



HR Forum

May 20, 2020



Today's Agenda Items

- UF Health COVID-19 Screening – Jodi Gentry, Amber Wuertz
- UFHR Area Updates
 - Employee Relations – Brook Mercier
 - Employment Operations & Records – Melissa Curry
- Important Dates



UF Health COVID-19 Screening



Return to Work Process- Employee Experience

- Step 1: Email from college/unit HR
- Step 2: Email from UFHR
- Step 3: Online UF Health COVID-19 Questionnaire
- Step 4: Schedule COVID-19 swab test
- Step 5: Await results
- Step 6: Email from college/unit HR with instructions on when to return to on-campus location.



An important message for you

Your college or unit has identified you to complete a screening to either return to campus or to continue to work at a UF facility. As we prepare to welcome more of our workforce back to campus, this screening process will help us return our operations to their fullest potential and minimize the spread of COVID-19. Guided by the world-class physicians and epidemiologists at UF Health, the university's return-to-workplace process is designed to enable all of us to continue our work together as safely as possible.

Complete your screening today

To begin the screening process, please login to the ONE.UF portal at one.ufl.edu using your Gatorlink credentials. After logging in, information on the screening process may be found in the top left-hand corner of your screen. From here, you will be directed to the UF Health portal to complete a brief questionnaire and, as part of this process, you will be encouraged to complete in-person COVID-19 testing. You will be given the opportunity to select a window of time for your test that fits your schedule.

Testing procedures

UF Health has developed its screening procedures with your health and safety in mind. The drive-up testing center will be managed by UF Health medical professionals in a safe and secure environment. A swab — think of it as a long Q-tip — will be inserted into your nose, similar to a flu test. The test is completed in a matter of seconds and may result in some mild discomfort, but most people do not consider it painful. The sample is then sent to a lab to determine whether the virus is present.

Your protection and privacy

As part of the University of Florida's return-to-workplace initiative, employees may opt for a COVID-19 nasal swab test to determine whether they are currently infected with SARS-CoV-2, the virus that causes COVID-19. This testing is offered at no cost to you. UF Health will inform you of your test result and notify you and UF HR whether you are clear to enter a UF work location or whether you need to isolate yourself at home.

UF Health will also only disclose testing results to public health oversight agencies, as well as other regulatory entities, as may be duly authorized or required by applicable state or federal law, statutes or regulations. Disclosures of information by UF Health will apply only to the data obtained as part of this testing program and will not include disclosures of any other existing or future personal health information. Apart from the direct uses of testing results described above, access to an individual's test sample and results will be held in a confidential manner by UF Health in a secure database and/or the State of Florida Department of Health.

Slowing the spread together

While it is not possible to prevent all cases of COVID-19, UF's return-to-workplace efforts are designed to slow the spread, assist us in efforts to protect those most vulnerable and prevent the hospital and health care system from getting overwhelmed.

Employees will receive an email from UFHR to login and complete the screening questionnaire.

UFHR *preeminence through people*



One.UF – UF Health COVID-19 Screening

Once employee's login to One.UF with their gatorlink credentials they will see the UF Health COVID-19 Screening and click Open Screening Questionnaire.

NOTE: If an employee who has not received the email from UFHR attempts to open the screening questionnaire they will see the following:

UF Health COVID-19 Screening

Please complete the UF Health COVID-19 Screening if you have received a notification from your college or unit and UF Human Resources.

[OPEN SCREENING QUESTIONNAIRE](#) 

UF

Campus Clearance: Screening & Scheduling

You are not currently eligible.

Our records indicate that you have not received clearance from your department and/or Human Resources for screening. Before proceeding, please contact your supervisor or departmental HR representative for guidance.

- [UF Health: COVID-19 Updates](#)
- [UF Human Resources: Working Through COVID-19](#)

UFHR *preeminence through people*



UF

Campus Clearance: Screening & Scheduling

Step 1 (of 2)

Welcome to the UF Health COVID-19 screening site. Thank you for helping UF Health care for our community and The Gator Nation. These certainly are challenging times, but we want you to know that we are working hard to make sure we gradually resume activities on campus as safely as possible and that we are using the best evidence available to make decisions.

