

**1. I have exhausted my sick leave and vacation time. How do I request disaster sick leave?**

The form to apply for disaster sick leave can be found at <https://hr.ufl.edu/covid-19/guidance-on-taking-leave/covid-19-leave-donation-plan/request-for-leave-donation-form/>

**2. I am unable to work because I have to take care of my child under 18 years old as schools and childcare facilities have closed. How do I apply for emergency family medical leave expansion?**

Guidance on emergency family medical leave expansion can be found at <https://hr.ufl.edu/covid-19/guidance-on-taking-leave/efmlea-overview/>

**3. Can supervisors allow employees to continue to work remotely?**

Yes, consistent with current practice, supervisors may provide remote working options to employees whose job duties can be performed remotely without hampering operations. Those employees that have been working from home due to COVID-19, may continue to work from home on the current alternate work location approval through July 1 if the job warrants this. Moving forward we would not expect to have so many people working from home as we do now, but if there is a need for an employee to work from home after July 1, please see the [Alternate Work Location Agreement form](#) which is the normal process to request approval for an employee to work from home.

**4. What are the requirements on mask wearing at work?**

Since Monday April 6, all UFCD programs and buildings adopted universal use of face masks for all employees in addition to the existing CDC-recommended PPE for clinical care. Everyone must wear a face covering/mask when in public and patient care areas. These are not required in non-public areas, such as in your office or at your desk, as long as you are not interacting with others and can maintain safe social distancing (staying at least 6 feet apart). Wearing non-medical masks that can be reused/washed is encouraged.

**5. What training do I need to do on mask wearing and PPE?**

Make sure to complete the below training as soon as possible:

Donning and Doffing PPE	<a href="#">Intranet</a>	Annually	All Clinical Faculty, Staff, Residents and Students
Hand Hygiene	<a href="#">Intranet</a>	Annually	All Employees
2020 Infection Prevention Training-Update based on CoVID-19 Pandemic	<a href="#">MyTraining</a>	Annually	All Clinical Faculty, Staff, Residents and Students

**6. How do I get fitted for a N95?**

**Fit Testing Hours: Monday-Friday (6-9 a.m. & 6-9 p.m.) Saturday (6-9 a.m.)**

**Beginning Monday, June 8**, fit testing and distribution for N95 masks will be relocated to the ground floor of **UF Health Shands Cancer Hospital, room G-205**. Fit testing hours and distribution will remain the same. This location will serve as the distribution center after you have used your initial N95 allotment. If you have previously been fitted for a mask and require more, please remember to bring the card you received when you were fit tested designating the mask required. If you require replacement of a single N95 mask, please call the CDC at 352-265-0203.

**7. What is the Screen, Test & Protect program?**

University of Florida Health and UF Have rolled out a plan for a rigorous “test-and-trace” program to support the phased reopening of UF, an expansive data-driven effort that will allow students, faculty and staff to return to campus as safely as possible while minimizing the risk of infection from the novel coronavirus. UF’s goal is to test everyone before they return to campus (including those that have been working all along), and that test should take place as close to the return date as possible. More info here:

<https://coronavirus.ufhealth.org/screen-test-protect/>

**8. When will I be tested and where?**

You will receive an email from UF with instructions to fill out a screening questionnaire prior to your return. At the end of the screening questionnaire you will have the opportunity to schedule testing for COVID-19 as part of the clearance to return to work. UFCD is providing the list of individuals to be tested in conjunction with our phased clinical, research and administrative return-to-work plan. UF Health has developed its testing procedures with your health, safety and discretion in mind. The drive-up testing center is 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 flue 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 for examination and a determination of whether the virus is present.

**9. What do I do when my appointment is scheduled?**

Please plan on arriving 10 to 15 minutes prior to your appointment time, and bring your Gator 1 ID card and, if you have one, your insurance card. There will be no out-of-pocket expense on your part.

**10. What is the Staff Retirement incentive?**

UF is reintroducing, for a brief time, sick leave payment to TEAMS staff with 10 or more years of service who retire on or before September 30, 2020, as long as they provide notice by June 30. If you meet these qualifications, you will be eligible to cash out ¼ of your unused sick leave balance, up to 480 hours, as a result of retirement from the university and the State of Florida between May 4, 2020 and September 30, 2020. In addition, we would like to allow up to an additional 100 hours of sick leave cashout if the retiring employee has at least 100 hours remaining on balance (after the ¼ of balance/up to 480 calculation is applied).

Employees who take advantage of the COVID-19 leave cashout incentive will be required to notify their supervisor of the date they wish to retire in writing. Our office will also need to notify the benefits office of the impending retirement. More information, including considerations and steps for active employees to follow once they decide to retire can be found on the [UFHR website](#).