

INTERIM

University of Hawai'i–West O'ahu

COVID-19 Guidelines

Version: 22 - Effective August 28, 2023



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WEST O'AHU

The University of Hawai'i is an equal opportunity and affirmative action institution.

Purpose and Scope

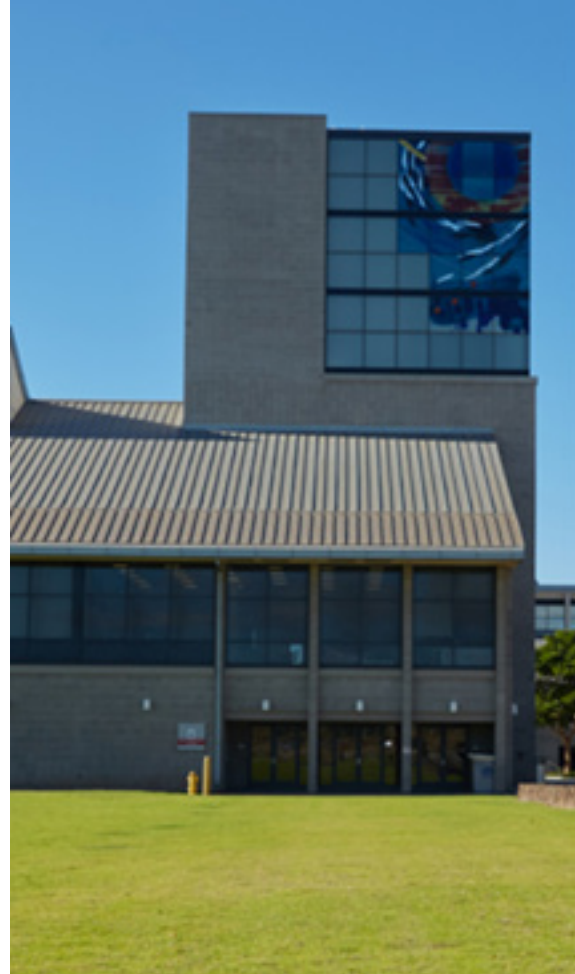
The University of Hawai'i–West O'ahu ("UH West O'ahu") has enacted these Guidelines to protect the safety, health, and welfare of its students, employees, and visitors as it reopens during the current COVID-19 pandemic. UH West O'ahu is guided by the following principles:

- **Maximize** our efforts that focus on the health and wellness of our students, faculty, staff, and visitors.
- **Leverage** the knowledge and skills of our faculty and staff to fortify and intensify, in innovative ways, engaged learning environments and opportunities.
- **Reinvent** and **Revitalize** what we do to meet the challenges of this remarkably unpredictable time.

These Guidelines are to be construed in a manner consistent with the guidance, orders, and proclamations issued by federal, state, and county authorities, including the [Centers for Disease Control and Prevention](#) ("CDC"), the [Occupational Safety and Health Administration](#), the [Equal Employment Opportunity Commission](#) ("EEOC"), and [University of Hawai'i System COVID-19 Guidelines](#).

Additional guidance that UH West O'ahu follows include: [CDC Guidance for Cleaning and Disinfecting \(Public Spaces, Workplaces, etc.\)](#), [CDC Guidance for Institutions of Higher Education \(IHEs\)](#).

Unless otherwise stated, these Guidelines apply to all UH West O'ahu operations and all students, employees, and visitors to the UH West O'ahu campus. While much has gone into this effort, it ultimately requires all members of the UH West O'ahu community – students, faculty, staff, and visitors alike – to take responsibility for their own health and safety and act in a manner that demonstrates respect and consideration for those around them. No community as large as the University of Hawai'i can guarantee an environment free of COVID-19, but the measures described in these Guidelines seek to implement the latest national, state, and local guidance.



Our Value Proposition, Mission and Vision

Value Proposition

The University of Hawai'i–West O'ahu prepares 21st Century leaders – career creators – through integrated, transdisciplinary programs where learners discover, innovate, and engage diverse communities to create a vibrant and just world!

Mission

UH West O'ahu offers a distinct and accessible student-centered education that focuses on the 21st Century learner. The University embraces Native Hawaiian culture and traditions, while promoting student success in an environment where students of all backgrounds are supported. Our campus fosters excellence in teaching, learning, and service to the community.

