on Return to Campus in Fall

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## Update on Return to Campus in Fall

### UNF. Better. Stronger.

During the past few months, the COVID-19 pandemic has created extraordinary challenges impacting our daily lives in a myriad of ways. Throughout this difficult time, the University of North Florida community has shown tremendous strength and resiliency and has demonstrated extraordinary courage in navigating this changed landscape. As we prepare for our future, specifically the first day of fall classes on August 17, we remain focused on the health and safety of our Osprey community and providing



the high-quality academic experience our students expect from UNF. Together, we will emerge as a better, stronger university.

## Shared Responsibility

A successful return to campus will depend on all of our personal and collective behaviors and actions. We are one Osprey family, and that means we always look out for each other and support one another in challenging times. It means that each of us must take steps to stay well and persistently keep each other safe, both on campus and in the community. Creating a safe and healthy environment for all Ospreys is a shared responsibility that will include protecting your own health, while also protecting your friends, family, classmates, and colleagues.

## 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.

Therefore, UNF is strongly recommending that all members of the Osprey community (faculty, staff, students, visitors, vendors) be tested off campus within 14 days prior to returning to campus as part of our shared responsibility.

UNF will also make testing available on campus throughout the fall 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.

## Preparing for Return to Campus

In addition to testing, UNF highly recommends that all students, faculty, staff, visitors, and vendors adhere to the following key actions/behaviors 14 days prior to returning to

campus. These actions/behaviors will help keep you and your fellow UNF family members safe and healthy.

- **Social Distancing:** Put 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:** Cover your mouth and nose with a cloth face cover when around others.
- **Personal Hygiene:** 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:** Be alert for symptoms, including fever, cough, and/or shortness of breath.
- **Osprey Pledge:** Review and take the [Osprey Pledge](#), which outlines our obligations of shared responsibility to protect our campus and greater community.
- **Download UNF Self-Screening App:** 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. This new app will be available in the next few weeks. Instructions on how to download and use the app will be emailed to you at that time.
- **Take COVID-19 Training:** No later than August 14, all UNF faculty, staff, and students must complete the online COVID-19 Education Course. The course will be taken online via the new Cornerstone learning management system, Osprey Ascend, for faculty and staff; and via Canvas for students. This new training will be available in the next few weeks. Instructions on how to take and complete the training will be emailed to you at that time.
- **Avoid Large Gatherings:** Do not attend gatherings of more than 25 people. If you do attend any gatherings, whether indoors or outdoors, please ensure six feet of distance between you and others, and wear a mask to protect yourself, family, and friends.

## On-Campus Health & Wellness

UNF is instituting the following protocols to promote the health and wellness of the Osprey community once back on campus. These protocols will help all of us keep the Osprey community safe and healthy.

- **Four Key Pillars of Shared Responsibility:** Based on [CDC best practices](#), everyone on campus will be required to
  1. practice social distancing,
  2. wear a mask in all indoor and outdoor areas at all times,
  3. practice proper personal hygiene, and
  4. monitor health on a daily basis.
- **Testing Availability:** UNF will be making testing available on campus as students, faculty, and staff return in the fall.
- **Initial Masks Provided:** Each faculty, staff, and student will be provided a washable cloth mask upon return to campus. Face shields will also be made available upon request to faculty teaching in-person classes.
- **Self-Screening App:** As noted above, UNF will be launching a self-screening app to help members of the community monitor their health on a daily basis. This new app will be available, and instructions on how to download and use the app will be emailed, in the next few weeks.
- **Classroom Wellness:** Occupancy of all classrooms will be adjusted to ensure appropriate social distancing, including the moving/removing of selected desks and chairs and/or designating certain seats as unavailable. Where possible, movement in and out of classrooms will be modified to prevent congregation of students. Masks will also be required in all classrooms.
- **Housing Wellness:** The University has reduced the overall occupancy in residential housing. No triples will be available, bathrooms will be limited to no more than four residents, housing with communal bathrooms will be limited to private rooms, and no visitors will be allowed. Residents will also be required to wear a mask in all indoor and outdoor areas at all times, with the exception of residents who are alone or with their roommate in their assigned room.
- **Enhanced Cleaning:** All public spaces will be cleaned according to CDC guidelines. This will include a daily cleaning of all buildings and classrooms along with additional cleaning of certain areas such as restrooms. Although offices and workspaces will be cleaned on a daily basis, each occupant will be asked to take extra cleaning and sanitizing precautions with the more personal items in their workspace such as desks, computers, phones, etc.
- **Limiting Gatherings:** Engagements and gatherings will be limited to 25 students or less in indoor spaces and 50 or less at outdoor venues if space is large

enough to accommodate six feet of distance between participants and masks are worn.

## **Update on Fall 2020 Academic Calendar and Course Schedule**

The Fall 2020 course schedule has been modified to help ensure a safe educational environment for our campus community by providing course offerings that adhere to social distancing guidelines. Most changes regarding delivery mode (face-to-face, hybrid, remote instruction) have been completed. Given the fluidity of the situation with the pandemic, some minor adjustments, including individual room assignments, may be necessary before the start of fall classes. All classes, regardless of delivery mode, will go fully remote following the Thanksgiving holiday. FAQs on Fall 2020 class types are available on the [Registrar's webpage](#).

Students who are already registered for Fall 2020 courses should continue to pay close attention to their schedules in their myWings account. Changes will also be reflected on the [Online Catalog](#). (To search Fall 2020 courses, go to Browse Catalog, Schedules, then make a category selection to search by term.)

Students who have questions or need to make adjustments to their fall course selections should reach out to their academic advisors to ensure the changes fit with their programs of study.

## **Update on Residential Housing Move-In**

In an effort to prioritize safety, housing move-in will occur in phases by appointment only between August 10 and August 16. Not all residential communities and floors will open on the same day. There will be a limited number of appointments available each day. Assigned residents will be able to schedule their appointment beginning in late July. UNF's Department of Housing and Residence Life will be reaching out via email and social media with more details on scheduling next week.

## **Update on Dining Services**

Retail food venues on campus will not be open before August 10. During the week of August 10, the number of venues and hours of operation will be reduced, and Dining Services will be operating in training/soft-opening mode. Meal memberships will start on August 14. Dining Services will work with leaders of specific student groups who are back on campus before this date to ensure they are accommodated as requested.

The Boathouse will not open for fall term, and there will be no seating areas beside Chick-fil-A and Starbucks to allow for distance queuing. Seating will also be reduced or eliminated beside the food venues in the Student Union. Hours of operation will be modified for some venues. Actual traffic and utilization during the first couple of weeks of fall term may further identify the need for additional changes.

The Osprey Café will be also be modifying its operations compared to previous semesters. As examples, the self-service salad bar will be replaced with employee-built or prepackaged salads and members of the Dining Services team will create all plates. There will be an increased use of disposables and to-go packages. Seating capacity will be reduced or could be eliminated and to-go implemented as the only option.

## **Other Resources/Services Available**

UNF is committed to delivering and enhancing resources and services vital to academic continuity and the health and safety of our community. Important resources/services, including but not limited to, Student Health Services, Counseling Center, ITS Help Desk, Carpenter Library, Bookstore, and Center for Instruction and Research Technology will continue to operate both in-person and remotely throughout the fall semester. Updates on reopening dates, hours of operation, and key contact information will be available over the next few weeks on the [Return-to-Campus Operations](#) webpage.

## **Accommodations**

UNF recognizes that there will be individuals who test positive for COVID-19 during the fall term or are at high-risk for severe illness if infected. Students with in-person classes who need to quarantine or isolate should contact their instructors via email or Canvas. Instructors will work closely with these students to ensure academic continuity, and remote capabilities will be offered where possible and appropriate for learning. Residential housing students who need to quarantine or isolate will be moved to designated areas on campus and receive daily checks from Student Health Services and School of Nursing students. Mechanisms to address faculty and staff requests for modifications or accommodations to work arrangements will also be available.

## **Staying Updated**

Please continue to monitor your email, [UNF's Home Page](#), [Coronavirus Website](#), myWings, Canvas, and UNF social media accounts over the next few weeks for further

guidance and answers to frequently asked questions. Due to the nature of the COVID-19 pandemic, information is fluid and guidance may be subject to change.

Thank you all for embracing the commitment to shared responsibility, as well as your patience, commitment, and support in the face of continued uncertainty. We are one Osprey family, and together we will emerge better, stronger.

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## ■ **July 7 - Experienced Emergency Management Leader Bob Greenlaw Appointed as UNF COVID-19 Taskforce Coordinator**

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### **Experienced Emergency Management Leader Bob Greenlaw Appointed as UNF COVID-19 Taskforce Coordinator**

The University of North Florida has appointed Robert (Bob) Greenlaw as its COVID-19 taskforce coordinator, where he will serve as the lead point person in coordinating the University's fall reopening efforts and ensuring that reopening plan deliverables are met for a safe and healthy campus environment.

Greenlaw will coordinate with the University's working groups that are currently collaborating on activation plans to safely reopen the campus in the fall. He will ensure that there is flexibility, consistency and proper execution among these activation plans as the COVID-19 pandemic continues to change and unfold.

With more than 40 years of experience in command level positions in all public safety disciplines, Greenlaw has served as the emergency manager on the UNF Crisis Management Team since 2017.

"Our main priority is ensuring the safety and well-being of all members of our Osprey community as we continue to deal with the challenges brought on by the ongoing COVID-19 pandemic," said UNF President David Szymanski. "With the University's campus reopening in the fall, Bob has the experience and leadership to safely guide and manage our efforts in a strategic and tactical manner."

Prior to his move to Jacksonville, Greenlaw served as the program coordinator, Compliance and Professional Standards at the University of South Carolina in the Division of Law Enforcement and Safety. In his long and distinguished career, Greenlaw has served as a 911 center director, where he consolidated 911 services in New Jersey,

Idaho and Ohio. Prior to that, he served as the chief of emergency services in Ridgewood, New Jersey, for more than 25 years.

Greenlaw has also received the Certified Emergency Manager designation and has provided consulting services in emergency management, communications center consolidation and complex change initiatives for numerous agencies.

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## June 2020

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### ■ June 29 - Update on Fall 2020 Course Schedule

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## Update on Fall 2020 Course Schedule

Currently, the Fall 2020 course schedule at UNF is being modified to help ensure a safe educational environment for our campus community by providing course offerings that adhere to social distancing guidelines. University scheduling staff are working diligently with academic departments to finalize the fall schedule.

