

2020

## COVID-19 Self-Screening Guidance

UNF Human Resources

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### Recommended Citation

UNF Human Resources, "COVID-19 Self-Screening Guidance" (2020). *UNF COVID-19 Response*. 2.  
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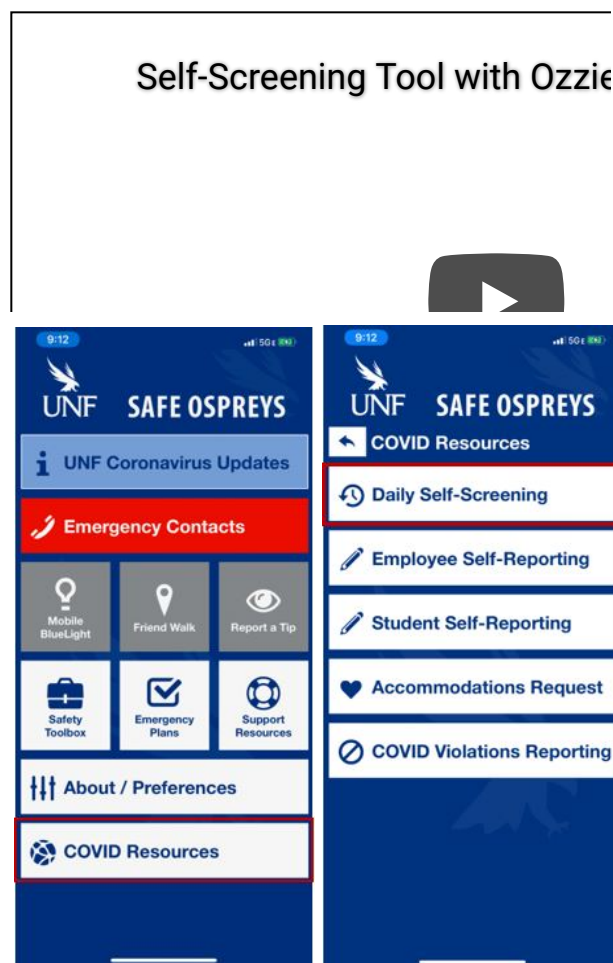
## Human Resources

# COVID-19 Self-Screening Guidance

The foundational priority of the University is to protect the health, safety and welfare of the Osprey community, including all faculty, staff, students, vendors and visitors. As such, the university has developed self-assessment tools to provide personal guidance in determining whether it would pose a health risk to you or others if you were to return to campus (including UNF owned/affiliated facilities such as MOCA).

The University expects all faculty, staff, students, vendors, and visitors to utilize the self-assessment tools daily to determine if they should report to campus, as health and safety is a shared responsibility of all Osprey community constituents. The self-screening can be accessed through the **Safe Ospreys App** (see video and images below) as well as online via the

[Daily Self-Screening Form](#) .



For those unable to access the Safe-Ospreys mobile app or the web-based screening tools, this [Self-Screening reference document](#) can be used to complete a daily-self-screening.

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

Some example questions can be found below along with detailed guidance for next steps.

1. In the last 14 days, have you had contact\* with anyone that you know has been diagnosed with COVID-19?

*\*Contact is defined as being within 6 feet (2 meters) for 15 minutes or more, or having direct contact with infectious fluids from a person with confirmed COVID-19 (for example being coughed or sneezed on).*

2. Has a health professional advised you to get tested for COVID-19, or have you had a positive COVID-19 test for active virus in the past 10 days?
3. Have you experienced any of the [symptoms associated with COVID-19](#) in the last 24 hours?
4. Have you had any of the following symptoms in the past 24 hours **NOT** related to allergies?  
- Sinus congestion, runny nose.
5. Today, do you have a fever of 100.4 degrees Fahrenheit or higher?

\*If you answered Yes to any of the above questions, please review the Exposure Risk guidance below.

\*If you answered No to all of the above questions, please review the Low Risk guidance below.

[Expand All](#)

## Higher Risk

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### ■ UNF Student and Faculty/Staff

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Please review the following information if you believe you are at [higher risk](#) for severe illness from COVID-19.

#### UNF Students



It is recommended that you notify and work with your professors, college Dean's Office or the Provost's Office directly or alternatively submit the [COVID19: High Risk- Request for Reasonable Modification and Accommodation form](#) to self-identify as a high-risk individual and request a modification to your method of instruction.

Please note that you may also request accommodations via the [Student Accessibility Services](#) (SAS) or the [ADA Compliance Office](#).

### UNF Faculty/Staff

It is recommended that you notify and work with your immediate supervisor directly or alternatively submit the [COVID19: High Risk- Request for Reasonable Modification and Accommodation form](#) to self-identify as a high-risk individual and request a modification to your work arrangements, work schedule, or disability accommodations under the ADA.