Vision

UH West O'ahu is a premier, comprehensive, indigenous-serving institution dedicated to educating students to be engaged global citizens and leaders in society. UH West O'ahu fosters a dynamic learning environment where all students, faculty, and staff embody and perpetuate Pacific and global understanding rooted in Native Hawaiian values.



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Learn about campus related COVID-19 information at: westoahu.hawaii.edu/covid-19

Contents

I. Personal Safety Practices: Everyone's Kuleana - Employees, Students, and Visitors	5
II. Institutional Safety Practices – Monitoring Cases Of COVID-19	7
III. Institutional Safety Practices – Facilities and Spaces.....	8
IV. Institutional Safety Practices – Students and Classes.....	9
V. Institutional Safety Practices – Services and Events.....	10
VI. Promoting Wellness and Mental/Behavioral Health.....	12
VII. Enforcement of Guidelines	15
VIII. Helpful COVID-19 Links	16
Appendix A.....	17



I. Personal Safety Practices: Everyone's Kuleana - Employees, Students, and Visitors

We acknowledge that this is a difficult time that has impacted our university and our lives in unanticipated and unimagined ways. In the end, when the pandemic is controlled, our students and community will remember how we responded and treated one another. This is our time to be PUEO STRONG, to build a legacy of empathy and grace.

Boosters strongly recommended: While vaccination rates are high among the UH community, as seen in the [UH COVID-19 Dashboards](#), we strongly recommend that everyone receive a COVID-19 vaccine booster as soon they become eligible. Emerging evidence shows that boosters are effective in preventing serious illness and hospitalization from all circulating variants. Those who have received a booster can also avoid quarantine if identified as a close contact of someone who tests positive.

To schedule a booster dose and for more information, visit the [Hawai'i COVID-19 Vaccine website](#).

A. When it's Appropriate to Stay Home

It is recommended individuals NOT come to campus if:

- You (1) have COVID-19 symptoms, or (2) tested positive for COVID-19, regardless if you have symptoms. You should isolate for at least 5 days (until you are fever free for 24 hours without the use of fever-reducing medication and your symptoms are improving).
- After the isolation period has ended, you may return to campus and must wear a well-fitting mask around others, in all settings, for an additional 5 days; do not go to places where you cannot wear a mask, such as restaurants and some gyms; avoid travel and being around people who are at high risk.
- If you were severely ill with COVID-19, you should isolate for at least 10 days and consult your healthcare provider before ending isolation.

B. When You Can Come to Campus

You are permitted to come to campus if:

- You have been exposed to COVID-19. Day 0 is the day of your last exposure to someone with COVID-19. Day 1 is the first full day after your last exposure.
- You must: (1) wear a high-quality mask and monitor for symptoms for 10 days following the last close contact with the positive individual, and (2) get tested 5 days following the last close contact with the positive individual.
- You should wear a high-quality mask whenever you are around others in your home or indoors in public
- Do not go to places where you are unable to wear a mask, such as gyms and restaurants.
- You should refrain from being in travel or public transportation settings.
- Take extra precautions around people who are more likely to get very sick from COVID-19.

- If you develop COVID-19 symptoms, isolate immediately, get tested, and stay home until you know the result.

C. Face Masks

- Masks are not required but highly recommended indoors, around people during crowded events, especially for those who are not vaccinated or who are immunocompromised.
- Campuses may continue to require masks in some indoor spaces based on recommendations by the CDC, UH medical and public health experts, and HDOH.
- If there are signs requesting masks posted for a space or office, please honor those signs.
- Please respect an individual's personal choice to wear a face mask.

D. Get a Flu Shot

Getting a flu shot will not protect against COVID-19, but may help reduce your chances of catching the flu or another influenza-like illness which may be mistaken for COVID-19 and/or hinder a diagnosis.





II. Institutional Safety Practices – Monitoring Cases Of COVID-19

A. UH West O'ahu COVID Response Team

- UH West O'ahu has a COVID Response Team responsible for creating and maintaining guidelines related to COVID-19.
- The University will not disclose the identity of any employee or student who has or who is suspected of having COVID-19, except on a need-to-know basis. The University may also notify public health authorities if they learn that a student or employee has tested positive for COVID-19, as this is a direct threat to public health.

III. Institutional Safety Practices – Facilities and Spaces

The University is implementing the following to maintain healthy and safe facilities and spaces on its campuses.

