

2020

Self-Quarantine/Isolation Procedures

UNF Human Resources

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Self-Quarantine/Isolation Procedures

Employees who are (or have been in close contact with someone) exhibiting symptoms consistent with the published [symptoms of COVID-19](#) or have been recently tested for COVID-19 should self-isolate, seek medical advice, and monitor symptoms using the [Symptom Monitoring Form](#) during the CDC recommended period.

Employees who have been tested for COVID-19 should notify Human Resources of their testing date and results by submitting the [HR Self-Reporting Form](#).

In addition, employees who have been exposed to the general public or interacted with others, during which time neither they nor those around them were wearing a face covering or maintaining 6ft social distancing (ex. [domestic](#) and [international](#) travel, [attending a social gathering](#)) may need to self-quarantine even if no symptoms of illness are present.

Employees who believe they meet the above criteria should complete the [HR self-reporting form](#) and an HR representative will contact you to provide additional guidance.

If you must self-isolate or quarantine:

- Stay home. **Do not enter the UNF campus for class, work, or any other activity.**
- The quarantine period begins at the time of HR designation of self-quarantine.
- Complete the [Symptom Monitoring Form](#) daily to track your symptoms.
- Employees are expected to work remotely if applicable for job functions.



- Notify HR immediately if diagnosed with COVID-19 by submitting the [HR Self-Reporting Form](#).
- Medical release is required before returning to work for those that have been tested for COVID-19. A completed [symptom monitoring form](#) will be required before returning to work for employees who have observed the self-isolation/quarantine period as a precaution but were not tested for COVID-19.

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

- Stay home except to get medical care
- Call ahead before visiting your doctor
- Separate yourself from other people
- Monitor your symptoms
- 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 everyday

Ways to limit the spread of and reduce exposure to COVID-19

Social Distancing

Keeping a physical distance (at least 6 feet) between yourself and others to limit your risk of exposure to illness.

Self-Quarantine

Separating yourself from others and limiting your movement because you may have been exposed to illness.

Self-Isolation

Separating yourself from others and limiting your movement because you are experiencing symptoms or have tested positive for an illness.

For more information, please visit the [Mayo Clinic](#) and [CDC](#) webpages.



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

1 UNF Dr

Building 1 (J.J. Daniel Hall), Room 1101

Jacksonville, FL 32224

(904) 620-2903

(904) 620-2742 FAX

hr@unf.edu

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