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 federal government’s National Strategy for the COVID-19 Response and Pandemic Preparedness, and the guidance of government agencies, 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), Guidelines for Opening Up America Again, OSHA Guidance on Preparing Workplaces for COVID-19, Hawai‘i State Department of Health, and City and County of Honolulu Reopening Strategy.

These Guidelines provide a framework to resume the on-site delivery of classes, advising, student services, research, and other activities. They shall remain in effect until and unless revoked by the Chancellor of UH West O‘ahu and/or the President of the UH System, in consultation with state and county officials.

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.

UH continues to be proactive and agile in its response to the COVID-19 pandemic across programs, schools, and campuses. The UH System COVID-19 Guidelines and guidance in this document help ensure healthy and safe campuses through the Fall 2022 semester.

Our knowledge and understanding of the COVID-19 virus continues to evolve, hence our guidelines and plans are subject to change based on our developing knowledge of COVID-19; COVID-19 activity; and evolving federal, state, and county guidance. Our guidelines will be updated as appropriate.
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.

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 – Reporting, Monitoring, Screening For, And Managing Cases Of COVID-19 ... 8

III. Institutional Safety Practices – Facilities and Spaces ........................................................................................................ 9

IV. Institutional Safety Practices – Students and Classes ........................................................................................................... 11

V. Institutional Safety Practices – Services and Events ............................................................................................................. 13

VI. Promoting Wellness and Mental/Behavioral Health .......................................................................................................... 16

VII. Enforcement of Guidelines .................................................................................................................................................... 19

VIII. Safe O‘ahu Response Plan .................................................................................................................................................. 19

IX. Helpful COVID-19 Links ......................................................................................................................................................... 19

Appendix A ..................................................................................................................................................................................... 20

Appendix B ..................................................................................................................................................................................... 23

Appendix C ..................................................................................................................................................................................... 26

Appendix D ..................................................................................................................................................................................... 27
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. Stay Home when Appropriate

• Stay at home if you are sick, even if you only have “mild” symptoms of COVID-19. Do not return to campus until you have been cleared to return by a healthcare professional or the local health department.

• If you are subject to government-issued or a healthcare provider’s orders to quarantine, stay at home until your quarantine period has ended.

• Stay at home if you have tested positive for or are showing COVID-19 symptoms. At this time these symptoms include one or more of the following:
  o Cough
  o Shortness of breath or difficulty breathing
  o Fever (>100.4 F) or feeling feverish
  o Chills
  o Repeated shaking with chills
  o Runny nose or new sinus congestion
  o Muscle pain
  o Headache
  o Sore throat
  o Fatigue
  o New GI Symptoms
  o New loss of taste or smell
  o Body aches
B. Positive Test

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 have access to antigen tests, you should consider using them. With two sequential negative tests 48 hours apart, you may remove your mask sooner than day 10, except as otherwise required by the University.

- If you were severely ill with COVID-19, you should isolate for at least 10 days and consult your healthcare provider before ending isolation.

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 well-fitting mask and monitor for symptoms for 10 days following the last close contact with the positive individual, and (2) get tested on day 6.

- Do not go to places where you cannot wear a mask, including travel and, 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 critical to preventing the spread of COVID-19 per CDC guidelines. UH West O‘ahu views non-compliance as a very serious matter and fully expects that all employees will cooperate and want to do their part to make our campuses safer. The guidance is based on current CDC guidance for fully-vaccinated institutes of higher education, in areas with high or substantial transmission. Note that as the situation evolves, the guidance regarding the use of masks may change.

- Face masks must be worn indoors in classrooms, shared laboratories, other instructional spaces and tightly confined educational spaces (such as advising offices), as recommended by the Centers for Disease Control and Prevention and Hawai‘i Department of Health, given the increased density of people over long periods of time in these settings, and requirements for in-person attendance.

- Face masks must be worn by anyone who is positive or has symptoms of COVID-19, or who has been exposed to someone with the virus, for the duration of the isolation or quarantine period.