8

A. Cleaning and Disinfection

- **Clean and disinfect** frequently touched surfaces (e.g., door handles, elevator buttons, faucets, paper towel dispensers) on campus at least daily or between use as much as possible. Use of shared objects (e.g., lab equipment, computers) should be limited when possible, or cleaned between use.
- Develop a schedule for increased, routine cleaning and disinfection.
- Use products that meet **EPA disinfection criteria**. Ensure **safe and correct use** of and storage of **cleaning and disinfection products**.
- Staff should ensure that there is adequate ventilation when using these products to prevent others from inhaling toxic fumes.
- Industrial use products should be used only by staff with proper protective equipment and training.
- Use of shared furnishings (e.g. classroom tables and chairs, meeting room tables and chairs) should be cleaned between use by the arriving/incoming user.
- Out of courtesy to others, e.g., office mates, classmates, and visitors, please clean up your work spaces (campus public areas, equipment you have used) after yourself.
- Handwashing or sanitizing stations will be available at the entrances of school, near or inside of classrooms, and in all meeting areas (e.g. library, dining hall, offices).

B. Adequate Supplies

- Support **healthy hygiene** behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60% alcohol, sanitizer wipes, cloth face coverings, face shields, gloves (as feasible and appropriate).
- UH West O'ahu distribution of PPE: PPE requests can be made through the **UHWO COVID PPE Request Form** located in Kualī Build. Once approved, Auxiliary Services will coordinate with the requestor for PPE drop off/pick up.

IV. Institutional Safety Practices – Students and Classes

The University shall implement the following to ensure the continuity of education and research and allow the University to continue to meet its critical mission to deliver high-quality education in a safe manner.

A. Scheduling of Classes

UH West O'ahu follows the Guidance for Campuses on Scheduling Courses issued by the Office of the Vice President for Academic Strategy.

B. Instructional Method of Delivery and Class Scheduling

All UH West O'ahu classrooms and teaching laboratories have upgraded IT equipment that make it possible to conduct hybrid/blended classes with simultaneous online attendance.

C. Planning for Online and Hybrid Instruction

There are a myriad of ways courses can be delivered online or in a hybrid format. Ultimately, instructors will choose a format that meets their needs based on their course content, the learning outcomes of the course, and their personal approach to teaching. Nevertheless, the format selected will need to be communicated to students and coded accurately in Banner. To facilitate this, campus schedulers across the UH System have recognized several different formats for online, hybrid, and blended. What is important is that the descriptions in Banner and in the list of available courses are accurate. UH West O'ahu maintains a list of course modality changes on its Schedule of Courses site.

For online, hybrid, and blended formats, the following are factors to consider:

- Course design for online and hybrid delivery. Numerous resources have been developed to support hybrid, online, and blended course design.. UH West O'ahu faculty can find resources for [hybrid, online and blended course design](#) on the UH West O'ahu Online DE Laulima Site and the [Office of Distance Learning](#) website. Another starting point for identifying resources may be found on the [UH Online Innovation Center](#) website.

V. Institutional Safety Practices – Services and Events

A. Library

- Public-facing transaction counters will be modified to the extent reasonable. A transparent shield has been installed to separate customers and service employees.
- The library common areas will be cleaned per public area protocol. Cleaning products are available near workstations.

B. Food Service

If food is offered at any event,

- Consider individually packaged snacks or meals for each attendee instead of a buffet or family-style service.
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- Disinfect shared items and surfaces.
- Food servers should wear gloves.

C. Events, Gatherings, and Activities

Agents and Attendees shall comply with all applicable County or State rules on COVID-19 for updated guidance or additional limitations and abide by all policies relating to the use of the Event Area and Facility in accordance with the University of Hawaii's UH COVID-19 Guidelines and UHWO COVID-19 Campus Information including, at the least, the following mitigation components:

- Communicate recommended COVID-19 pandemic safety protocols with staff and attendees: Promote physical distancing, wear masks, stay home when sick, practice good hand washing hygiene and keep areas clean and sanitized.
- UH COVID-19 Guidelines and related policies are subject to change depending on the status of the pandemic. UH will continue to monitor the conditions in Hawai'i and implement mitigation measures, as needed.
- Remain informed about health and safety guidelines and take steps to protect our campus community.

