



College of Community
Innovation and Education

Town Hall

July 22, 2020

Returning to Campus

UCF Returning to Campus Plan

Phased approach

- Lab Restart (May 21)
- Senior Administrators Return to Campus (June 1)
- Staff Return to Campus (June 22)
- Faculty Return to Campus (August 8)

<https://policies.ucf.edu/documents/PolicyEmergencyCOVIDReturnPolicy.pdf>



Suite Occupancy

- Office occupancy will **remain at or below 30 percent** until further notice (Maureen Binder email on July 10, 2020)
- The occupancy percentage includes all workstations (private offices, cubicles and reception desks)

Example

ED 206 has 11 workstations (private offices and two reception desks). **Only 3 employees** can work in their offices at any given time.

Managing Suite Occupancy

- Work with your supervisor to create a schedule based on space availability to ensure we do not exceed the 30% capacity limit per UCF's policy.
- For those who share suites with other departments, please work together to develop a method to avoid exceeding the capacity limit, i.e., identify a primary contact person, use a shared calendar or use Teams

Employee Responsibilities

COVID Self-Checker

All employees returning to a UCF campus are required to complete the COVID Self-Checker each day before they arrive on campus. The self-checker is available via the UCF Mobile app or online.

UCF Mobile App: Apple App Store or Google Play

Online: https://ucf.service-now.com/self_checker

Returning to Campus Operations Training

All employees returning to the workplace also are **required to complete the training** “Returning to Campus Operations” in Webcourses that outlines health and safety protocols each of us is expected to follow.

Course: PER231

Face Coverings

Use a face covering while in common, shared spaces on campus.

- One face covering is available for each member of the UCF community, and a **valid UCF ID card** is required to obtain one. (Check to make sure your ID card has not expired.)
- Distribution locations include **main campus** and **UCF Downtown** (Check “Return to Campus” website for specific directions)

Cleaning and Disinfecting Workstations

Employees will clean and disinfect their individual workstations and high-touch point areas in suites (refer to College Guidelines & Protocols on CCIE Internal).

- Work with your department liaison to determine if cleaning supplies are available for office use, such as disinfectant wipes and hand sanitizer. The college ordered and delivered supplies for each unit.

Trash Removal (Individual Workstations)

Main Campus: Housekeeping will remove trash from individual workspaces once a week. If you prefer that housekeeping does not enter your individual office, please email CCIE Facilities at cciefacilities@ucf.edu to submit your request. Leave your trash bin outside your office door. Dispose of food waste in common receptacles NOT your office trash bin.

UCF Downtown: Housekeeping will remove trash daily. Austin Botts will create and disseminate a form to be completed to indicate your preference. In the meantime, leave your trash outside your office if you don't want housekeeping to enter your workspace.

Fall Semester

Fall Return to Campus

Each unit will communicate its work plan to the Dean's Office this month. Many departments will start the fall term working remotely. We will continue to adapt based on UCF's plan.

Communications



We appreciate your support and collaboration as the university and college continue with plans to return to campus. Last month, the college formed a Safe Return to Campus Ad Hoc Committee to work on the college-level logistics of returning to our offices. The committee's initial work focused on plans for remote continuation, office guidelines and protocols for those employees who plan to work on campus this summer, and ordering PPE for departments and units. The health and safety of our college community is our primary concern, and it will require a shared commitment from all of us. We will continue to keep you updated as our planning continues.

Last week, UCF published the [COVID-19 Return to Campus Policy](#). Our Safe Return to Campus Ad Hoc Committee developed [CCIE Safe Return to Campus Office Guidelines and Protocols](#) that align with UCF's policy. We encourage everyone to read the university policy and our college guidelines and protocols as both documents will inform how we conduct our work on campus.

College-Level Communications

**College email sent on
June 22, 2020.**

College-Level Communications

- Safe Return to Campus Ad Hoc Committee*
- CCIE Safe Return to Campus Office Guidelines and Protocols*
- Department Liaisons*
- Virtual options should be provided for all scheduled meetings
- CCIE town hall meetings

(*See June 22 college email or CCIE Internal for details)

Armor Up, Knights

UCF Campaign

Help protect our UCF community by wearing a face covering, washing your hands and practicing physical distancing.

Stay Informed

UCF's Coronavirus and Returning to UCF websites are being updated with the latest, most relevant information. Please check them regularly as well as the campus-wide emails.

Returning to UCF Website

<https://www.ucf.edu/coronavirus/returning-to-ucf/>

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