

**Office of the Dean**

**From:** "Connaughton, Daniel P" <danc@hhp.ufl.edu>  
**Date:** Friday, May 15, 2020 at 2:21 PM  
**To:** ". HHP - Faculty & Staff" <hhpfacultyandstaff@hhp.ufl.edu>  
**Subject:** return to campus - update on next step after obtaining test results

Faculty & Staff,

Those of you who have recently gone through the UF screening/testing process (see email below), and for those who will soon do so, along with receiving your test results via email, you'll get a notice such as " Information about your return to campus and work will be sent to you separately by your work unit." At that point, please notify your direct supervisor/Department Chair about possible next steps, which may include returning to campus.

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**From:** Connaughton, Daniel P  
**Sent:** Thursday, May 14, 2020 10:05 AM  
**To:** . HHP - Faculty & Staff  
**Subject:** return to campus - update

Faculty & Staff,

Returning to work in the Florida Gym or Yon Hall will soon be possible, especially for employees who are more productive on campus. In order to return, the University requires that employees undergo screening and be approved by UF Human Resources (HR). You can begin the process by sending Sandy Durham an email (sdurham@ufl.edu) and copying your department chair. Your information will be entered into a database, registering you for screening. When an appointment becomes available, you will receive an email from HR with instructions about reserving a time.

The full clearance process will take some time so we encourage you to act promptly.

Note: Obtaining clearance DOES NOT mean you MUST return to campus either full- or part-time. It simply authorizes you to do so. Your actual work location should be decided in conversation with your direct supervisor.

