

## LAB RESUMPTION PROCEDURES

LAST UPDATED: 11/19/2020

### PART I – TENURE-TRACK FACULTY

- 1- Completed the screening questionnaire- You will receive an email notifying you of when it is time for you to complete the screening from UF Human Resources with further instructions on how to do so.
  - a. **Importantly, be sure to complete the online screening questionnaire within 48 hours upon receiving notification.**
- 2- Submit a Research Resumption Plan including the individual to your department chair for approval
- 3- Upon approval, send the Research Resumption Plan to the VPR office (Dr. Forrest Masters)
- 4- The VPR office will review the plan and send approved individuals to Human Resources Assistant Director, Donna Stillwell.
- 5- Donna Stillwell will send a clearance email to the individual and their supervisor once approved.
  - a. If the individual has been VPR approved but not cleared by HR, then:
    - i. Contact your department admin
    - ii. The individual failed to pass COVID clearance and must self-quarantine as instructed by UF health and then re-tested/cleared

### PART II – SUPPORT STAFF/TEACHING FACULTY/OPS

- 1- Completed the screening questionnaire- You will receive an email notifying you of when it is time for you to complete the screening from UF Human Resources with further instructions on how to do so.
  - a. **Importantly, be sure to complete the online screening questionnaire within 48 hours upon receiving notification.**
- 2- You will receive an email from UF Health advising you of your test results; however official approval will be sent by UF College of Engineering Human Resources Assistant Director, Donna Stillwell.
- 3- These individuals do not need to go through the office of research and do not need research approval.

### PART III – GRADUATE STUDENTS

- 1- Completed the screening questionnaire- You will receive an email notifying you of when it is time for you to complete the screening from UF Human Resources with further instructions on how to do so.
  - a. **Importantly, be sure to complete the online screening questionnaire within 48 hours upon receiving notification.**
- 2- Submit a Research Resumption Plan including the individual to your department chair for approval
- 3- Upon approval, send the Research Resumption Plan to the VPR office (Dr. Forrest Masters)
- 4- The VPR office will review the plan and send approved individuals to Human Resources Assistant Director, Donna Stillwell.
- 5- Donna Stillwell will send a clearance email to the individual and their supervisor once approved.
  - a. If the individual has been VPR approved but not cleared by HR then:
    - i. Contact your department admin
    - ii. The individual failed to pass COVID clearance and must self-quarantine as instructed by UF health and then re-tested/cleared

### PART IV – UNDERGRADUATE STUDENTS

- 1- Submit a Research Resumption Plan including the individual to your department chair for approval
- 2- Upon approval, send the Research Resumption Plan to the VPR office (Dr. Forrest Masters)
- 3- The VPR office will review the plan and send approvals to the individual and their immediate supervisor
- 4- If they the undergraduate does not have a job as a student assistant and is NOT doing research, the only thing they must provide is the COVID19 clearance from their One.ufl.edu screen. **It is up to the faculty in the classroom to request proof.**

#### **PART IV – VOLUNTEERS/OPS RESEARCH STAFF**

- 1- Non-student volunteers must be cleared manually by Donna Stillwell who will have to request confirmation from UFHR. Please reach out to her at [dstil@eng.ufl.edu](mailto:dstil@eng.ufl.edu) so that she can request that confirmation.
- 2- All student volunteers should be prepared to present their one.ufl.edu clearance screen either on their phone or they can provide a printed copy
- 3- . If students are volunteering in research labs, they should also be cleared by VPR and Amber checks their COVID clearance.
  - a. Submit a Research Resumption Plan including the individual to your department chair for approval
  - b. Upon approval, send the Research Resumption Plan to the VPR office (Dr. Forrest Masters)
  - c. The VPR office will review the plan and send approvals to the individual and their immediate supervisor

#### **PART IV – WITHHELD FROM CAMPUS**

- 1- For individuals with an employment record, this includes Student Assistants and Graduate Assistants UFHR Employee Relations notifies the individual as well as their supervisor and Donna Stillwell when someone is withheld from campus.
- 2- Once that person is cleared again, the same individuals are notified again by UFHR ER. Additionally, Donna Stillwell will send an email to the supervisor and copy the appropriate Department chair and admins.
- 3- **For students who are not employees, UFHealth or Student Affairs notifies the student directly. It is up to the student to follow those guidelines. For these reasons, it is important for faculty who have students in class or volunteering to monitor their students.**

**Review all EHS guidance for lab work at <http://www.ehs.ufl.edu/resources/covid-19/>**