- Face masks may be encouraged, but are not required in the following situations:
  - Common areas (hallways, stairwells, lobbies, bathrooms, etc), offices, eateries, libraries, bookstores, etc.
  - UH West O‘ahu may require masking in other indoor and outdoor venues. Examples may include situations with large numbers of people in close proximity or where it is anticipated that high numbers of higher-risk persons will be attending. Masking requirements will be posted at such venues and events.
o Instructors while teaching, provided they maintain 6 feet distance from others.
o Outdoors, including outdoor campus events.

• If an employee is not willing to wear a face mask when required and does not have a legitimate medical reason that prevents them from wearing a face mask, the employee shall be removed from campus pursuant to the disciplinary schedule and additional information on the Office of Human Resources website. If a student refuses to comply, their actions may violate the Student Code of Conduct.

• In the case of health or safety risk, we ask that you meet with Janice Sunouchi (employees) or Christina Pascua-Galdiano (students) to determine a reasonable and safe alternative, e.g., facial shield. Employees, students, and visitors are expected to wear face masks when indoors (e.g., classrooms, hallways, laboratories, common areas, and elevators).

• Face masks are available for all employees. Please check with your Vice Chancellor’s office.

• Faculty who teach on campus will be provided PPE upon request (for class use only).

• Employees who refuse to wear a face mask may result in disciplinary action including termination.
  o See FAQs for Face Masks
  o See Appendix C: Definitions
  o See Appendix D: Use and Care of Face Masks

D. Travel
To mitigate the risk of introducing post-travel infections into our campuses, the University of Hawai‘i is strongly recommending that all employees, regardless of vaccination status, who are returning from out-of-state travel take, at a minimum, a home COVID-19 test with a negative result before returning to a UH campus or workplace. See UH Travel Information.

E. 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 – Reporting, Monitoring, Screening For, And Managing Cases Of COVID-19

UH West O’ahu is implementing the following guidelines to screen for sick individuals and manage and prepare for a confirmed positive COVID-19 case on campus.

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, and addressing positive cases on campus.

- 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.

- When a member of the UH West O’ahu community self-reports they tested positive for COVID-19, they must contact the UH West O’ahu COVID Response Team Hotline (808) 689-2525 and email (covidwo@hawaii.edu) immediately.

B. Reporting and Monitoring

UH West O’ahu follows the guidance of the CDC and State of Hawai’i State Department of Health officials in response to a positive diagnosis. Please see Appendix A or more detailed information, UH West O’ahu Procedure to Handle a Positive COVID-19 Case On Campus.

Aloha Safe Alert: AlohaSafe Alert is a free, voluntary new service that helps slow the spread of COVID-19. It is the State of Hawai’i’s official exposure notification app and has been developed in partnership with the Hawai’i State Department of Health. https://www.alohasafealert.org/

Notify UH West O’ahu COVID Response Team Hotline, Hawai’i State Department of Health, and your Primary Healthcare Provider:

- If they have tested postive and have been on campus, employees and students must contact the UH West O’ahu COVID Response Team Hotline* (808) 689-2525 or email covidwo@hawaii.edu.
  - Employee: The Response Team will connect you to UH West O’ahu COVID Response Team HR contact (Nancy Nakasone). This will be the person the employee must stay in communication with any updates. Additionally, their HR contact will provide them guidance and support regarding work related questions. If ADA accommodations are required by any affected employee to contact Human Resources, Janice Sunouchi.
  - Student: The Response Team will connect you to UH West O’ahu COVID Response Team College Success Advisor (Academic Advisor) contact (Carrie Larger). This will be the person the student must stay in communication with any updates. Additionally, their Student Advisor contact will provide them guidance and support with their classes and instructors. If ADA accommodations are required by any of the students contact UH West O’ahu COVID Response team member Christina Pascua-Galdiano.