### Where will students see changes?

Students who are already registered for Fall 2020 courses should check their schedules frequently in their myWings account, as scheduled courses may be affected. Changes also will be reflected as they are made on the [online Catalog](#) (to search Fall 2020 courses, go to Browse Catalog, Schedules, then make a category selection to search by term).

### What are some examples of the changes being made?

- Some courses will be switched to fully remote instruction. This will not add any additional fees.
- Some will remain face-to-face (this will vary depending on the major, etc.).
- Others will incorporate both in-person and remote learning resources.
- FAQs on Fall 2020 class types are available on the [Registrar's webpage](#).

### When will we see these changes?

These changes will take place over the next few weeks. Students will be notified once schedules are finalized. Students who have questions or need to make adjustments to their fall course selections should reach out to their academic advisors to ensure the changes fit with their programs of study.

We appreciate your patience during this time.

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## ■ June 25 - Masks Required on UNF Campus

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### **Masks Required on UNF Campus**

**Effective Immediately:** 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 in all indoor and outdoor areas at all times. Employees working alone in their offices and students who are alone in a room are the only exceptions at this time.

The use of cloth face coverings can potentially slow the spread of the COVID-19 virus and help people who may have the virus and do not know it from transmitting it to others. It is our shared responsibility to do everything we can to protect our fellow Ospreys, and we appreciate all of your support to protect our community.

For more information on the importance of wearing masks, including proper ways to handle and wear face coverings, please visit the Center for Disease Control and Prevention guidelines at [CDC Face Coverings](https://www.cdc.gov/facecoverings/).

UNF. Better. Stronger.

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## ■ June 24 - President Szymanski Presents Fall 2020 Reopening Plan to Florida Board of Governors

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### **President Szymanski Presents Fall 2020 Reopening Plan to Florida Board of Governors**

The Florida Board of Governors approved the University's Fall initial reopening plan at its recent board meeting. President Szymanski shared [UNF's Draft Blueprint](#), which was unanimously approved by the Board.

During the meeting, President Szymanski outlined the University's operational strategies to address the five priority areas as outlined by the State University System (SUS). These areas include: a healthy campus environment, a healthy community environment, COVID-19 testing, contact tracing and surveillance, and academic program delivery.



Feedback and recommendations to the draft reopening plan are welcomed and encouraged. Comments can be submitted at [https://www.unf.edu/emergency/Plan\\_Feedback.aspx](https://www.unf.edu/emergency/Plan_Feedback.aspx).

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#### ■ June 15 - Summer 2020 Graduates to be Honored Virtually on July 31

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## Summer 2020 Graduates to be Honored Virtually on July 31

Graduates will be invited back to campus to participate in a future live ceremony

The University of North Florida will celebrate the Summer Class of 2020 virtually on the previously scheduled Summer Commencement date – Friday, July 31.

A celebratory website honoring the summer graduates will be launched on July 31 featuring messages from leadership, special videos, links to department recognitions, graduate listings and more. UNF's social media channels also will recognize graduates on that day and throughout the week leading up to July 31.

UNF's plans are in line with the State University System's recent announcement directing Florida universities to develop alternate plans for summer commencement ceremonies. The SUS cited that health guidelines still limit gatherings at this time. Though the Osprey community cannot gather together in person for summer commencement, the University is committed to offering both spring and summer graduates an opportunity to participate in a future live commencement ceremony.

Until then, be sure to join us July 31 online at [unf.edu](https://www.unf.edu) and on UNF's official [Facebook](#), [Instagram](#) and [Twitter](#) accounts to celebrate our summer graduates and this significant milestone they have worked so hard to achieve!

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#### ■ June 8 - UNF Presents Draft Blueprint for Reopening Campus in Fall 2020

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## UNF Presents [Draft Blueprint for Reopening Campus in Fall 2020](#)

**Online portal and town hall meetings to be held for feedback and input**

The University of North Florida presented its draft Blueprint for Return to Campus in Fall 2020 during today's conference call with the UNF Board of Trustees. The [draft blueprint](#) was approved by the Board during the meeting.

As requested by the Florida State University System (SUS), the draft blueprint provides operational strategies in the five priority areas of a healthy campus environment, a healthy community environment, COVID-19 testing, contact tracing and surveillance, and academic program delivery.

"This draft blueprint represents the combined efforts of the COVID-19 Task Force, four distinct working groups, and continued input from across the Osprey community to ensure a thoughtful and responsible return to campus this fall," said UNF President David Szymanski. "The blueprint prioritizes the health and wellness of our students, faculty, and staff as we continue to deliver the enriching experience students have come to expect from UNF."

Continued feedback and recommendations from faculty, staff, and students will be critical to ensuring a healthy and successful return to campus. This draft plan is solely intended to provide an overview of the University's strategy and plans as guided by the SUS blueprint and will continue to evolve with information and feedback provided and as the status of COVID-19 changes.

"The Board of Trustees sincerely appreciates the thoughtful and diligent efforts that were put into this draft blueprint and addressing the SUS priority areas," said Kevin Hyde, UNF Board of Trustees Chair. "We look forward to the continued input and insights from our greater UNF community as adjustments and refinements are made to the plan and the COVID-19 virus continues to unfold."

To gather further input, UNF will be holding several town hall meetings over the next month with faculty, staff, and students. In addition, a web portal will be launched in the coming week to provide all members of the Osprey community an opportunity to comment and provide recommendations.

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## ■ June 2 - Letter from President Szymanski on Fall Reopening Work Groups

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# Letter from President Szymanski on Fall Reopening Work Groups

Dear Osprey Community,

In a communication sent to our University community last week, I shared that our focus has turned to planning for a reopening of our campus in the fall with the health and wellness of returning students, faculty, and staff as the main priority.

Four [working groups comprised of faculty, staff and students](#) within the University have been created to refine and operationalize our planning based on the [five key strategic priorities as outlined by the Florida Board of Governors](#): A Healthy Campus Environment, A Healthy Community Environment, COVID-19 Virus Testing, Contact Tracing and Surveillance, and Academic Program Delivery.

These working groups are expected to report their preliminary plans by early July. As we have said before, there is the understanding that we will be flexible and adaptive in our plans as recommended practices, policies, and procedures leading up to the start of the fall semester could change.

These groups will work together to develop a thorough and responsible plan to safely reopen our campus in the fall and have recently received input and questions from both the United Faculty of Florida and Faculty Association.

The two health care priority areas of COVID-19 Virus Testing and Contact Tracing and Surveillance will be addressed by one working group as well as with input from a Behavioral Health Surveillance Team and Medical Advisory Group. Other UNF teams working on specialized areas include a COVID-19 Self-Certification Mobile App sub-committee and groups addressing athletics, housing, international, research and creative activity, and other important areas.

In addition, a portal will be created on our website at [www.unf.edu/coronavirus](http://www.unf.edu/coronavirus) for members of the UNF community to provide valuable input.

I want to thank all the task force members for their commitment to helping us define an operational strategic plan to safely return to our campus in the fall and for your ongoing patience and support as we continue to work together.

Sincerely,



David M. Szymanski

President

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## May 2020

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### ■ May 28 - Letter from President Szymanski

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Dear Students, Parents, Faculty, Staff, and Greater Osprey Community:

It has been some two months since the COVID-19 pandemic changed our daily lives. Throughout this challenging time, the University of North Florida community has shown tremendous strength.

I am extremely proud of our faculty, who successfully transitioned courses to remote learning and continued their steadfast commitment to teaching excellence. The faculty demonstrated tremendous spirit, remarkable adaptiveness, and phenomenal dedication to ensure the success and wellbeing of our students.

I am also extremely proud of our students, who persevered through unprecedented challenges to finish the spring semester strong. As I have conveyed to students during virtual graduations and during my many Zoom meetings with them, they are courageous. They have shown unparalleled courage and resiliency in not only persevering, but also thriving academically and personally during this pandemic. They have realized important goals of completing the semester, and for many of our seniors and graduate students, they have completed their education with an Osprey degree in hand.

I would further like to thank every member of the Osprey community, from parents to alumni to donors, for your continued dedication to our students, to one another, and to our wonderful institution.

As we have completed the spring semester and have transitioned to summer, our focus turns to planning for a return to campus in the fall. We are coordinating our planning efforts closely with local, state, and federal officials, as well as the Florida Board of Governors.

As we have done at every stage of this crisis, our reopening plans will be conducted thoughtfully and carefully with the health and wellness of returning students, faculty, and staff as our top priority. The valued input of students, faculty, and staff will continue to be critical to the success of our strategy of continuity in education and safety of our Osprey family.

Earlier today, State University System Chancellor Marshall Criser III presented the detailed [blueprint](#) on reopening Florida's public universities to the Board of Governors. These guidelines highlighted five key strategic priorities, including:

- A Healthy Campus Environment
- A Healthy Community Environment
- COVID-19 Virus Testing
- Contact Tracing and Surveillance
- Academic Program Delivery

Based on these strategic themes, I have asked my executive leadership team to create five distinct COVID-19 working groups to develop operational strategies and action plans to address the five priority areas. These essential teams will be comprised of faculty, students, administrators, and staff, all of whom will work together to ensure a thoughtful and responsible approach to safely reopening our campus in the fall.

Our underlying philosophy of continuity and safety will also emphasize a philosophy of shared responsibility for the safety of our students, staff, and faculty. Finally, there is the understanding that we will be flexible and adaptive in our plans as recommended practices, policies, and procedures leading up to the start of the fall semester change.

Over the next few weeks, we will be developing and sharing our initial operational strategies with the UNF Board of Trustees (June 8), the Florida Board of Governors (June 23) and our greater Osprey community. In parallel, our COVID-19 working groups will begin the challenging work of creating specific plans needed to reopen as safely and as efficiently as possible.

I want to thank you all for your patience, commitment, and support in the face of continued uncertainty. We are one Osprey family, and together we will emerge better, stronger.

With all my best wishes for your continued safety and health,



David M. Szymanski  
President

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## ■ May 18 - Remote Work to Continue for Faculty and Staff

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### Remote Work to Continue for Faculty and Staff

As local, state, and national leaders introduce plans to re-open the economy in phases over the coming weeks and months, UNF's leadership and COVID-19 Task Force have been developing similar plans to resume face-to-face instruction and other activities as soon as deemed appropriate.