Please note that you may also request accommodations via the [ADA Compliance Office](#).

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## Exposure Risk

### ■ UNF Student

Thank you for completing the COVID-19 self-screening and sharing in the responsibility to protect the health and safety of all Osprey community constituents: faculty, staff, students and vendors.

You indicated that you are a **UNF Student**. Your answers have indicated one or more of the following: you may currently be experiencing symptoms associated with COVID-19 yourself, and/or you may have potentially been exposed to individuals exhibiting symptoms or that have been diagnosed with COVID-19. **As a result, you should not report to campus for face to face classes or other activities.**

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

- Stay home except to get medical care



- Separate yourself from other people
- Monitor your symptoms
- Call ahead before visiting your doctor
- If you are sick, wear a cloth covering over your nose and mouth
- Cover your coughs and sneezes
- Clean your hands often
- Avoid sharing personal household items
- Clean all “high-touch” surfaces every day

Students should submit the Student Health Services ([SHS](#)) [self-reporting form](#) or contact [Student Health Services](#) directly for additional guidance, and notify their professors if they need to request changes to their course instruction (i.e. remote instruction versus face to face).

- If you are a student residing in University housing, please also notify [Housing and Residence Life](#).
- If you are an International student or scholar, please also notify [Ruth Lopez](#), Assistant Vice President, International Center .
- If you are a student athlete, please also notify [Fred Burnett](#), Associate Athletic Director for Sports Performance.

Please review the [UNF Coronavirus Safety Policy](#) and the Centers for Disease Control & Prevention (CDC) guidance on [social distancing](#), and [hand-washing](#).


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## ■ UNF Faculty/Staff

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Thank you for completing the COVID-19 self-screening and sharing in the responsibility to protect the health and safety of all Osprey community constituents.

You indicated that you are a **UNF Faculty or Staff member**. Your answers have indicated one or more of the following: you may currently be experiencing symptoms associated with COVID-19 yourself, and/or you may have potentially been exposed to individuals exhibiting symptoms or that have been diagnosed with COVID-19. **As a result, you should not report to campus for work, face to face instruction, or other activities.**

If you are currently experiencing symptoms related to COVID-19, or [think you might have COVID-19](#), please reference the Centers for Disease Control & Prevention (CDC) guidance on [what to do if you are sick](#), contact your medical provider to seek medical advice, 

and [monitor your symptoms](#) and follow the steps below to care for yourself and to help protect other people in your home and community.

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

Faculty and Staff should submit the Human Resources [\(HR\) self-reporting form](#), an HR representative will contact you to provide additional guidance, and notify your immediate supervisor if you need to request remote work arrangements.

Please review the [UNF Coronavirus Safety Policy](#) and the Centers for Disease Control & Prevention (CDC) guidance on [social distancing](#), and [hand-washing](#).

Additional Web Resources: [UNF HR Infectious Disease](#), [UNF Coronavirus Emergency Management](#)

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## Low Risk

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### ■ UNF Student and Faculty/Staff

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Thank you for completing the COVID-19 self-screening and sharing in the responsibility to protect the health and safety of all Osprey community constituents: faculty, staff, students and vendors.

Your answers have indicated that you are not currently experiencing symptoms associated with COVID-19, nor have you been exposed to individuals exhibiting symptoms or that have been diagnosed with COVID-19 in the past 14 days, nor have you recently been in close proximity with others during which time neither they nor you were wearing a face covering or maintaining 6ft social distancing (ex. traveled internationally or domestically, attended a social gathering). **As a result, you are able to report to campus.**



If you begin experiencing symptoms related to COVID-19, please reference the Centers for Disease Control & Prevention (CDC) guidance on [what to do if you are sick](#), contact your medical provider to seek medical advice, and [monitor your symptoms](#). Students can contact [Student Health Services](#) for additional guidance.

Please review the [UNF Coronavirus Safety Policy](#) and the Centers for Disease Control & Prevention (CDC) guidance on [social distancing](#), and [hand-washing](#).

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## Helpful Resources

[Centers for Disease Control and Prevention \(CDC\)](#)

[CDC Coronavirus Travelers Health Information](#)

[CDC Interim Guidance for Higher Education](#)

[COJ Testing Locations](#)

[Facts about COVID-19](#)

[Florida Department of Public Health](#)

[U.S. Department of State](#)

[World Health Organization \(WHO\)](#)

UNF Updates

## Forms:

COVID Education Program

COVID High-Risk: Request for Accommodation or Modification

Daily Self-Screening Form

HR Self-Reporting Form

Symptom Monitoring Form



## COVID Violations Reporting

### Human Resources

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Jacksonville, FL 32224

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(904) 620-2742 FAX

[hr@unf.edu](mailto:hr@unf.edu)

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