One of the things we are doing to reduce the spread of COVID-19 is to require screening of everyone who is already at their UF work location.

Screening is the process by which someone is evaluated to see if they have a particular condition – in this case, COVID-19. This begins with answering some simple questions.

Questionnaire

@ufl.edu

Have you had any of the following COVID-19 related symptoms today or over the previous 10 days with NO OTHER pre-existing condition that can explain the symptoms (for example, asthma, chronic headaches, seasonal allergies)? Please check all that apply. If you have none of these symptoms, please check "None of the above". *

- ☐ Fever
- ☐ Shortness of breath (not severe)
- ☐ Cough
- ☐ Chills
- ☐ Diarrhea
- ☐ Muscle pain
- ☐ Headache
- ☐ Sore throat
- ☐ New loss of taste or smell
- ☐ None of the above

Over the previous two weeks have you been a household contact of a confirmed case of COVID-19 or are you caring for someone with confirmed COVID-19? *

- ☐ Yes
- ☐ No

Next Step

Employees will complete a brief questionnaire identifying if they have symptoms related to COVID-19.

Upon completing the questionnaire, the employee experience will differ based on answers.

UFHR *preeminence through people*



UF

Campus Clearance: Screening & Scheduling

Step 2 (of 2)

Your Information

Alberta Alligator

alberta@ufl.edu

Preferred Phone *

Primary Personal Phone ▾

Country Code * ▾ 1 1 for N. America

Primary Personal Phone * (352) 555-1234

☒ Yes, update the phone number above in my ONE.UF Directory Profile.

☐ Yes, I agree to receive texts from UF and/or UF Health at the phone number above.

Additional Assessment Required

Sorry you and/or someone you are caring for are not feeling well.

If symptoms are severe, call 911.

If symptoms are not severe and/or you are providing care for someone with symptoms, stay home.

A representative of UF Occupational Health will contact you to schedule a telehealth appointment to evaluate the need for a medical assessment, including potential nasal swab testing, and to discuss the process you will need to follow before returning to your UF work location.

You must isolate at home, away from others, until told by a medical professional from UF Health that you can come out of isolation. Please also notify your personal physician.

We hope you or your loved one feels better soon and **please do not hesitate to call 352-273-9790** if you have any questions.

Back to Step 1

Submit Form

Questionnaire answers indicate symptoms of COVID-19

Symptomatic employees will be shown this screen and given the opportunity to update their phone number.

Once submitted they will see this screen

UF

Campus Clearance: Screening & Scheduling

Questionnaire Submitted

Thank you for submitting the questionnaire.

Sorry you and/or someone you are caring for are not feeling well.

If symptoms are severe, call 911.

If symptoms are not severe and/or you are providing care for someone with symptoms, stay home.


A representative of UF Occupational Health will contact you to schedule a telehealth appointment to evaluate the need for a medical assessment, including potential nasal swab testing, and to discuss the process you will need to follow before returning to your UF work location.

You must isolate at home, away from others, until told by a medical professional from UF Health that you can come out of isolation. Please also notify your personal physician.

If you have any questions, please contact your supervisor or departmental HR representative, or call UF Health at 352-273-9790.

- UF Health: COVID-19 Updates
- UF Human Resources: Working Through COVID-19

Outcome	Additional assessment required Submitted: 5/18/2020 1:52:42 PM
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UF

Campus Clearance: Screening & Scheduling

Step 2 (of 2)

Your Information

@ufl.edu

Preferred Phone *

Primary Personal Phone

Country Code * Primary Personal Phone *

1

(352)

1 for U.S. America

☒ Yes, update the phone number above in my ONE.UF Directory Profile.

☐ Yes, I agree to receive texts from UF and/or UF Health at the phone number above.

Select a Testing Appointment Block

On the basis of your response to the questionnaire, you are cleared to continue to work at your UF work location. **However, UF strongly recommends that all employees be tested for COVID-19 through UF Health prior to returning to work.** Thank you for helping in our efforts to make your colleagues, our campus our community safer.

Please select an appointment time block below.