As UNF has done at every stage of this crisis, the University will continue to prioritize the health and wellness of the Osprey community. Therefore, remote work will continue for UNF faculty and staff until further notice, and only essential personnel are allowed to come to campus. UNF employees should refer to the HR remote work website for the most updated guidelines and resources related to remote work.

If a visit to campus is necessary, employees should request supervisory approval, carry the campus authorization form at all times, and bring all required keys, swipe cards, IDs, etc. Those who visit campus are required to follow CDC guidelines, including wearing a mask, minimizing the number of surfaces you touch, maintaining a 6 foot distance from others, and washing hands frequently or using a hand sanitizer with at least 60% alcohol.

UNF continues to coordinate very closely with local and state officials and the Florida Board of Governors on plans for reopening in fall 2020. This transition will be conducted

thoughtfully and carefully with the health and wellness of returning students, faculty, and staff as the top priority. Updated information will be shared as plans evolve and are solidified.

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## ■ May 5 - UNF community unites to raise almost \$700,000 for students

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### UNF community unites to raise almost \$700,000 for students

The University of North Florida community has already committed almost \$700,000 in direct funds for the University's Student Emergency Relief Fund and scholarships to assist students facing financial hardship due to the coronavirus pandemic.

"The UNF community has come together in unprecedented ways to assist our students during this challenging time," said UNF President David Szymanski. "Executive leadership, faculty, staff, students, alumni and friends all uniting is what makes UNF such a unique and special place."

The UNF Student Emergency Relief Fund was created back in mid-March to provide immediate financial assistance to students dealing with unfortunate housing situations, food insecurity, employment issues and other personal challenges during the COVID-19 crisis. To date, over \$420,000 has already been contributed to relief funding, including commitments from every UNF vice president, the deans of each college, a dozen members of the University's Board of Trustees, the UNF Foundation, the UNF Student Government and the University Police Department.

President Szymanski also recently announced that he will be taking a 15% salary reduction for the remainder of this fiscal year and his office's operating budget will be reduced by 65% next fiscal year to fund over \$250,000 in new scholarships and need-based aid.

"The pledge of financial support by so many members of our University community is a true testament to the heart of UNF," said Szymanski. "The coronavirus pandemic is having a devastating economic impact on many of our students and these funds and scholarships will provide the critical financial support to those who need it most."

"Recognizing that this is a very challenging time for many, we are so appreciative of President Szymanski's leadership in spearheading this effort and the participation of my

fellow board members to secure the most funding and financial assistance possible to help UNF students," said Kevin Hyde, UNF Board of Trustees Chair.

In addition to the dollars raised so far, UNF Foundation Board members Drs. Anne and Robert Lufrano have generously offered to match up to \$50,000 in total for future gifts to the Student Emergency Relief Fund.

"I am so proud to see our community come together to rally for our students and so thankful to gracious donors like the Lufranos," said Ann McCullen, UNF Vice President for University Development and Alumni Engagement. "Every gift provides the University with the means to assist more students and make a difference in their lives."

For more information on donating to the Student Emergency Relief Fund, visit the [Annual Giving website](#). For students interested in applying, visit the [Student Emergency Relief Fund website](#).

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## April 2020

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### ■ April 27 - Update on Campus Activities for Faculty and Staff

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## Update on Campus Activities for Faculty and Staff

The COVID-19 Task Force is providing this update on the status of the campus and its operations now that Spring Term is drawing to a close and many remaining residential students are transitioning off campus and no longer require certain support. Some changes to operations, hours and services might impact you, and the [webpage on hours](#) has been updated to reflect the current status.

Consistent with the Jacksonville Mayor's order, please note that UNF faculty and staff are still working in remote mode and only essential personnel are allowed to come to campus. Our goal continues to provide faculty and staff with the needed resources to be able to work from home. If you do need to visit campus, it is important to use the [campus authorization form](#) and bring all required keys, swipe cards, IDs, etc. If you have needs which have not yet been met from ITS, CIRT, the Library for computer access, HR or any other University resource, please let the appropriate people know so we can address your needs. Refer to the [HR website](#) for resources relating to remote work.



We understand there might be occasion where accessing your department suite, office or lab might be rarely required. The Physical Facilities Custodial Services staff has been cleaning and sanitizing common areas in buildings (restrooms, lobbies, stairway handrails, elevators) on a regular schedule using EPA-approved cleansers for COVID-19. Custodial Services has discontinued regular cleaning of department suites, offices and labs except for emptying wastebaskets left outside office doors. Lastly, several buildings have moved to a “low occupancy” mode, which means that in specific buildings HVAC systems have been changed and the temperatures of offices can become uncomfortably warm as we enter the late spring/early summer months.

If it is required that you come to campus and access the buildings, please follow [CDC guidelines](#) that include wearing a mask, minimizing the number of surfaces you touch, maintaining a 6 foot distance from others, and washing hands frequently or using a hand sanitizer with at least 60% alcohol. We have increased the number of hand sanitizer stations and placed them in strategic, high traffic areas but due to limited resources, you are encouraged to bring your own.

Only when a confirmed case of COVID-19 is reported by an individual having accessed University buildings or offices within the 14-days immediately prior to that report, University protocol is to follow the [CDC guidelines for colleges and universities](#).

We are grateful for your continued patience and accommodation which allowed us the flexibility to move to remote instruction so quickly. The Task Force has begun planning for what the fall term might look like given several different scenarios, and will be guided by state directives, federal guidelines and our local agencies. Updated information will be shared as the situation continues to evolve. Our goal is to continue operations as best we can and reopen when it is safe to do so for our UNF community.

Sincerely,

[UNF COVID-19 Task Force](#)

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#### ■ April 22 - May 1 Virtual Celebration to Honor Spring Graduates

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## May 1 Virtual Celebration to Honor Spring Graduates

University of North Florida to Honor Class of Spring 2020 Through May 1 Virtual Celebration

*University exploring options for live commencement later in the year*

May 1 is almost here – the day our Osprey family expected to gather in the UNF Arena to celebrate our Spring 2020 graduates at Commencement. Although we cannot gather in person to celebrate at this time, we still plan to honor this tremendous milestone!

UNF is committed to offering our graduates a live ceremony in the future, but we want to recognize them now! We are inviting all members of the Class of Spring 2020 and their friends and families to visit our website at [unf.edu](https://unf.edu) on May 1 as we recognize the academic achievement of our spring graduates.

Our virtual celebration will include messages from leadership, special videos, graduate listings as well as links to other graduation-related department activities and recognitions.

Leading up to the big day, we will be celebrating on social media throughout the week via our official UNF Facebook, Instagram and Twitter accounts.

Stay tuned and celebrate with us!

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#### ■ April 21 - President's Salary and Office Budget Reductions Help Fund Scholarships

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## President's Salary and Office Budget Reductions Help Fund Scholarships

UNF President Szymanski to take 15% salary reduction and significant reduction in president's office budget to help fund scholarships

*Over a quarter-million dollars in new student scholarships and assistance to be created*

The University of North Florida announces that President David Szymanski will take a 15% salary reduction in FY 2020 and the President's Office will have a 65% reduction in its operating budget for FY 2021 to further assist students in need.

Together, these two funds will create more than \$250,000 in new student scholarships and need-based aid in alignment with UNF's unwavering commitment to student success. Funds will also help partially offset increased costs incurred due to the COVID-19 pandemic.

“The University continues to be laser focused on assisting with the financial and other immediate needs of our fellow Ospreys. Today more than ever, we must make the sacrifices necessary to ensure that our students can complete their education. Now is the time to give back,” said UNF President Szymanski. “Our goal remains one of pursuing the steps necessary to ensure UNF remains affordable and accessible to current as well as prospective students. This new scholarship fund is being created to play a critical role in easing financial hardships for our many students and their families.”

These cost savings measures apply only to the President's salary and the President's Office and no additional measures are being implemented at this time. The university is continually exploring cost savings opportunities as part of a broader financial due diligence.

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## ■ April 3 - UNF Campus Operations Restricted to Essential Functions

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### UNF Campus Operations Restricted to Essential Functions

As a result of Governor Desantis' “safer at home” order, the University of North Florida is restricting all on-campus operations to essential functions only, effective April 3, 2020 until further notice. The restriction of on-campus operations means that only essential personnel are permitted on campus. However, University business operations will continue and faculty and staff who are working remotely should continue to work their normal hours. If an employee working remotely needs to return to campus prior to the Governor's executive order going into effect to gather work items, they must continue to practice appropriate social distancing.

### On-Campus Essential Employees

At this time, on-campus essential employees are defined as employees designated to report to the workplace while on-campus operations are restricted. Vice Presidents, Deans, Directors, and Department Heads must designate which on-campus functions are essential and require an employee to be on-campus to perform critical on-campus University functions. Those designated as on-campus essential personnel should carry their UNF ID and a copy of the [UNF authorization letter](#) at all times when traveling to/from campus. On-campus essential personnel who may be required to work on campus include, but are not limited to:

- those ensuring the safety and security of campus facilities and information technology; protection of University assets (e.g., healthcare services, police);
- those operating and providing maintenance of research labs and utilities that cannot suspend operations;
- those providing limited services to students who remain on-campus (e.g. housing, designated food services);
- those required for continuity of services including maintenance/grounds/janitorial;
- those providing medical services;
- those who are needed to process financial transactions and services;
- those who provide support for information technology; and
- those facilitating distance learning.

If you are designated as an on-campus essential employee and feel that you are unable to report to work, please refer to the [Human Resources Infectious Disease webpage](#) for additional information on options that may be available to you.

## **Remote Work Employees**

All employees who are not designated as on-campus essential employees will be required to work remotely, as long as their duties and responsibilities are conducive to such work. Although on-campus operations are restricted, remote work will continue. If there are additional measures you need in order to accomplish remote work, please advise your department head or chair.

The University's restriction of on-campus operations may result in a reduction of the amount of facilities staff available to provide the usual cleaning and sanitation services in campus department suites and buildings. For these reasons, and for your own continued health and safety, the University must insist that all employees not designated as on-campus essential work remotely at all possible times.

## **Families First Coronavirus Response Act (FFCRA)**

Employees whose job responsibilities do not support remote work and who are not considered to be on-campus essential employees or are unable to work remotely due to childcare or other COVID-19 related reasons, may be eligible for leaves or compensation.