- Contact the Hawai’i State Department of Health and your Primary Healthcare Provider. Plan your next steps with them.
III. Institutional Safety Practices – Facilities and Spaces

The University is implementing the following to maintain healthy and safe facilities and spaces on its campuses. Please see Appendix B for more detailed information.

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 Kuali Build. Once approved, Auxiliary Services will coordinate with the requestor for PPE drop off/pick up.

C. Ventilation

- Ensure ventilation systems operate properly.

- Verify filters are installed correctly, and replace as needed.

- As indoor occupied spaces are air-cooled, refrain from propping doors open to maintain proper indoor air temperature and humidity to maintain human comfort, reduce potential for spread of airborne pathogens and potential for mold growth.
Teaching Laboratories

- Personal protective equipment (PPE) for students enrolled in natural science laboratory courses handling biological or chemical agents should be appropriate for the task at hand and comply with guidance from the CDC, the UH Environmental Health and Safety Office, and UH System Biosafety Office.

Restrooms

- Thoroughly clean all restrooms at least daily.
- Clean and disinfect high touch areas, including door pulls and push plates, sink handles, stall doors, flush devices, and stall and restroom dispensers and receptacles.

D. Physical Barriers, Guides and Signage

- Install physical barriers, such as clear sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 3 feet apart and/or at public-facing transaction counters (e.g., student services, mail delivery).

- Classrooms and Labs – post signage to encourage students to wipe down their desk, chair, etc. with the provided disinfectant wipes prior to class.
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. Contingency Plans for In-Person Sessions of Hybrid Instruction

In the event that public health conditions require us to reduce the duration of in-person, face-to-face instruction, UH West O'ahu may employ contingencies for in-person class sessions.

- Consider providing students with a 5-minute break in the middle of in-person class sessions so that students can get some fresh air.
- A record of attendance for in-person class sessions.

D. 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.

- Professional development. The campuses and System IT have been offered professional development resources and programs to assist faculty with adapting new teaching formats. While some will be presented during the summer, additional development opportunities will be offered during the faculty duty period.
• Student engagement. Student interactions with each other and the instructor are more difficult to sustain with an online format. Faculty should adopt practices that encourage interactions, both during and outside of class.

• Hours of Course Engagement. Whether delivered in a classroom or online, each course credit requires at least one hour of directed faculty instruction or its equivalent per week over approximately a 15-week period with two additional hours per week of out-of-class work for students.

• Equal opportunities for all students. When a course is presented in multiple formats, all students should be able to achieve the learning outcomes for the course. No matter the format or method of delivery, learning opportunities must be available equally to all students registered for the course.

E. UH West O’ahu Online Class modalities.

UH West O’ahu is offering online and hybrid modalities. Here are the schedule types:

• **Online Asynchronous (Unscheduled)** - The course is conducted entirely online with no specific day/time for class sessions.

• **Online Synchronous (Scheduled)** - The course is conducted entirely online with specific scheduled day/time for class sessions.

• **Here-or-There (HOT) Hybrid** - This class has a combination of in-person class sessions and includes both online synchronous and/or online asynchronous instruction.
  
  • **HOT Hybrid Reserved Seating** - This version provides students with the opportunity to sign up for a seat in the in-person class by session or attend online synchronously.
  
  • **HOT Hybrid Rotating Group** – In this version, students are assigned to groups by the instructor. Each group is assigned certain class sessions to attend in-person on a rotating schedule.

• **Hybrid Split Lab** - The lab section is divided into two sessions. The lab course includes both in-person lab sessions and some online lab instruction. Students register in a class based on a particular day and time.

• **Hybrid / Online Blend** – This is a class with an Online Synchronous section and a Hybrid section that provides the most flexibility for students. Students who are classified as DE students, who can only enroll in online (DCO) courses, can enroll in the online section, and students who want an in-person component can enroll in the hybrid section.