E. Student Fitness Center:

- Operations must adhere to the most current County or State guidelines.
- Parameters of use would include: no more than five (5) people in at the same time and they need to be at opposite ends of the fitness center.
- Offer outdoor space for exercise, when possible, and stay at least 6 feet away from other participants.
- Participants must use masks.
- Avoid shaking hands, giving high-fives, elbow bumps, or touching others, as close contact increases the risk of acquiring COVID-19.
- Take extra precautions with shared equipment and ensure shared equipment is clean and disinfected. Wipe down machines and equipment with disinfecting wipes and use hand sanitizer that contains at least 60% alcohol before and after using machines, weights, and any equipment used.
- Do not share items that cannot be cleaned, sanitized, or disinfected between use, such as resistance bands.

VI. Promoting Wellness and Mental/Behavioral Health

A. Stress and Anxiety

The COVID-19 outbreak may cause individuals to experience stress and anxiety that can be overwhelming. Stress can manifest in various forms, including:

- Depression
- Feeling overwhelmed or sad
- Fear and worry about the health of you and your friends and family
- Changes in sleep or eating patterns
- Difficulty sleeping or concentrating
- Worsening of chronic health problems and mental health conditions
- Increased use of alcohol or drugs

There are ways you can cope with stress, including by caring for your body by eating well, getting enough sleep, avoiding alcohol and drugs, engaging in relaxing activities, and talking with others.

If you need help or someone to talk to, please contact:

The University's Employee Assistance Program

<https://www.hawaii.edu/ohr/benefits-leave/benefit/employee-assistance-program-eap/>

O'ahu: 808-543-8445

Neighbor Islands: 1-800-994-3571

National Suicide Prevention Lifeline

<https://suicidepreventionlifeline.org/>

Phone: 1-800-273-8255

State CARES Hotline

<https://health.hawaii.edu/amhd/>

O'ahu: 832-3100 (24 hours a day, 7 days a week)
Neighbor islands: 1-800-753-6879
(24 hours a day, 7 days a week)

The Disaster Distress Helpline

<https://samhsa.gov/find-help/disaster-distress-helpline>

Phone: 1-800-985-5990 or Text TalkWithUS to 66746

B. Mental Health Resources

If you are experiencing an emergency or believe you are a danger to yourself and/or others, please call 911 or go to the nearest emergency room.

The University's Employee Assistance Program

<https://www.hawaii.edu/ohr/benefits-leave/benefit/employee-assistance-program-eap/>

O'ahu: 808-543-8445

Neighbor Islands: 1-800-994-3571

National Suicide Prevention Lifeline

<https://suicidepreventionlifeline.org/>

1-800-273-8255

State Crisis Hotline

<https://health.hawaii.gov/amhd>

O'ahu: 832-3100

Neighbor islands: 1-800-753-6879

The Disaster Distress Helpline

<https://www.samhsa.gov/find-help/disaster-distress-helpline>

1-800-985-5990

C. Domestic Violence

Stay-at-home orders have forced domestic violence victims to stay in close proximity with their abusers. If you or anyone you know is a victim of domestic violence, please contact:

- **Domestic Violence Action Center** (Monday through Friday, 8 a.m. to 5 p.m.)
<https://domesticviolenceactioncenter.org/>
 - To text or chat, call (605) 956-5680
 - To speak to someone by phone, call (808) 531-3771 or toll free at (800) 690-6200
- **National Domestic Violence Hotline** (24 hours/7 days/week)
<https://www.thehotline.org/>
 - 1-800-799-SAFE (7233); TTY 1-800-787-3224
- **Child and Family Services Domestic Abuse Hotlines**
<https://www.childandfamilyservice.org/programs/dvshelters/>
 - O'ahu: (808) 841-0822
 - West Hawai'i: (808) 322-7233
 - East Hawai'i: (808) 959-8864
- **O'ahu** - PACT 24 - Hour Crisis Hotline: (808) 526-2200
- **Maui** - Women Helping Women 24-Hour Crisis Hotline: (808) 579-9581

- **Kaua'i** - YWCA of Kauai
 - o Domestic Violence 24-Hour Crisis Hotline: (808) 245-6362
 - o Sexual Assault 24-Hour Crisis Hotline: (808) 245-2144
- **Moloka'i** – Moloka'i Community Service Council 24-Hour Hotline: (808) 567-6888