Please refer to the [Human Resources Infectious Disease webpage](#) for additional information.

## How Should Departments Prepare?

Departments should prepare immediately for a restriction of nonessential campus operations. Supervisors should work with employees who are able to work remotely to ensure they have access to all the equipment, files, resources, etc. that they need to perform their work from home. For example, desktop computers and peripheral items including monitors and desktop printers can be checked out via the myWings property check process or via written/email record for those items without property decals. It is the department head's responsibility to ensure that any University property is accounted for. Most of this planning has already occurred, but access to buildings will be limited to those that are designated as essential. Supervisors must keep in mind social distancing when coordinating the pick-up of items that employees may need.

## Departmental Mail and Packages

Departments should continue to process their mail to ensure the timely deposit of checks and processing of vendor invoices/payments. Campus mail and packages will continue to be received, but normal University mail and package delivery has been suspended until further notice. Department representatives can drop off outgoing mail and pick up incoming mail from 8:00-11:00am Mondays through Fridays at the UNF Annex, Building 6, by using the rear door next to Central Receiving. Persons picking up mail must present their faculty/staff Osprey 1Card for identification. For questions or special needs, contact Steve Reed at 904-620-1195.

If you are working remotely from home, you may ship ordered items to your home address with appropriate departmental approval and documentation.

## Resources

There is simply not enough that can be said to commend the campus community for the exceptional resiliency shown during these uncertain times. Faculty, staff, and students continue to overcome and adapt to the challenges presented by the COVID-19 pandemic. The dedication and commitment of our community is unrivaled. Thank you for your continued patience and perseverance.

Additional information and resources can be found on the [UNF Emergency Management Coronavirus webpage](#).

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## ■ April 1 - UNF Remote Learning Extended to Summer B Session

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### UNF Remote Learning Extended to Summer B Session

All courses for UNF Summer Session B, which begins June 22, will be conducted remotely in adherence to the Centers for Disease Control and Prevention's social distancing protocols and guidance from the State University System of Florida. This decision, coupled with our announcement from March 24, means that ALL UNF Summer Sessions (A, B, and C), will be transitioned to remote instruction. Students should contact their academic advisors with questions about building their summer schedules. The University appreciates all your cooperation and assistance in preventing the spread of the coronavirus. We will continue to update you as future decisions are made.

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## March 2020

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## ■ March 31 - Important HR COVID-19 Updates

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### Important HR COVID-19 Updates

To UNF Faculty and Staff,

First and foremost, we want to thank you for your tremendous efforts over the last couple of weeks through the transition to remote work and instruction. Your dedication, professionalism and creativity have been inspiring and clearly exemplify our collective and unwavering commitment to our students and their success. We are truly grateful for your positivity and hard work as we work together to continue university operations.

As a reminder, the University has transitioned to temporary remote work until further notice. All UNF faculty and staff, including OPS and student employees, who are healthy and able to work remotely should be doing so at this time

Some employees may be required to be on campus. It is the responsibility of supervisors to appropriately determine which employees have duties that don't allow them to work remotely. Supervisors are encouraged to be supportive and flexible in making arrangements for remote work opportunities, and work with employees to identify

regular job duties, special assignments, projects or online training/professional development that can be performed remotely if appropriate. Alternative arrangements may be warranted and put in place on an individual case-by-case basis.

The Human Resources FAQ pages are the best resources for updated information and guidance in making consistent and well-informed decisions for our faculty and staff.

Employee FAQs can be found at:

[https://www.unf.edu/hr/Infectious\\_Disease/Employee\\_FAQ.aspx](https://www.unf.edu/hr/Infectious_Disease/Employee_FAQ.aspx)

Supervisor FAQs can be found at:

[https://www.unf.edu/hr/Infectious\\_Disease/Supervisor\\_Guidelines.aspx](https://www.unf.edu/hr/Infectious_Disease/Supervisor_Guidelines.aspx)

There is new federal legislation regarding leave related to the coronavirus that is now available to employees. The Families First Coronavirus Response Act (FFCRA) provides financial assistance to employees impacted by the COVID-19 pandemic. This act temporarily expands provisions under the Family Medical Leave Act (FMLA) as well as establishes the Emergency Paid Sick Leave Act (PSLA), which provides paid sick leave for specific reasons related to COVID-19. The Family Medical Leave Expansion and Emergency Paid Sick Leave takes effect on April 1, 2020 and is applicable through December 31, 2020.

Additional information is available on the [HR Infectious Disease webpage](#), in the [Expanded FMLA & Emergency Sick Leave Section](#). In addition, please review the Department of Labor [Notice](#) for additional information. If you are eligible under these new provisions, please complete the [Request for Expanded FMLA and Emergency Sick Leave form](#). An HR Benefits representative will review your request and contact you with next steps.

The Human Resources department is here to help during these challenging times. Please email us at [hr@unf.edu](mailto:hr@unf.edu) or [benefits.retirement@unf.edu](mailto:benefits.retirement@unf.edu).

Keep well, and thank you for your continued proactive efforts in limiting the potential exposure and spread of the virus.

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## ■ March 31 - Dining Refunds for Spring Semester

## Dining Refunds for Spring Semester

The University of North Florida will implement a Dining Refund Plan for all students who have paid or have been assessed dining charges for the spring semester and are no longer utilizing these services. For the majority of meal memberships, refunds will include both the unused portions prorated as of March 23rd and the remaining balance of dining dollars. For those on block memberships, refunds will include the remaining balance of both unused meals and dining dollars. Students who are continuing to use their meal plans will not receive a dining refund.

Refunds will be provided through UNF Student Financial Services. To expedite the refund process, please ensure that your direct deposit is set up through your e-Refunds account, which can be accessed through the My UNF Bill tile in [UNF myWings](#). If no direct deposit is established, a refund check will be mailed to your address on file. Students who have outstanding balances with the University will have this amount deducted before the refund is disbursed.

UNF offers several different dining plans for students. Therefore, we will need to conduct an individual analysis/calculation for each student who has unused dining credits. Once the analysis is complete, we will update you on the specific timing when refunds will be sent and/or credited.

We thank you for your patience as we work through the refund process, and we hope these efforts will help ease some of your stress during this challenging time. All students should continue to monitor alerts and [unf.edu/coronavirus](https://unf.edu/coronavirus) for university-wide updates, including resources and FAQs.

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### ■ March 29 - Letter from President Szymanski

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## Letter from President Szymanski

Dear Students, Parents, Faculty, Staff, and Greater Osprey Community:

We are experiencing extraordinary circumstances that have impacted all of our daily lives in many ways. The impact on the University of North Florida has also been unprecedented. UNF has been and will continue to be highly responsive to the needs of our Osprey family. The University has rapidly implemented a multitude of changes to ensure the health and safety of our community and the continued success of our



students. Our commitment to student success is unwavering, and we continue to do everything in our power to support students regardless of the unique challenges we and our students are facing.

As we enter our second week of remote instruction, I want to update you on some of the new and enhanced measures we have taken in critical areas, including academic continuity, student well-being, housing, and financial assistance.

## **Academic Continuity**

Thanks to the strong passion, commitment, and support of our faculty, administration, and our great students, we have successfully transitioned to remote learning for the spring semester. We are preparing to do the same for the upcoming summer A and C semesters.

Continuity of instruction and academic support during this challenging time provides stability for our students and ensures they remain on track to complete their coursework and successfully progress toward degree completion. UNF's key academic continuity efforts have included:

- Full transition of remote instruction, including live sessions, to Zoom and Canvas.
- Outstanding commitment by faculty to effectively communicate with students, leverage technology, deliver course content, and assess student learning.
- Continued academic support through remote tutoring, peer-assisted success programs, supplemental instruction, and academic advising.
- Development of an optional grading system for the spring semester to give students final grade choices during this challenging and stressful time.
- Virtual academic coaching, workshops, and persistence advocacy teams to support continued student success.
- Successful remote transition of critical resources, including the writing center, library, and career services.
- Continued technology (ITS Help Desk) support to ensure successful remote connection and collaboration, including assistance with internet access, hardware, and software issues.

## **Student Well-Being**

At UNF, we view the health and safety of our Osprey family as our top priority. In addition to the physical health risks associated with COVID-19, we also recognize the emotional toll this pandemic may have on students. Therefore, partners across the university are providing essential services to ensure student well-being:

- Student Health Services continues to serve the health needs of our student community by offering telehealth consultations, office appointments, and COVID-19 resources and education.
- The Counseling Center has transitioned to remote phone and/or video call appointments and is available to provide phone support 24-hours a day / 7-days a week.
- Student Accessibility Services continues to assist students remotely with accommodation concerns, testing barriers, and assistive technology.
- Osprey Life and Productions is holding virtual events online and through social media including virtual trivia, virtual Twisted Tuesday craft nights, movie watch parties, and more.
- Recreation and Wellness is offering podcasts, virtual classes, and at-home workout routines.
- The Dean of Students Office is providing ongoing services and support for students experiencing unstable housing situations.

## Housing

To protect the health and well-being of our students, UNF has significantly reduced the resident population on campus, worked to accommodate those with extenuating circumstances, and developed refunding plans to all those affected. Our key measures have included:

- Strongly encouraging students who were away for spring break and/or residing off campus to not return to campus.
- Strongly encouraging students who were still living in university housing to return to their permanent home residences or a non-campus alternative housing arrangement, for the remainder of the semester as safety conditions permit.
- Accommodating those with extenuating circumstances and working with students who are unable to safely return home during this time period.
- Ensuring that all personal belongings left behind by students are secured until such time it is deemed appropriate to return to campus.

- Providing to-go dining services (breakfast, lunch and dinner) at the Osprey Café for those remaining on campus.
- Implementing a Student Refund Plan for all students who have paid or have been assessed housing charges for the spring semester and have vacated campus housing.
- Actively working with our dining services vendor to determine the details and process of refunding unused dining plan credits.