For more information, contact the Office of Distance Learning at (808) 689-2317 or at uhwodl@hawaii.edu. Website: westoahu.hawaii.edu/distancelearning

F. Considerations for laboratory and studio courses.

Materials and equipment used during the laboratory or studio class should be cleaned appropriately between sessions. Departments should follow their usual procedures for cleaning pieces of equipment requiring technical expertise. Cleaning materials must be present and will be made available in all classrooms should individuals desire to clean their own work station or materials during classroom instruction.
V. Institutional Safety Practices – Services and Events

A. Library

- Group Study Rooms will have signage to indicate masking requirements and/or limited occupancy with appropriate distancing.
- 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.
- Computer usage will require cleaning after each use. Cleaning products are available near workstations.

B. Food 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.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils.
- Have hand sanitizer available for all customers in the dining hall.
- Vendor to monitor overall condition of their employees and recommend that they test their temperatures daily and wear face masks/facial shields.
- Vendor to sanitize areas occupied by customers.
- Vendor to have all employees always wearing gloves and face masks.
- Vendor to follow all current State and City and County of Honolulu emergency orders and/or proclamations.

C. Student Services

Consistent with the UH System and UH West O‘ahu commitment to access, the services provided to students will be accessible to the greatest extent possible whether students are on campus or are studying remotely.

- All student services are provided in person. Virtual options are available.
- Tutoring Services are available to all UH West O‘ahu students. Online synchronous sessions via Zoom or Google Hangout are the primary mode of tutor delivery. A limited number of in-person appointments may also be available. The No‘eau Center will be open to provide spaces to complete tutor appointments, attend online courses and complete exams.
• UH West O‘ahu provides a digital platform that allows students to make appointments with staff, advisors, or faculty. This platform permits students to consult with University personnel without the need to be on campus. This capability permits students who cannot come to campus to still access faculty office hours, tutoring services, advisors, financial aid offices, and other services.

• Follow all policies and procedures of any student services area.

• Set up appointment process for use of study spaces or any in-person services.

• Adhere to face covering protocols.

D. 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:

• Promote physical distancing;

• Enforce current mask guidelines:
  
  o Face masks are required indoors in classrooms, shared laboratories, other instructional spaces and tightly confined educational spaces. This includes advising offices and campus venues when the number of attendees is close to maximum capacity or if it is anticipated that high numbers of higher-risk persons will be attending. Instructors or presenters may remove their masks while teaching, provided that they maintain 6 feet distance from others.
  
  o Campus officials may further specify areas where face masks are required to enhance safety.

• Communicate safety protocols with attendees and staff; 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. Those measures may include vaccination or testing, expanded requirements for mask wearing, etc. More information can be found on the UH COVID-19 Dashboards and the UH COVID-19 Response Based on CDC Community Level website.

We strongly recommend that you stay home when feeling ill, whether with COVID-19 or not, to recover and prevent community spread. While proof of vaccination or negative COVID-19 test results are not required, everyone who comes to the UH West O‘ahu campus - students, employees and visitors - are asked to respect the Pueo Safety Promise.

• Stay home if your temperature is higher than 100.4 or if you have been in close contact with a suspected or confirmed case.

• ... maintain safe physical distance and practice good hand washing hygiene when on campus.

• 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 four (4) 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.

F. Student Organic Garden / Hale: Safe Practices

- All participants shall follow all policies and procedures of the Student Organic Garden.
- Log of visitors to the organic garden and hale shall be maintained.
- Any participant who is sick or displaying symptoms shall not visit the organic garden or hale and should remain at home.
- All visitors to the organic garden and/or hale shall wash or sanitize their hands prior to entering the organic garden.
- When working in the organic garden, all participants shall wear the appropriate personal protective equipment.
- Shared equipment should be clean and sanitized after use for the next user, if possible. If equipment cannot be clean and sanitized, users should use disposable gloves when using the equipment.
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
**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.
  - Wear a face mask, maintain safe physical distance, and practice good handwashing hygiene when on campus or doing university business.
  - 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. Safe O‘ahu Response Plan

Closure of campus. Consideration for closing the campus, moving all classes online, and shifting to remote work due to a significant surge in COVID-19 is dependent on a number of factors to include city and county, state, and local public health mandates such as the City and County of Honolulu’s Reopening Strategy.

