University of Florida
Department of Occupational Therapy
Doctor of Occupational Therapy Program

Guidelines for In-Person Activities during COVID-19 Pandemic

1. All faculty and students will review and abide by the CDC, Florida Department of Health guidelines, and University of Florida (UF) policies for the COVID-19 pandemic.

2. In person activities include face to face classes and labs, community engagement related activities, fieldwork rotations, and the capstone experience.

3. All Doctor of Occupational Therapy (OTD) program faculty will educate and reinforce the guidelines to students in the program.

4. Prior to returning to campus for the fall semester, students are required to participate in the UF Health Screen, Test, Protect process. This includes completion of an online screening, testing for COVID-19, and clearance to return to campus. After you complete the online screening, you will be given the option to opt-in or opt-out of testing through UF Health in Gainesville. If you opt-in to testing in Gainesville through UF Health, you will receive additional information about scheduling your test. If you opt-out, you will still be **required** to test. Students completing fieldwork rotations at any UF Health hospital or clinic will be required to test in Gainesville through UF Health.

We prefer that you complete your COVID-19 testing in Gainesville through UF Health. If you are unable to do so, you must adhere to the following guidelines for your external test result to be accepted:

- The test must come from a CLIA certified lab. Make sure to check this before your testing.
- You need to email Michele Koenig from the UF College of Medicine ([Michele.Koenig@medicine.ufl.edu](mailto:Michele.Koenig@medicine.ufl.edu)) and copy Lorie Martin from PHHP ([lomarti@phhp.ufl.edu](mailto:lomarti@phhp.ufl.edu)) with an official document stating your test results. Include the following:
  - Your first and last name
  - Date of test
  - Test result
- If the test results are not submitted within the timeframe provided during the UF Health Screen, Test, Protect screening process, Michele Koenig will contact you. You will need to get another test from an outside entity or you will have the option of getting tested through UF Health.
Failure to follow these guidelines will keep you from being cleared to come back to campus for in-person labs or to begin your fieldwork rotations off-campus.

5. Students will learn and perform correct hand washing, Personal Protective Equipment (PPE) donning and doffing, and the situations in which to do so.

6. Students will attend all assigned in-person activities as scheduled by the program UNLESS they opt out or a rotation is canceled by the community organization. Opting out could affect the progression in the program and delay graduation.

If students become ill with COVID-19, the OTD program will provide students a plan of re-entry and completion with approval of the Academic Performance Review Committee upon evaluation that they are safe to return to the program.

7. Cancellation by a community organization may mean delays in completion of program requirements and progression. Faculty will work with students as needed.

8. All students/faculty with an immunocompromised condition are advised to discuss their participation in any in-person activities with their healthcare provider. If a student needs an accommodation, the student needs to discuss the accommodation with the Disability Resource Center (DRC). Accommodations for fieldwork or capstone must be discussed with the DRC and the academic fieldwork coordinator or capstone coordinator.

9. Students who must be away from in-person activities due to an illness or possible self-quarantine (as recommended by a healthcare provider), need to communicate with the designated faculty member, academic fieldwork coordinator, fieldwork educator, and/or capstone mentors and capstone coordinator as soon as possible. The faculty will work with students individually to discuss a make-up plan.

10. Anyone with suspected exposure or suspected COVID-19 symptoms or a positive test result will not be allowed in any clinical, community or instructional facility and will be sent home immediately.
   a. Immediately report any exposure by phone to the designated faculty member, fieldwork educator, and/or capstone mentor.
   b. Contact your healthcare provider by phone for instructions to seek care.
   c. Follow prevention protocols to prevent spread of the virus to others.
   d. Prioritize your health and focus on recovery.

11. Those feeling ill will only be allowed to return to program-directed in-person activities with a note of clearance from a healthcare provider to the University of Florida and the fieldwork/capstone site stating the student has tested negative.
12. Students should not come to campus or attend fieldwork if they are feeling ill. Even minor symptoms will be accepted as an excused absence. Students should contact their instructor and follow the absence policy as outlined in the OTD Student Manual. Students may choose, but are not required, to attend remote classes if they are feeling ill and may contact the instructor ahead of time if participation may be impeded. Faculty will work with students to adjust deadlines and provide opportunities for making up missed work or class experiences.

13. All students will be required to complete the UF Health Student COVID-19 Pledge prior to in person activities. For Year 2 and Year 3 students, these signed forms will be uploaded and stored in EXXAT. Year 1 students will bring a hard copy of their signed forms to campus at a designated time for collection by the program assistant.

14. During any in-person activities, faculty and students will wear PPE (e.g., gloves, masks, gowns, and face shields) as recommended by the program when, for example, touching another individual or less than 6 feet from another individual; everyone should take precautions to ensure the PPE is not cross-contaminated.

15. Students who live in close proximity to vulnerable individuals should follow preventive measures.

16. Class and lab space guidelines:
   a. Complete self-screening prior to the start of each day.
   b. Arrive 10 minutes early to don PPE.
   c. Wash hands, per medical protocol.
   d. Avoid touching eyes or face.
   e. Cover face for cough/sneezes with a tissue or inside of your elbow. Dispose of tissues appropriately.
   f. Wear appropriate PPE, avoiding cross contamination.
   g. Practice social distancing (minimum of 6-8 feet), when possible.
   h. Work in groups of 10 or less, except in lab spaces that have a maximum capacity allowing for larger groups with appropriate physical distancing (e.g., neuro lab).
   i. Stay home if sick.
   j. At the completion of and between each class and lab, students and faculty will clean the space and materials using standard medical/CDC recommended protocols. PPE will be disposed of in large garbage bins, except for face shields, which will be sanitized after each use.

17. Community engagement related activities, fieldwork rotations, and the capstone experience guidelines:
   a. Abide by all facility rules, regulations, policies, and protocols.
   b. Wash hands, per medical protocol.
   c. Avoid touching eyes or face.
   d. Cover face for cough/sneezes with a tissue or inside of your elbow. Dispose of tissues appropriately.
e. Wear appropriate PPE, avoiding cross contamination.
f. Practice social distancing (minimum of 6 feet), when possible.
g. Work in groups of 10 or less, when possible.
h. Stay home if sick.
i. Will follow guidelines for community behavior as written in the UF Health Student COVID-19 Pledge.

18. UF Health Student COVID-19 Pledge:


Student Name: _______________________________________________________________

Student Signature: ____________________________________________________________

Date: ______________________________________________________________________