Testing Site

Curtis M. Phillips Center for the Performing Arts
3201 Hull Road, Gainesville, FL 32611
[View on Google Maps](#)

Thursday, May 21, 2020

9 AM - 11 AM

11 AM - 2 PM

2 PM - 4 PM

Friday, May 22, 2020

9 AM - 11 AM

11 AM - 2 PM

2 PM - 4 PM

COVID-19 differs from many infections. Although most people develop symptoms, a large percentage may exhibit none at all yet may still be infected and contagious, capable of passing along the infection to co-workers and others in the community. More than 20% of people with COVID-19, especially those in younger age groups, are estimated to have no symptoms, and yet evidence shows they may spread COVID-19 just as or even more easily than those with symptoms.


For these reasons, COVID-19 nasal swab tests are an important part of the UF Health COVID-19 screening process. We strongly encourage you to participate in this test. At this time, all tests will be done through UF at no charge to you. Physicians are also available to answer questions about testing.

☐ Having trouble scheduling online? Request a call from UF Health.
 ☐ I opt out of UF Health's COVID-19 test for personal reasons.

[Back to Step 1](#)
[Submit Form](#)

Questionnaire answers indicate NO symptoms of COVID-19

Scheduled online



UF

Campus Clearance: Screening & Scheduling


Questionnaire Submitted

Thank you for submitting the questionnaire. If you have any questions, please contact your supervisor or departmental HR representative, or call UF Health at 352-273-9790.

- [UF Health: COVID-19 Updates](#)
- [UF Human Resources: Working Through COVID-19](#)

Outcome	Scheduled online <small>Submitted: 5/17/2020 5:51:07 PM</small>
Appointment Block	Wednesday, May 20 2 PM - 4 PM Curtis M. Phillips Center for the Performing Arts 3201 Hull Road, Gainesville, FL 32611 View on Google Maps

Requested call for scheduling



UF

Campus Clearance: Screening & Scheduling


Questionnaire Submitted

Thank you for submitting the questionnaire. A representative from UF Health will call you. If you have any questions, please contact your supervisor or departmental HR representative, or call UF Health at 352-273-9790.

- [UF Health: COVID-19 Updates](#)
- [UF Human Resources: Working Through COVID-19](#)

Outcome	Requested call <small>Submitted: 5/15/2020 11:36:07 AM</small>
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Opted-Out



UF

Campus Clearance: Screening & Scheduling

Questionnaire Submitted

Thank you for submitting the questionnaire. Your college or unit will be notified that you have completed the screening process. Please do not return to work until you hear from your college or unit's HR office that you have received clearance to do so. If you have any questions, please contact your departmental HR representative, or call UF Health at 352-273-9790.

- [UF Health: COVID-19 Updates](#)
- [UF Human Resources: Working Through COVID-19](#)

Outcome	Opted out <small>Submitted: 5/17/2020 8:54:01 AM</small>
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Results

Employees who test positive will receive a phone call from UF Health.



Negative test results are emailed directly to employees by UF Health.

Delete

Reply

Reply All

Forward

Attachment

Meeting

Move

Junk

Rules

Read/Unread

Categorize

Follow Up

Results of Return to Campus Testing

UF

UF HEALTH - RETURN TO CAMPUS (DO NOT REPLY) <ReturnToCampus@shands.ufl.edu>

Yesterday at 3:16 PM

To: [Redacted]

Colleague,

You had a COVID 19 test performed as part of the UF Return to Work initiative. **We are happy to be able to tell you that your test was NEGATIVE (no virus detected).**

Information about your return to campus and work will be sent to you separately by your work unit.

We appreciate this opportunity to serve you,

UF Health



Employee Relations

COVID-19: Institutional Recovery
and Return to the Workplace Policy

UF COVID-19: Return to the Workplace Policy

- The policy provides guidance on what is required of UF employees for COVID-19 screening, returning to work, and working to create a safer environment
- Employees are required:
 - To be screened
 - To return or continue to work in a UF work location after being cleared to do so
 - Follow practices for promoting a safer work environment

UF COVID-19: Return to the Workplace Policy

Screening for COVID-19

- UF employees who are returning to UF work locations must be screened for COVID-19 and cleared prior to returning to work.
- Essential employees who are already working at a UF location will be screened in accordance with this policy and scheduling priorities.
- Employees who are screened but not cleared to return to work must isolate at home, notify their supervisor and follow instructions from UF Health, and cannot return to work until cleared.