IX. 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

Procedure to Handle a Positive COVID-19 Case On Campus

If a Individual (employee, student, or visitor), who is on campus, has a confirmed/presumptive case of COVID-19:

- **Step #1: Take immediate action**
- **Step #2: Minimize spread through sanitizing work/class/other spaces**
- **Step #3: Offer support**

**Step #1: Take immediate action**

UH West O’ahu COVID Response Team will take immediate action. Should a supervisor/manager/faculty or staff member be notified first by the Individual then they should immediately notify UH West O’ahu COVID Response Team and/or campus security who will immediately activate the UH West O’ahu COVID Response Team.

Immediate action is to send the individual home.

As the Individual is being escorted or while waiting for transportation, here is the “script” and information to share and collect:

- Be empathetic. “I know this is scary. We/I understand.”

- Encourage them to seek immediate medical advice from their primary healthcare provider (PHP) to determine their next steps. If they do not have a PHP, provide them with a list of options.

- **Employee:** Provide them with the UH West O’ahu COVID Response Team HR contact (Nancy Nakasone). HR will conduct intake. This will be the Individual the employee must stay in communication with for any updates. Additionally, their HR contact will provide them guidance and support regarding work related questions. If ADA accommodations are required, UH West O’ahu Human Resources EEO Office, Janice Sunouchi, will be contacted.

- **Student:** Provide them with the UH West O’ahu COVID Response Team College Success (Academic Advisor) contact (Carrie Larger). Student services will conduct intake. This will be the Individual the student must stay in communication with for any updates. Additionally, their Student Advisor contact will provide them guidance and support with their classes and instructors. If ADA accommodations are required, the Response team will contact UH West O’ahu COVID Response Team member Christina Pascua-Galdiano.

- Ask the Individual where they have been on campus and identify co-workers, students, faculty, and others that they have come into close contact with (within 6 feet) for a prolonged time (15 minutes or more) while on campus. Write this information down. Ask if they can recall the last 14 days on campus.

Communicate potential exposure to “close contact employees, students, and/or visitors”.

- **DO NOT** identify the name of the affected Individual.

- **Sample script,** “Someone in your workspace/classroom reported that they tested positive for
COVID-19. They have been escorted off campus. They have identified you as a close contact according to the CDC definition. We are here to support you. Please prepare to leave as quickly as you can. Once you get home, find a place to self-quarantine, monitor yourself for any symptoms, and contact your PHP.*

- **Employee:** Provide them with the UH West O’ahu COVID Response Team HR contact (Nancy Nakasone). This will be the Individual the employee must stay in communication with for any updates. Additionally, their HR contact will provide them guidance and support regarding work related questions. If ADA accommodations are required, UH West O’ahu Human Resources EEO Office, Janice Sunouchi, will be contacted.

- **Student:** Provide them with the UH West O’ahu COVID Response Team College Success (Academic Advisor) contact (Carrie Larger). This will be the Individual the student must stay in communication with for any updates. Additionally, their Student Advisor contact will provide them guidance and support with their classes and instructors. If ADA accommodations are required, the Response team will contact UH West O’ahu COVID Response Team member Christina Pascua-Galdiano.

If the student or employee was on campus within the past 24 hours, UH West O’ahu COVID Response Team will inform Campus Security to secure (close/lock) affected area(s). Building/Facilities Services will assess, then thoroughly disinfect/deep clean the workspace(s), classroom(s), other space(s) as appropriate according to CDC guidelines.

UH West O’ahu COVID Response Team will consider communication steps:

- Inform campus community of employees and students. Provide accurate facts and refer questions to the Hawai’i State Department of Health.