D. Disabilities

Our campus coordinators can work with you to provide reasonable accommodations for employment and academic impacts due to COVID-19. For those who need accommodations for disability, please contact the campus ADA Coordinators:

- Employees: Janice Sunouchi, jtakase@hawaii.edu, (808) 689-2523
- Students: Christina Pascua-Galdiano, uhwoada@hawaii.edu, (808) 689-2935

E. Campus Specific Services

UH West O'ahu's Mental Health Services offers free and confidential mental health services to all enrolled UH West O'ahu students. Students wanting to make an appointment can call (808) 689-2661 or email uhwotalk@hawaii.edu.

UH West O'ahu Registered Nurse and Health Center:

Stacey J Kelly, RN, MSN, CMSRN

Campus Health Services

Email: skelly3@hawaii.edu, Phone: (808) 689-2679

VII. Enforcement of Guidelines

Key factors for campus enforcement include:

- A **Pueo Safety Promise** will be distributed to all UH West O'ahu employees, students, and visitors.
 - Stay home if my temperature is higher than 100.4 or if I have been in close contact with a suspected or confirmed case.
 - Remain informed about health and safety guidelines and take steps to protect our campus staff, faculty, students, and guests.
 - Be kind and compassionate, caring for the well-being of our campus community.
- If someone is coughing and shows signs that they have the flu in class or work area, faculty/lecturers/coworker/peers should recommend that person to leave the class or work area and seek their health care professional for further guidance.
- Security will not escort an ill person from class, work area, or campus.

VIII. Helpful COVID-19 Links

- UH System COVID-19 page
- Hawaii State Department of Health
- City and County of Honolulu Reopening Strategy
- National Strategy for the COVID-19 Response and Pandemic Preparedness
- ITS: Teaching During an Emergency
- Hawai'i State Department of Health COVID-19 "What You Need to Know" Flyer
- Hawai'i State Department of Health Information Page
- Centers for Disease Control and Prevention General Information and Status
- Hawai'i State Department of Health COVID-19 Joint Information Center updates
- Centers for Disease Control and Prevention Travel Information
- U.S. Department of State Travel Advisories



Appendix A

Definitions

Cloth mask includes manufactured or homemade masks that tightly cover the nose and mouth with multiple layers of tightly woven, breathable fabric, a nose wire, blocks light when held up to a bright light source and does not have an exhalation valve (raised plastic cylinder meant for easy exhalation). Cloth masks should be made from washable materials and should be laundered regularly. In support of sustainability efforts, the University encourages the use of reusable masks.

Close contact is considered less than 6 feet for at least 15 minutes, cumulatively, over a 24-hour period with anyone who is suspected to or has an active, diagnosed case of COVID-19. For those unvaccinated, a close contact of a COVID-19 case will be more readily assumed because indoor spacing is being reduced to 3 feet. Being a close contact means the individual will be subject to quarantine, contact tracing, and possible PCR testing.

Disposable masks include non-surgical, surgical or dust masks that cover the nose and mouth, are made from multiple layers of non-woven material, and have a nose wire. Disposable masks do not include masks with exhalation valves (raised plastic cylinders meant for easy exhalation).

Face Mask refers to cloth masks and disposable masks.

Fully vaccinated refers to people who have been fully vaccinated for COVID-19 if it has been two weeks after they have received the second dose in a two-dose series (Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose vaccine (Johnson & Johnson/Janssen). This guidance can also be applied to COVID-19 vaccines that have been approved on the World Health Organization's Emergency Use Listing (EUL) (e.g., the above and AstraZeneca/Oxford, Serum Institute of India, Sinopharm, Sinovac).

Masks that meet a Standard (N95, N99 or N100 masks) are respiratory protection devices designed and tested to ensure they perform at a consistent level to prevent the spread of COVID-19 and other infectious agents (like tuberculosis). These are tight-fitting and filter at least 95%, 99% and 99.97%, respectively, of particles and droplets. Use of these masks should be reserved for healthcare and emergency responders and those who have been required to do so as part of a specific job task, such as research with SARS CoV-2. OSHA standards require medical clearance, fit-testing, and training at least annually when these masks are required.

Verification occurs when an individual voluntarily discloses a copy of their COVID-19 immunization record, or a print out or attestation letter from their vaccine provider.