UF COVID-19: Return to the Workplace Policy

Screening for COVID-19

- Employees are required to complete a COVID-19 Screening Questionnaire. As part of the screening process, it is UF policy that the employee also take a free COVID-19 nasal swab test administered through UF Health.
- Outside of the return to work determination described in the policy, COVID-19 testing samples will only be used in accordance with Florida Department of Health rules and regulations.
- Employees may elect to opt out of the COVID-19 test.

UF COVID-19: Return to the Workplace Policy

Return to the UF Work Location

- After employees have been individually notified of the requirement to return to the workplace, they are expected to return after they have been screened and cleared to return.

UF COVID-19: Return to the Workplace Policy

Employee Responsibility for Working Safely

- A face mask or cloth face covering will be required everywhere on campus and other UF work locations except when in a private office, a work area separated by at least six (6) feet from others or in an outdoor area separated by at least six (6) feet from others.
- Employees not using a face mask or covering (outside of the exceptions noted) will be asked to put one on or leave the area to help maintain the safety of our staff, faculty and students.

UF COVID-19: Return to the Workplace Policy

Employee Responsibility for Working Safely

- If employees are feeling sick, they must stay home until better, and consult with their physician if necessary.
- If employees are experiencing COVID-19 related [symptoms](#) or have had prolonged exposure to someone who has tested positive, they are required to report this to their supervisor and HR Liaison, and may not report to work on campus or other University of Florida facility. Employees who test positive for COVID-19 must be cleared by UF Occupational Medicine.

UF COVID-19: Return to the Workplace Policy

- Employees who seek an accommodation to the policy through the Americans with Disabilities Act (ADA) shall submit a [Request for Reasonable Accommodation Based on Disability Form](#) to the ADA Compliance Office.
- Failure to adhere to the policy may result in:
 - Being asked to leave the work location
 - Letter of counsel, or disciplinary action, up to and including dismissal

COVID-19: Return to the Workplace Policy

The Policy is posted at:

<https://hr.ufl.edu/forms-policies/policies-managers/institutional-recovery-and-covid-19-return-to-workplace/>

For more information, contact:

- HR Liaison
- Employee Relations contact
- UFReturnToWork@hr.ufl.edu



Employment Operations & Records

Two-Factor Authentication Updates



Two-Factor Authentication Updates

- Two-factor authentication makes logins more secure by requiring two methods to verify your identity. For example,
 - Username and password + smartphone app
 - Username and password + phone call to landline

- Why does UF use it?
 - Helps to secure your logins from attackers exploiting weak or stolen credentials
 - Helps fight against phishing, social engineering and password brute-force attacks



Two-Factor Authentication Updates

- In June 2020, enrollment in two-factor authentication will become a requirement
 - All new employees will be prompted to enroll in two-factor authentication
 - Current UF employees will also be required to enroll in two-factor – additional communication is forthcoming
- What is needed?
 - It is recommended to use the DUO mobile app
 - A phone call to a landline can be used if the cellphone app is not a possibility
- Additional information can be found at: <https://it.ufl.edu/2fa/faqs/>



Important Dates

- **GBAS Virtual Series** – The Power of MS Planner, May 21, 2020; 1:30-3:30 pm via Zoom
- **Upcoming HR Forums** – Zoom information provided prior to each.
 - June 3, 2020 – 10 a.m.
 - June 16, 2020 – 1 p.m.
 - **July 1, 2020 – CANCELED**
 - July 9, 2020 – 1 p.m.
 - July 20, 2020 – 2 p.m.
 - August 5, 2020 – 10 a.m.

A photograph of a university campus scene. In the foreground, a paved path leads into the distance, flanked by green ferns and pink flowers on the left. Several people are walking along the path. In the background, there are brick buildings and trees. A semi-transparent dark blue rectangle is overlaid in the center, containing the text 'Thank you for attending the HR Forum' in white. A large, faint 'UF FLORIDA' watermark is visible in the background.

Thank you
for attending the
HR Forum