



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Temporary COVID-19 Procedure	
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Date Approved: 7/22/20	Division: Administration and Finance

In response to the COVID-19 pandemic, the College is initiating the following procedure for dealing with identified cases of COVID-19 among students and employees. The President designates the Vice President for Regional Campuses as COVID-19 Administrator. Director of Human Resources will have responsibility for administering the following procedure related to employee cases. The Registrar will have responsibility for administering the procedure related to student cases.

Employees and students are required to notify the College immediately if they are identified as positive for COVID-19. Upon becoming aware that a College **employee** has tested positive for COVID-19, the following steps must be taken:

1. Notify Director of Human Resources immediately, providing name of employee.
2. Director of Human Resources notifies COVID-19 Administrator.
3. COVID-19 Administrator contacts Florida Department of Health immediately to confirm positive test and review appropriate actions to be taken.
4. COVID-19 Administrator communicates Department of Health recommendations, if any, to Director of Human Resources.
5. Director of Human Resources consults with employee's Vice President and communicates to Director of Plant Operations any immediate steps regarding closing and/or sanitizing facility spaces.
6. Director of Human Resources contacts positive employee to ensure appropriate steps are taken (isolation and meeting appropriate health guidelines) before returning to campus).
7. Director of Human Resources prepares and issues communication to employees (and students if applicable) potentially impacted by COVID-19 exposure. Notification states that any additional information regarding work or schedule modifications will be provided by their area Vice President.
8. Director of Human Resources verifies and documents employee has met current criteria for returning to work based on current CDC or Florida Department of Health guidelines. Verification may include attestation form or voluntary submission of medical release from healthcare provider.
9. Director of Human Resources notifies COVID-19 Administrator and appropriate Vice President that employee has been cleared for return to campus or face-to-face activities.

10. COVID-19 Administrator reports information to President and Department of Education as required.

Upon becoming aware that a **student** has tested positive for COVID-19, the following steps must be taken:

1. Notify Registrar immediately.
2. Registrar notifies COVID-19 Administrator immediately.
3. COVID-19 Administrator contacts Florida Department of Health immediately to confirm positive test and review appropriate actions to be taken.
4. COVID-19 Administrator communicates Department of Health recommendations, if any, to Registrar.
5. Registrar reviews student schedule and communicates to Director of Plant Operations any immediate steps regarding closing and/or sanitizing facility spaces.
6. Registrar contacts positive student to ensure appropriate steps are taken (isolation and meeting appropriate health guidelines before returning to campus).
7. Registrar notifies Vice President of Student Services and Vice President of Instruction who will work with instructor and academic department to determine if it is necessary to discontinue or modify any future face-to-face classes or activities.
8. Registrar prepares and issues communication to students and employees potentially impacted by COVID-19 exposure. Notification to students states that any additional information regarding course meeting modifications will be provided by their faculty member ASAP.
9. Faculty member notifies impacted students (and VP Instruction) of any modifications to course or course meeting schedule.
10. Registrar verifies and documents student has met criteria for returning to campus based on current CDC or Florida Department of Health guidelines. Verification may include attestation form or voluntary submission of medical release from healthcare provider.
11. Registrar notifies COVID-19 Administrator, VP Student Affairs and VP Instruction that student has been cleared for return to campus and face-to-face activities.
12. COVID-19 Administrator reports information to President and Department of Education as required.

Vice President,

Date

Approved by President

Date