



## UCF COVID Medical Release Instructions

### UNIVERSITY RESPONSIBILITY

The University of Central Florida is especially focused on the health and well-being of all members of the university community. During this time, we must support one another, take personal responsibility, and remain diligent in our efforts to protect students, faculty, staff, contractors and others who visit campus.

### EMPLOYEE RESPONSIBILITY

1. Update your supervisor regularly on your work status per your college/department practice. {Students call the UCF COVID Line at 407-823-2509 for guidance.}
2. Follow Florida Department of Health and CDC health measures, including remaining at home as advised by a healthcare professional and/or in the following circumstances: when you or a housemate are experiencing symptoms of COVID-19 or are otherwise ill; after close contact with a person who is sick with or positive for COVID-19; until released by a healthcare provider or a public health official after receiving a positive COVID-19 test result; and for the period advised by a healthcare provider or public health official while awaiting COVID-19 test results. You should not come to campus if you have tested positive for COVID-19, even if you are asymptomatic, until such time as you are cleared by a healthcare provider to return to normal activities.
3. If you have tested positive for COVID-19 or been advised by your healthcare provider to self-isolate or quarantine, you must receive medical clearance before returning to work on campus. Request your physician to complete the UCF COVID Medical Release. The date you may return to campus must be confirmed by a health care provider.
4. You or your physician submit the completed UCF COVID Medical Leave Release to UCF Human Resources via fax at 407-882-9023 or email to [loaandworkcomp@ucf.edu](mailto:loaandworkcomp@ucf.edu). Your medical information will remain confidential, and you and your supervisor will be sent email notification of the medical release confirmation. Please direct questions to [loaandworkcomp@ucf.edu](mailto:loaandworkcomp@ucf.edu).
5. If your Physician is not involved in your treatment or unavailable, you can receive clearance from the COVID Line. Please send this PDF form with your name and date of birth at the top to [covidhotline@ucf.edu](mailto:covidhotline@ucf.edu). The form will be verified, completed, and returned to you for submission to Human Resources per #4 above.
6. We hope your recovery is quick and appreciate your support for the safety of the university community.

### DEPARTMENT RESPONSIBILITY

1. Maintain communications as needed and follow the university COVID-19 Return to Campus Policy.
2. Instruct employees who are absent due to a positive COVID-19 test that they must submit a UCF COVID Medical Release Form to UCF Human Resources and wait for confirmation prior to returning to campus.
3. Welcome your team member back to campus upon medical release notification and confirm any work plans.

### HUMAN RESOURCES RESPONSIBILITY

1. Review, approve or deny the UCF COVID Medical Release for Return to Campus.
2. Notify the employee and supervisor of the confirmed release or any questions via email copy ASAP.
3. Provide answers to questions received via [loaandworkcomp@ucf.edu](mailto:loaandworkcomp@ucf.edu).



## UCF COVID Medical Release for Return to Campus

**Patient Name:**

**Date of Birth:**

Persons who have tested positive for COVID-19 or who were directed to self-isolate or quarantine at home may discontinue isolation under the following conditions:

- Meeting the latest CDC and Orange County Health guidelines **and**
- For persons in isolation at least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and** other symptoms have improved.

**The listed patient is cleared to return to work based upon the above conditions.**

\_\_\_\_\_  
Print Name of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Health Care Provider's Address

\_\_\_\_\_  
Telephone Number

**UCF Faculty and Staff:** Please submit this form to UCF Human Resources via fax 407-882-9023 or email to [loandworkcomp@ucf.edu](mailto:loandworkcomp@ucf.edu) prior to return to work. Please direct questions to [loandworkcomp@ucf.edu](mailto:loandworkcomp@ucf.edu).