## Financial Relief

UNF recognizes the unique financial burdens that may have been created by the COVID-19 pandemic. Therefore, the University has taken the following actions to help address several challenges faced by students:

- The UNF Foundation and Student Government have partnered to create the UNF Student Emergency Relief Fund, which will provide immediate financial assistance to currently enrolled students most in need.
- Student Government's Lend-A-Wing pantry is providing "to go" meals for students experiencing food insecurity.
- Student Government and administration are actively partnering to identify other forms of immediate and future financial assistance.
- Development teams in academic and student affairs are exploring a variety of grants that could provide additional financial assistance.
- Human Resources and departments across the University are identifying opportunities for OPS/Student (including Federal Work Study) employees to work remotely if appropriate given their job functions and with supervisory approval.
- Human Resources is also providing guidance to OPS and student employees unable to work from home regarding new federal legislation, including unemployment benefits and alternative income options.

As the COVID-19 pandemic progresses and we collectively learn more, UNF will continue to develop new and innovative initiatives to help our students succeed in the classroom and progress toward their degree. We are blessed with highly dedicated faculty and staff who are working tirelessly to ensure that all the needs of our students are being met. Some of the initiatives will take time to implement, some will need to be adapted even more as situations change, and some will be implemented immediately. We appreciate your patience and understanding as we work through the many issues arising daily as we

navigate a very unprecedented and uncertain situation. Rest assured, we have the health and well-being of each student at the center of our decision making. We are one Osprey family, and together, we will get through these challenging times!

With all my best wishes for your continued safety and health,



David M. Szymanski  
President

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■ **March 27 - Housing and Dining Refunds for Spring 2020 Semester**

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## **Housing and Dining Refunds for Spring 2020 Semester**

### **Housing**

UNF will implement a Student Refund Plan for all students who have paid or have been assessed housing charges for the Spring 2020 semester and have vacated (or are immediately vacating) campus housing. Residence hall costs will be prorated through March 23, 2020 for all of these students, with the exception of The Flats at UNF. Flats residents who have vacated (or are immediately vacating) will be released from their housing contract for the remainder of contract terms.

Refunds will be provided through UNF Student Financial Services. To expedite the refund process, please ensure that your direct deposit is set up through your e-Refunds account, which can be accessed through the My UNF Bill tile in [UNF myWings](#). If no direct deposit is established, a refund check will be mailed to your address on file. Students who have outstanding balances with the University will have this amount deducted before the refund is disbursed. We are currently anticipating 2-4 weeks for refunds to be sent and/or credited.

Residents with extenuating circumstances and written approval to stay in residential housing through the end of the semester will not receive a housing refund.

Residents who have personal belongings remaining in residence halls will have their items secured at no cost until it is safe for them to return to campus.

## Dining

University administration is actively working with our dining services vendor to determine the details and process of refunding unused dining plan credits. Please stay tuned for more details as soon as they become available.

We thank you for your patience as we work through the refund process, and we hope these efforts will help ease some of your stress during this challenging time. All students should continue to monitor alerts and [unf.edu/coronavirus](https://unf.edu/coronavirus) for university-wide updates, including resources and FAQs.

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### ■ March 26 - Spring 2020 Semester Grading Policy

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## Spring 2020 Semester Grading Policy

Dear Ospreys,

I know this is a stressful time, and many of you have expressed the desire for an alternative grading system that recognizes this unique situation. As such, Student Government, faculty, and university administration have collaborated to produce a “Satisfactory/Unsatisfactory” grading system for the Spring 2020 semester, which you will be able to select on a **course-by-course basis**. More information about how to make this selection will be sent to your UNF email in the next week.

If you choose to opt-in to this alternative grading system, you will be eligible to keep all A's and B's. All C's will be converted to Satisfactory (S) and all D's and F's will be reported as Unsatisfactory (U). The S/U designations will **not** factor into your GPA, and the period in which you can select this grading option will be **April 6 through April 20**. If you do opt-in to the alternate system for a particular course, you cannot later revert to the normal grading scale of A, B, C, D, and F. Faculty will not be informed about which students have selected the alternate grading scheme.

Please remember that the decision to use the alternative grading system is an important one, and one which you are **strongly encouraged** to discuss with your academic advisor and instructors before making your choice. You should also be aware that some

professional schools, graduate programs, and other institutions could require letter grades on your transcript for certain courses.

**Please note that you can still take any or all of your classes for a traditional letter grade. If you want to stay with the regular grading scheme, no further action will be necessary.**

In addition to the alternative grading system, we are extending the Withdrawal deadline to **April 17**. Withdrawals have consequences as well, so please make sure to talk to your advisor before making any decisions.

Your health and well-being is our number one priority, and we hope these efforts will help ease some of your stress during this challenging time. More detailed information and updates will be available soon on the [Undergraduate Studies website](https://unf.edu/undergraduate-studies) and at [unf.edu/coronavirus](https://unf.edu/coronavirus). If you have any questions or concerns, please contact your academic advisor.

Thanks,  
Simon Rhodes  
Provost and VP Academic Affairs

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■ **March 26 - UNF Alert: First confirmed case of COVID-19 at the University of North Florida**

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## **UNF Alert: First confirmed case of COVID-19 at the University of North Florida**

It was confirmed today that an employee has tested positive for the coronavirus. It is the first confirmed case at the University. The employee is self-isolating off campus. UNF officials are in communication with the staff member as well as reaching out individually to those who may have been in close contact with this person.

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■ **March 24 - UNF Remote Learning Extended to Summer A and C Sessions**

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## **UNF Remote Learning Extended to Summer A and C Sessions**

All courses for UNF Summer Sessions A and C will be conducted remotely in adherence to the Centers for Disease Control and Prevention's social distancing protocols and guidance from the State University System of Florida. Summer Sessions A and C both begin on Monday, May 11. At this time, no decisions regarding Summer Session B have been made. Students should contact their academic advisors with questions about building their summer schedules. The University appreciates all your cooperation and assistance in preventing the spread of the coronavirus. We will continue to update you as future decisions are made.

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## ■ March 22 - Letter to Ospreys from President Szymanski

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### Letter to Ospreys from President Szymanski

Dear Osprey Community:

As we confront the COVID-19 pandemic, we are all facing unprecedented challenges to our community and nation. I am extremely impressed by how the UNF community has stepped up to this challenge in countless ways. I am so proud of our team, the faculty, students and staff. We are all deeply committed to protecting the health and well-being of our Osprey family and mitigating the impact of this virus.

In close coordination with the Florida Department of Health and the State University System of Florida, and following guidance from the [Centers for Disease Control and Prevention](#) among others, we have taken comprehensive steps to ensure the safety of our Osprey community. These include, but are not limited to, extending remote instruction through at least the end of the spring semester, suspending all university-related travel until further notice, limiting housing to only those who have nowhere else to go, and transitioning employees to remote work. We encourage all of you to continue monitoring alerts and following [unf.edu/coronavirus](https://unf.edu/coronavirus) for updates, resources and FAQs.

In addition, our faculty and administrators have been working tirelessly to ensure that students remain on track to complete all spring semester courses by the end of the regular semester. We remain student focused. Many UNF courses are already taught online. All through the spring break, faculty members have been preparing for the transition of remaining courses to online learning and contacting each of their students via Canvas and/or email to help them learn more about the remote nature of their respective courses. We encourage all students to review the latest helpful tips and resources available by visiting [unf.edu/coronavirus](https://unf.edu/coronavirus).

Although the majority of UNF's staff is working remotely, academic support such as tutoring and Supplemental Instruction, as well as academic advising services will continue through [Zoom](#), email and phone. The [Writing Center](#), [Student Accessibility Services](#), [Library](#) and the [Counseling Center](#) will also continue to offer services remotely to assist students during this challenging time.

As confirmed COVID-19 cases continue to increase regionally, nationally and globally, the number of residential students still living on campus has become a major concern for UNF. Although there are no presumptive or confirmed cases of COVID-19 on campus, we strongly encourage all students still living in university housing to return to their permanent home residences or a non-campus alternative housing arrangement as soon as possible. UNF will continue to work on an individual basis to accommodate those students with extenuating circumstances and those who are unable to return home during this time period. Although the campus is open, on-campus services – including dining options – will continue to become more limited over time in order to protect the health of our students and staff members.

To help prevent the spread of COVID-19 to students currently living on campus, UNF is strongly encouraging all students who went away for spring break and/or are residing off campus to not return to campus until further notice. Personal items remaining in residence halls will be secured until such time that we can confidently determine it is safe for these students to return to campus and retrieve their belongings.

To our wonderful seniors and their families, we are truly disappointed that traditional on-campus UNF commencement ceremonies will not be held this spring. I know that our students are working incredibly hard to reach this milestone, and we passionately believe those who earn a UNF degree deserve to be celebrated. We are exploring opportunities for your commencement and will be communicating with you in the near future.

Finally, we know that many of you are anxious about financial matters. UNF is actively working with the Florida Board of Governors, as well as the state universities to determine options regarding potential refunds and credits, especially for housing and meal plans. There are a variety of factors to consider, such as student financial aid implications, and we want to ensure that decisions made do not negatively impact any student. We will communicate with you as soon as we have more information.



I am truly honored to serve this wonderful community. Together, we will get through these challenging times and continue to help our great students achieve their goals and dreams. Your support is absolutely critical to our staff and faculty members who are working extremely hard under unprecedented circumstances to ensure the success of all our students. The Osprey family is a strong family that will persevere and demonstrate the resilience necessary to ensure continuity and excellence in all we do. The Osprey family is a very special family!

I wish you and your family members and friends all the best for continued safety and health,



David M. Szymanski

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## ■ March 21 - Student Guidance and Resources for Remote Learning

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### Student Guidance and Resources for Remote Learning

As we begin remote learning on Monday, the following are some important tips and reminders:

- UNF instruction is now remote. No instruction will be in person. For courses involving experiential learning, such as internships, clinicals, etc., contact your professor or department to explore options.
- Students collaborating on group projects should do so by using virtual means and should not meet in person.
- Most remote instruction, including live sessions, will take place on [Zoom](#) and/or [Canvas](#).
- Faculty have been advised to adhere to existing class schedule times for all live sessions.
- Professors have also been encouraged to record class sessions so that students have the option to review at alternate dates and times.
- For courses that conduct remote learning through alternate/additional online applications (beyond Zoom and Canvas), professors will reach out directly to

those students via Canvas or e-mail for instructions.

- Please contact your professors directly through either Canvas or via e-mail for specific questions regarding coursework.
- In the event that you have difficulty with access to technology for any reason, please contact the Library information desk at (904) 620-2615 or [ask@unf.libanswers.com](mailto:ask@unf.libanswers.com) and/or contact your professors to make alternative arrangements.
- The Library will be offering services remotely, and will only be open from 10-2 on March 23 and 24 for pickup of materials and equipment only. Please visit the [Library web page](#) for more information.
- If you need technology support (internet access, hardware, access to software, etc.) please contact the ITS Help Desk by phone at (904) 620-HELP (4357), by email at [helpdesk@unf.edu](mailto:helpdesk@unf.edu), or by visiting the [Help Desk webpage](#).
- Academic support such as tutoring and Supplemental Instruction, as well as academic advising services will continue through Zoom, email and phone. Please visit the [Undergraduate Studies webpage](#) for more information.
- Graduate students should visit the [Graduate Studies webpage](#) for answers to key questions.
- All students should also continue to monitor alerts and [unf.edu/coronavirus](http://unf.edu/coronavirus) for university-wide updates, including resources and FAQs.

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## ■ March 17 - Remote Instruction Extended Through End of Spring Semester

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### Remote Instruction Extended Through End of Spring Semester

Your health and well-being are our primary concerns as we continue to closely monitor the COVID-19 situation. Currently, there are no presumptive or confirmed cases of COVID-19 at the University of North Florida. However, as an abundance of caution, and in coordination with the Florida Department of Health and the State University System of Florida, UNF is extending remote instruction through at least the end of the spring semester.

### All Students

We ask that students continue to monitor alerts and the [unf.edu/coronavirus](http://unf.edu/coronavirus) website for updates, resources and FAQs. Faculty will continue to contact each of their students via

Canvas and/or email over spring break to help them learn more about the remote nature of their respective courses. Our goal is to ensure students remain on track to complete all spring semester courses by the end of the regular semester.

## All Faculty & Staff

Per [yesterday's message](#), UNF is transitioning to remote work starting today, March 17. With the exception of employees whose jobs cannot be performed remotely, all others should be ready to work remotely until further notice. More guidance from Human Resources about implementing remote work will be shared as information develops. We will also continue to add to our website and [FAQ pages](#).

## Residential Housing Students

Residence halls will begin closing over the next few days. We are asking all residential students still in housing to please prepare accordingly and relocate to your permanent place of residence or off-campus as soon as possible. For those students who have nowhere else to go, UNF will work with each of you on housing arrangements. More detailed updates on next steps will be communicated to residential students later today.

## Commencement

Traditional on-campus UNF commencement ceremonies will not be held this spring. UNF is hoping to reschedule spring commencement to a later date. The University will provide more information when updates are available.

We ask that you continue monitoring alerts and the [unf.edu/coronavirus](https://unf.edu/coronavirus) website for updates, resources and FAQs.

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### ■ March 16 - University Transitioning to Temporary Remote Work

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## University Transitioning to Temporary Remote Work

From: UNF Human Resources

To: All Faculty and Staff

Subject: University Transitioning to Temporary Remote Work

Although there are no presumptive or confirmed cases of COVID-19 at the University of North Florida, out of care for the UNF community in response to the coronavirus pandemic, the University will transition to temporary remote work through at least April 5.

More guidance from Human Resources about implementing remote work will be shared as information develops. We will also continue to add to our [HR website](#) and [FAQ pages](#). Those who are prepared to work remotely can begin doing so tomorrow, Tuesday, March 17, with approval from their supervisor. With the exception of employees whose jobs cannot be performed remotely, all others should be ready to work remotely starting Wednesday, March 18.

Some employees will be required to be on campus because they support remote learning, campus operations, and other areas. It is the responsibility of supervisors to appropriately determine which employees have duties that don't allow them to work remotely. Supervisors are encouraged to be supportive and flexible in making arrangements for remote work opportunities, and work with employees to identify regular job duties, special assignments, projects, or professional development that can be performed remotely. Hourly employees, including USPS, OPS, and student employees should record hours worked on their timesheets as per standard practice. Please review the Supervisor [FAQs online](#) for further guidance on remote working arrangements. We understand that there are questions concerning hourly employees, including OPS and student employees, whose job duties cannot be performed remotely. The University is working on guidance to address paying those employees for missed work and will communicate as it develops.

Following health officials' guidance, high-risk employees also should work remotely starting as soon as possible. Those at high risk from COVID-19 include persons age 65 or older; those with chronic illnesses such as hypertension, coronary artery disease and diabetes; pregnancy; and/or immunodeficiency from medications or medical conditions.

Human Resources is developing a plan to hold New Employee Orientation remotely as scheduled on Monday, March 23, and will be in contact with the specific departments with information as to onboarding of new hires and changes to how New Employee Orientation be facilitated. Additional information on which University offices and buildings will be open, will be shared in future updates.

Because of UNF's strategic depopulation of campus beginning tomorrow, this will leave a smaller number of employees reporting to work. This move aligns with guidelines for social distancing, which means avoiding mass gatherings and settings with large numbers of people and maintaining distance from others when possible.

If you have any questions or concerns, please contact your direct supervisor or [UNF Human Resources](#) at 904-620-2903.

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## ■ March 16 - Important Message to Students: Preparing for Remote Instruction

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### Important Message to Students: Preparing for Remote Instruction

Dear Ospreys,

Your health and well-being are our primary concerns as we continue to closely monitor the COVID-19 situation. We have already made a number of adjustments to protect our campus community as President Szymanski communicated in his [March 11 letter](#). This situation continues to change rapidly, so please watch your UNF email, and visit our website for updates: [unf.edu/coronavirus](http://unf.edu/coronavirus). We know you likely will have many questions, so the website has a FAQ section and a list of people you can contact directly in key offices across campus.

Remote instruction will run from March 23-April 5. Your instructors should have already communicated with you how they plan to continue instruction. Please note, all on-campus services will be extremely limited during this time. Therefore, we strongly encourage all students to remain away from campus until we resume in-person instruction as this is one of the best ways to limit any potential spread of the virus.

Many of our offices are making their services available through technology so that students can access them remotely.

Academic support such as tutoring and Supplemental Instruction, as well as academic advising services will continue through [Zoom](#), email and phone. Please visit the [Undergraduate Studies webpage](#) for more information.

The Writing Center is also using Zoom to provide support. Visit the [Writing Center webpage](#) for more information.

The [Student Accessibility Services, Library](#) and the [Counseling Center](#) will offer remote services as well and have posted information on their webpages.

If you need technology support (internet access, hardware, access to software, etc.) please contact the ITS Help Desk by phone at 620-HELP (4357), by email at [helpdesk@unf.edu](mailto:helpdesk@unf.edu), or by visiting the [Help Desk webpage](#).

As a reminder, if you travel over spring break to any of the countries with [CDC Level 2 and 3](#) rating (at present these include China, Iran, South Korea, most of Europe and Japan) at the time of arrival in the United States, regardless if the trip was related to university business or personal, you are **required** to observe the 14-day self-quarantine period and must produce a medical clearance prior to returning to UNF. If you travel to any country with over [100 cases of COVID-19](#) or return from a cruise, it is **strongly recommended** that you self-quarantine for 14 days as well.

If you need to self-quarantine, please call [UNF Student Health Services](#) at (904) 620-2900 immediately so that we can make sure you are healthy and safe. We are also asking all students who self-quarantine to please fill out UNF's online [Self-Reporting Form](#). You should also reach out to your professors to arrange ways to complete your academic obligations remotely.

Taking care of our Osprey family is our top priority. We will continue to send updates as new information becomes available and we will continue to add to our website and FAQ page. Don't hesitate to reach out to me or any of the people on the contact list on the FAQ if there is something we can do to help.

Sincerely,  
Daniel Moon  
Associate Provost  
[dmoon@unf.edu](mailto:dmoon@unf.edu)  
(904) 620-2700

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## ■ March 15 - HR Update

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# Coronavirus HR Update

Your health and well-being are our primary concerns as we continue to closely monitor the COVID-19 situation. We have already made a number of adjustments to protect our campus community as President Szymanski communicated in his [March 11 letter](#). This situation continues to change rapidly, so please watch your UNF email, and visit our website for updates: [unf.edu/coronavirus](http://unf.edu/coronavirus). We know you likely will have many questions, so the website has a FAQ section and a list of people you can contact directly in key offices across campus. Please also take a moment to review the [Human Resources web resources for supervisors and employees](#)

The University is fully operational and as such, employees who are healthy are expected to report to work as normal in their regularly assigned work locations to continue the operations of the institution.

If individual employees have concerns about possible exposure to illness in their regular work location, they can request temporary remote work arrangements with their department chair or direct supervisor. Note that not all positions have job duties that can be performed remotely. Supervisors should be supportive and flexible in reviewing requests for remote work arrangements.

As the University has temporarily transitioned all in-person teaching to remote instruction for the two-week period following spring break, faculty have flexibility to determine how and where they will deliver course content to students.

UNF endeavors to create a positive working environment for all employees. It is the responsibility of University leadership and supervisors to ensure that the work of the University is accomplished in an environment in which disruptions by children and visitors, including other family members, are minimized. Bringing a dependent child to the workplace is strongly discouraged unless an employee has a dire emergency and only after approval of the employee's supervisor and department head is received. In addition, frequent recurring or extended presence of children or visitors while employees are conducting University business is prohibited. Employees should not bring children on University premises in lieu of childcare arrangements. Children and visitors who exhibit symptoms of potentially contagious illnesses should not be brought into the workplace. University policies and collective bargaining agreements contain provisions that allow employees to use accrued leave time for the purpose of caring for family members. Supervisors should be liberal when granting the use of accrued annual or compensatory leave to the employee in such instances. This practice is not only for the

welfare of employees' children and family members, but for fellow employees as well. The University's insurance may not provide coverage for children if they are injured while in the workplace, and the potential liability is significant, therefore UNF does not accept liability for injuries to children or visitors on University premises in violation of these guidelines.

As UNF strives to be proactive at preventing the spread of COVID-19 while continuing University operations, employees may experience unforeseen childcare needs including potential closures of K-12 school systems. Supervisors are encouraged to be supportive and flexible in making arrangements for remote work opportunities, and work with employees to identify regular job duties, special assignments, projects, or professional development that can be performed remotely. Hourly employees should record their hours worked on timesheets as per standard practice. Please review the Supervisor FAQs [online](#) for further guidance on remote working arrangements.

As a reminder, if you travel over spring break to any of the countries with [CDC Level 2 and 3](#) rating (at present these include China, Iran, South Korea, most of Europe and Japan) at the time of arrival in the United States, regardless if the trip was related to university business or personal, you are required to observe the 14-day self-quarantine period and must produce a medical clearance prior to returning to UNF. If you travel to any country with over [100 cases of COVID-19](#) or return from a cruise, it is strongly recommended that you self-quarantine for 14 days as well.

If you need to self-quarantine, please contact your direct supervisor and then Human Resources at (904) 620-2903 immediately so that we can make sure you are healthy and safe. We are also asking all employees who self-quarantine to please fill out UNF's online [Self-Reporting Form](#). You should work with your direct supervisor to discuss what options are available for performing your job duties remotely.

We will continue to send updates as new information becomes available and we will continue to add to our website and FAQ page. If you have any questions or concerns, please contact your direct supervisor or [UNF Human Resources](#) at 904-620-2903.

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## ■ March 11 - Letter from President Szymanski

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# Coronavirus Update: Letter from President Szymanski

## UNF Transitioning to Remote Instruction for Two Weeks After Spring Break



**Dear Students, Parents, Faculty and Staff:**

At the University of North Florida, we view the health and safety of our Osprey family as our top priority. Over the past two months, we have been actively monitoring the outbreak of the COVID-19 virus and closely following guidance from the [Centers for Disease Control and Prevention](#), [U.S. Department of State](#), [World Health Organization](#), as well as state and local health officials. We have also undertaken extensive prevention efforts on campus and with respect to travel policies and our study-abroad programs to help mitigate the spread of COVID-19 with the goal of protecting our UNF community.

At this time, we have no confirmed cases of coronavirus on the UNF campus. However, as we continue to focus on prevention, we are immediately taking the following proactive steps to keep our UNF community as safe as possible. Our goal as always is to minimize any possible health and safety risks to students, faculty, staff and our communities.

**Transition to Remote Instruction**

In response to the rapidly changing situation with the COVID-19 virus, and in coordination with the Florida Department of Health and the State University System of Florida, UNF is temporarily transitioning all in-person teaching to remote instruction for the two-week period following the completion of spring break week, March 15-22.

Following UNF's scheduled spring break, students will be taught remotely (not in person) for two weeks, March 23 to April 5. UNF is currently planning to resume face-to-face teaching on Monday, April 6. However, that could change with the evolving situation.

During the two-week period following spring break the UNF campus will remain open, including all residence halls, dining services, the library, student health services and the counseling center.

However, students are strongly encouraged to travel home and remain away from campus, if possible, during this two-week time period. For the two weeks, course work will continue via virtual online teaching. We are investigating how to accommodate classroom activities that typically include laboratories or other in-person interactions, and specific guidance will be provided. Our faculty will be contacting each of their students via Canvas and/or email over spring break to help them learn more about the remote nature of their respective courses. Our goal is to ensure students remain on track to complete all spring semester courses by the end of the regular semester.

Students who leave campus should take with them any devices, textbooks and other materials they will need to continue their coursework remotely. They should also take any personal effects, valuables or other items they might need for an extended period of time away from campus.

Although the campus will remain open, UNF strongly encourages students to stay in their permanent homes away from campus while completing classes virtually, unless they are prevented from returning home because of travel restrictions or they do not have access to the technology at home, such as reliable internet access, to complete their classes remotely.

Faculty and staff will play an important role in helping transition coursework to online content and continuing the operations of the institution. As such, faculty and staff who are healthy are expected to report to work as normal in their regularly assigned work locations.

## **Travel Restrictions**

All upcoming international university travel by UNF students for Spring and Summer 2020, including but not limited to faculty-led and third-party study abroad programs, exchange programs, conferences and field work, is suspended. In addition, all upcoming international university travel by UNF faculty and staff is suspended until further notice. For more details, including self-quarantine requirements and domestic travel restrictions, please review yesterday's Coronavirus Update.

## **Visitors to Campus**

Through April 5, visitors to UNF's campus are strongly discouraged. Previously scheduled visits should be postponed. UNF looks forward to welcoming prospective visits again beginning April 6 unless conditions change.

## **Events on Campus**

No new non-essential, large events should be scheduled through April 6. For events already scheduled through April 6, organizers are strongly encouraged to immediately consider canceling or rescheduling.

We understand that these actions will undoubtedly cause inconvenience and disruption, yet these steps are necessary to help ensure the continuing good health and safety of

our students, our faculty, our staff and the UNF community. On behalf of UNF, I am grateful to all of you in advance for your patience, as well as your support and dedication, as we work as one team to protect the health and wellbeing of our community and mitigate the impact of COVID-19 on our Osprey family.

For additional information, including specific FAQs on post-spring break remote teaching, please visit [unf.edu/coronavirus](https://unf.edu/coronavirus).

Sincerely,



David M. Szymanski  
President

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## ■ March 10 - UNF Suspends All Study Abroad Programs Through Summer 2020

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### Coronavirus Update: UNF Suspends All Study Abroad Programs Through Summer 2020

UNF's Crisis Management Team has been actively monitoring the outbreak of the COVID-19 virus and is taking into consideration information from the [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov), [U.S. Department of State](https://www.state.gov), [World Health Organization \(WHO\)](https://www.who.int) as well as our own experts.

Given the rapidly changing situation and the associated health and safety concerns, the following travel restrictions for **students, faculty, staff and visitors** to UNF will go into effect immediately:

#### Restriction I

All upcoming international university travel by UNF students for Spring and Summer 2020, including but not limited to faculty-led and third-party study abroad programs, exchange programs, conferences and field work, is suspended. The timing of this restriction is out of an abundance of caution and to give students the ability to plan and

complete their academic requirements toward a timely graduation through alternate means.

## Restriction II

**All upcoming international university travel by UNF faculty and staff is suspended until further notice.** Should a trip abroad during this period be considered essential (needed for job completion or is essential to the mission and priorities of the university), faculty and staff may submit a petition for exception explaining the critical importance of the trip (such as time-sensitive research) and send it via email to [intlctr@unf.edu](mailto:intlctr@unf.edu) for evaluation by the UNF International Center. The Center will evaluate the risks associated with the particular trip and make a recommendation for the Provost's consideration.

## Restriction III

All UNF students, faculty and staff currently abroad on university travel in [countries with 100 or more confirmed cases](#) as reported by the WHO are required to return immediately to the U.S. and recommended to self-quarantine for 14 days. **This recommendation for self-quarantine also extends to anyone returning from personal trips, including any cruises.** Further, students, faculty and staff who self-quarantine are expected to continue doing their work from home. Faculty who are affected should contact their department chairs immediately to coordinate and mitigate potential impact to students. Students who are affected should reach out to their professors to arrange ways to complete their academic obligations remotely during this time.

As a reminder, **any members of the university community including visitors to UNF** coming from countries with [CDC Level 2 and 3](#) rating (at present these include China, Italy, Iran, Japan and South Korea) at the time of arrival in the United States, regardless if the trip was related to university business or personal, are **required** to observe the 14-day self-quarantine period and must produce a medical clearance prior to returning to UNF.

## Domestic Travel

For the next 30 days (until April 10), **all university-sponsored domestic travel for students is suspended.** In addition, members of the university community with any domestic travel plans **should consider postponing or cancelling any trip that is nonessential** (not needed for job completion or not essential to the mission and priorities of the university). Since here in the U.S. the spread of the coronavirus is

increasingly affecting more states, we ask that members of the university community be proactive in avoiding the risk of exposure and closely follow CDC recommendations and health advisories concerning [cases within the U.S.](#)

As this situation develops, many countries are still catching up with testing and reporting cases. Therefore, UNF recommends that faculty, staff and students do not travel at this time as described above. Members of the university community may face unpredictable circumstances while abroad, including insufficient health care provisions, disruption to local services, and the potential for mobility restrictions.

UNF takes its public health and community leadership role very seriously. UNF will continue to support all local, state and federal efforts to contain the spread and mitigate the impact of this virus in the U.S. and abroad. To the extent possible, please find alternate means of conducting business.

UNF asks all travelers to be mindful, to act responsibly, and follow CDC recommendations to reduce the risk of exposure to the virus or spread.

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## ■ March 9 - Spring Break Guidance

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### Coronavirus Update: Spring Break Guidance

As we approach spring break, we want to ensure that our students, faculty and staff enjoy their well-deserved time off, and take all necessary precautions to ensure their safety and well-being during this time.

#### Travel Outside of the U.S.

In response to guidance from federal and state authorities, UNF has suspended all University-related travel to China, South Korea, Italy, Iran and Japan for the Spring 2020 term. This includes study abroad, academic program visits and/or research collaborations. The University recommends that all students, faculty and staff members avoid personal travel to these countries. Anyone returning from these countries will be required to self-quarantine.

Students who have traveled or been in close contact with someone recently returning from these countries are asked to self-quarantine for 14 days and practice social distancing. Social distancing includes avoiding going out in public and close personal

interactions. Students should reach out to their professors to arrange ways to complete their academic obligations remotely. At the end of the 14 days, students should seek medical clearance from [UNF Student Health Services](#) or a personal physician before returning to campus.

Faculty and staff who have traveled to or been in close contact with someone recently returning from these countries are also asked to follow the 14-day self-quarantine and practice social distancing. Medical clearance from a physician is required before returning to work following the 14 days of quarantine. Please contact [UNF Human Resources](#) at 904-620-2903 to ensure proper designation of leave and receive important information about work arrangements.

For those who plan personal travel for various reasons, it is important to be fully informed of the potential risks. If a country becomes a Level 3 risk during a visit, please be aware that:

- It may be difficult to access healthcare services or to acquire health-related supplies
- It may be difficult to secure transportation out of the country
- Travelers might be subject to local quarantine in the country visited or be subject to U.S. quarantine upon return
- Travelers also might be asked to self-isolate before returning to campus

## Travel in the U.S.

As more coronavirus cases are confirmed in the United States, there will be a growing need to take precautions while traveling within the country. Please refer to the following resources for up-to-date information and use good judgment before and while traveling.

- [CDC Travel Health Notices](#)
- [U.S. Department of State Travel Advisories](#)
- [Florida Department of Health](#)

## Safety Precautions

We urge all of our Ospreys to continue to practice good disease prevention:

- Avoid close contact with people who are sick and stay home when you are sick.

- Wash your hands frequently with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing or sneezing.
- If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.

The health and safety of our faculty, staff and students remains our top priority.

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#### ■ **March 2 - Japan and Iran Added to Travel Restrictions**

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## **Coronavirus Update: Japan and Iran Added to Travel Restrictions**

Based on guidance from state officials and an abundance of caution, the University of North Florida (UNF) is adding both Japan and Iran to its travel restriction list.

That means all **UNF-related travel for students, staff and faculty to China, South Korea, Japan, Italy and Iran has been suspended for the Spring 2020 term. This includes study abroad, academic program visits and/or research collaborations.** Any students or employees who are currently on University business in China, South Korea, Japan, Italy or Iran must return to the U.S. immediately. In addition, UNF strongly discourages any personal travel to these countries.

UNF is also asking all members of the campus community – including vendors who work on campus and other UNF locations – who have recently traveled to or been in close contact with someone recently returning from these countries to quarantine at home and avoid contact with others during a period of 14 days, even if you have no symptoms of illness.

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## **February 2020**

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#### ■ **Feb. 28 - Italy Added to the Travel Restrictions**

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## **Coronavirus Update: Italy Added to Travel Restrictions**

Late this afternoon, the Centers for Disease Control and Protection (CDC) elevated its Italy travel alert to Level 3 (avoid nonessential travel) due to the continued outbreak of

the coronavirus (COVID-19). In light of this development, the University of North Florida (UNF) has added Italy to its travel restriction list.

That means **all UNF-related travel for students, staff and faculty to China, South Korea and Italy has been suspended for the Spring 2020 term. This includes study abroad, academic program visits and/or research collaborations.** Any students or employees who are currently on University business in China, South Korea or Italy must return to the U.S. immediately. In addition, UNF strongly discourages any personal travel to these countries.

UNF is also asking all members of the campus community - including vendors who work on campus and other UNF locations - who have recently traveled to or been in close contact with someone recently returning from these countries to quarantine at home and avoid contact with others during a period of 14 days, even if you have no symptoms of illness.

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## ■ Feb. 28 - Update on Coronavirus and Travel Restrictions

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### Update on Coronavirus and Travel Restrictions

As we approach our spring break, a time when many members of the University of North Florida community are likely to travel, it is of utmost importance that every member of our community stay alert and take precautions to stay healthy and avoid spreading disease.

We continue to monitor the coronavirus (COVID-19) outbreak, which stands at over 80,000 confirmed cases and close to 3,000 deaths worldwide. Most of the cases are around the city of Wuhan, Hubei province in central China, but significant numbers of cases have been reported in other parts of China and neighboring countries, including South Korea. The Centers for Disease Control and Protection (CDC) has issued Level 3 travel alerts (avoid nonessential travel) for both China and South Korea.

According to the CDC, the immediate risk for the general American public is considered low. However, there are now at least 60 confirmed cases of COVID-19 in the United States, including 45 people who were on board the Diamond Princess cruise ship docked in Yokohama, Japan. Although there have been no reported cases at UNF or in the state of Florida, UNF has initiated communication, coordination and planning using updated guidance from our local, state and federal health partners.



In light of these and other considerations, UNF is suspending all University-related travel for students, staff and faculty to China and South Korea, including study abroad, academic program visits and/or research collaborations for the Spring 2020 term. At the same time, any students or employees who are currently on University business in China or South Korea must return to the U.S. immediately. In addition, UNF strongly discourages any personal travel to these countries.

UNF is also closely monitoring the spread of COVID-19 in other countries, including Japan and Italy. Currently, the CDC has Level 2 travel alerts (practice enhanced precautions) for both countries. If those or any other alerts are elevated to Level 3, the University would expand the above restrictions to those countries affected. In the meantime, UNF asks that all members of the UNF community reconsider traveling to Japan or Italy until further notice.

In addition, UNF is asking all members of the campus community – including vendors who work on campus and other UNF locations – who have recently traveled to or been in close contact with someone recently returning from China or South Korea to quarantine at home and avoid contact with others during a period of 14 days, even if you have no symptoms of illness.

## Travel to Asia

The U.S. State Department has issued a [Do Not Travel Advisory for China](#) and CDC has issued [Travel Health Notices](#) for travel to China and South Korea. Anyone who travels to China should be aware of [Center for Disease Control and Prevention protocols for reentry into the U.S.](#)

Students who have traveled to or been in close contact with someone recently returning from China or South Korea should self-quarantine for 14 days and reach out to their professors to arrange ways to complete their academic obligations remotely during this time. At the end of the 14 days, students should seek medical clearance from [UNF Student Health Services](#) or a personal physician before returning to campus.

Faculty and staff who have traveled to or been in close contact with someone recently returning from China or South Korea should also follow the 14-day self-quarantine. Medical clearance from a physician is required before returning to work following the 14 days of quarantine. Please contact UNF Human Resources at 904-620-2903 to ensure

proper designation of leave and receive important information about work arrangements.

Faculty members and supervisors are encouraged to be supportive of students and staff during this cautionary quarantine period.

If you are aware of students, faculty, staff or visiting academics who have been to affected countries, please be sure they are aware of this protocol and encourage them to seek medical assistance if they experience any symptoms.

## **What are the symptoms?**

Patients with confirmed coronavirus infection generally experience mild to serious flu-like symptoms, such as fever, cough and shortness of breath. Symptoms may appear in as few as two days or as long as 14 days after exposure. Person-to-person spread is believed to occur via respiratory droplets produced when an infected person coughs or sneezes, similar to how other respiratory pathogens spread.

If you have traveled to an affected country in the last 14 days and feel sick with fever, cough or difficulty breathing, you should contact your medical provider right away.

## **Tips for Prevention**

There is currently no specific antiviral treatment recommended or vaccine to prevent the coronavirus. The best way to prevent infection is to avoid being exposed to the virus. Here are everyday actions to help prevent the spread of respiratory viruses:

- Wash hands frequently with soap and water or an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

## **Helpful Resources**

For more information about the coronavirus, prevention, symptoms and travel advisories, please visit:

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [CDC Coronavirus Travelers Health Information](#)
- [World Health Organization \(WHO\)](#)
- [U.S. Department of State](#)

## Future Updates

UNF will continue to monitor the rapidly evolving situation and provide timely updates.

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## January 2020

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### ■ Jan. 31 - Update on Coronavirus and Travel Restrictions

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## Update on Coronavirus & Travel Restrictions

Due to the rising level of concern regarding the coronavirus, the U.S. Department of State has elevated its travel advisory to a Level 4: Do Not Travel to China. In light of these and other considerations, the University is suspending all University-related travel for students, staff and faculty to China such as study abroad, academic program visits or research collaborations for the Spring 2020 term.

UNF will continue to evaluate this situation. If you have any questions regarding this travel restriction or future travel plans to China, please contact the International Center at (904) 620-2657 or [intlctr@unf.edu](mailto:intlctr@unf.edu).

## Helpful Resources

For more information about the coronavirus, prevention, symptoms and travel advisories, please visit:

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [CDC Coronavirus Travelers Health Information](#)
- [World Health Organization \(WHO\)](#)
- [U.S. Department of State](#)

## Future Updates

UNF will continue to monitor the rapidly evolving situation and provide timely updates.

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## ■ Jan. 29 - What You Need to Know

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### Coronavirus: What You Need to Know

The University of North Florida has been carefully monitoring updates related to the novel coronavirus outbreak in Wuhan, China. The health and safety of our UNF students, faculty and staff is our first priority, and we wish to share with you some important information regarding the virus and its current impacts.

No cases have been reported at UNF or elsewhere in Duval County. The University is coordinating through Student Health Services, the Department of Environmental Health and Safety and the International Center for local planning regarding the novel coronavirus using up-to-date guidance from state and federal health officials.

The CDC considers this new virus a public health concern. However, the immediate health risk to the general U.S. public is considered low at this time. The CDC and the World Health Organization are closely monitoring the situation and providing ongoing guidance. The CDC escalated its health warning to a level 3 as the coronavirus continues to spread, recommending that people avoid all nonessential travel to China.

### WHAT ARE THE SYMPTOMS?

Patients with confirmed coronavirus infection generally experience mild to serious flu-like symptoms, such as fever, cough and shortness of breath. Symptoms may appear in a few as two days or as long as 14 days after exposure. Person-to person spread is believed to occur via respiratory droplets produced when an infected person coughs or sneezes, similar to how other respiratory pathogens spread.

If you have traveled to China in the last 14 days and feel sick with fever, cough or difficulty breathing, you should contact your medical provider right away.

### TIPS FOR PREVENTION

There is currently no specific antiviral treatment recommended or vaccine to prevent the coronavirus. The best way to prevent infection is to avoid being exposed to the virus. Here are everyday actions to help prevent the spread of respiratory viruses:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

Find additional information from the CDC online.

## TRAVEL INFORMATION

Travelers should stay informed by visiting the CDC website for updates and travel notifications.

The U.S. Department of State has issued a Travel Advisory Level 3 Alert for travel to China. As the virus continues to spread, officials recommend people to avoid all travel to Hubei province, China due to the novel coronavirus first identified in Wuhan, China.

If you have UNF-related travel planned to China, please contact the International Center at (904) 620-2657 or intlctr@unf.edu prior to travel.

Students and faculty may call the Student Health Services Travel Clinic at (904) 620-2175 or visit the SHS website for more information.

If needed, adjustments may be made to UNF-sponsored programs in impacted areas.

## Helpful Resources

For more information about the coronavirus, prevention, symptoms and travel advisories, please visit:

- [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov/)
- [CDC Coronavirus Travelers Health Information](https://www.cdc.gov/coronavirus/travelers-health/)
- [World Health Organization \(WHO\)](https://www.who.int/)
- [U.S. Department of State](https://www.state.gov/)

## Future Updates

UNF will continue to monitor the rapidly evolving situation and provide timely updates.

1 UNF Drive  
Jacksonville, FL 32224  
(904) 620-1000  
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## Safety Information

[Students and Parents](#)  
[Faculty and Staff](#)  
[Visitors](#)



## How UNF Manages Emergencies

[UNF Emergency Teams](#)  
[Plans and Procedures](#)  
[Emergency Resources](#)

## Links of Interest

[University Police Department](#)  
[Crime Statistics](#)  
[Environmental Health and Safety](#)