- Inform UH System/Communications.

*NOTE: The Hawai’i State Department of Health is the lead on all public communication.*

NOTE: The UH West O’ahu COVID Response Team with UH West O’ahu Executives will work with UH System and the Hawai’i State Department of Health to determine initial and short or long-term closure, suspension of campus activities, and appropriate next steps.

**Step #2: Minimize spread through sanitizing work/class/other spaces**

UH West O’ahu adheres to the CDC guidelines for “Cleaning and Disinfecting” our facilities. Any immediate deep cleaning of the space that the individual had occupied will be done by a professional service or trained personnel.

Here is the Cleaning and Disinfection Checklist:

- Close off areas used by the affected Individual(s).

- Open outside doors and windows to increase air circulation in the area if able to do so.

- Clean and disinfect all areas used by the affected Individual(s) by trained personnel only.

- Clean and disinfect all high-touch surfaces like tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

- Wear appropriate personal protective equipment for all tasks in the cleaning process, including handling the trash, and wash hands often for 20 seconds or longer.
Once the area has been appropriately disinfected, reopening process of area will commence. If necessary, UH West O’ahu will work with our public health officials (Hawai’i State Department of Health) to determine closure and reopening of facilities.

Continue routine cleaning and disinfection, which includes everyday practices that UH West O’ahu uses to maintain a healthy environment.

Step #3: Offer support

Remember, this is a scary situation for everyone. Be empathetic, listen, and guide them to where they can find additional support.

Employees:

- Work with your COVID Response team Human Resources contact Nancy Nakasone at nancynak@hawaii.edu.
- UH West O’ahu Human Resources can assist employees with information regarding leave programs.
- ADA accommodation contact Janice Sunouchi, jtkase@hawaii.edu (Human Resources),
- Employees can reach out to the University’s Employee Assistance program, https://www.hawaii.edu/ohr/benefits-leave/benefit/employee-assistance-program-eap/

Students:

- Work with your COVID Response Team College Success (Academic Advisor) contact Carrie Larger at larger@hawaii.edu and your faculty/instructors.
- Students are invited to reach out to UH West O’ahu’s Mental Health Clinic for free and confidential services, call (808) 689-2661 or email uhwotalk@hawaii.edu.
- ADA accommodation contact: Christina Pascua-Galdiano, ADA/504 Coordinator - Disability Services, (808) 689-2935, uhwoada@hawaii.edu, https://westoahu.hawaii.edu/disabilityservices

Examples of what you can say:

- Stay home. Go outside only to seek medical care.
- Have groceries, meals or medication dropped off by family, friends, or delivery services.
- Stay in a specific room if possible and separate from others in their household.
- Avoid sharing Individual household items.
- Wear a mask that covers their nose and mouth.
- Check their temperature at least two times a day.
- Clean hands and high-touch surfaces often.
- Take care of themselves with over-the-counter medicine and by staying hydrated.
- Seek immediate medical attention if they have trouble breathing, persistent chest pain/pressure, new confusion or inability to arouse, bluish lips or face.

References:

- UHWO Interim COVID-19 Guidelines: westoahu.hawaii.edu/covid-19/guidelines
Appendix B

Cleaning and Disinfecting Procedures


Essential reminders for our employees from the CDC about COVID-19 and reducing the risk of exposure:

- Coronavirus(es) on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.

- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).

- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together—this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.

- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.

- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see CDC’s website on Cleaning and Disinfection for Community Facilities.

- Ensure ventilation when using disinfectants to avoid fume accumulation and inhalation.

- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

Classrooms and Laboratories will be cleaned and sanitized between the hours of 6 and 8 a.m.

- Classrooms and laboratories shall be dusted, vacuumed (if hard floors, mopped) and all hard surfaces wiped down. After the room is cleaned, the room shall be sprayed and sanitized and readied for use.

- High touch areas shall also be sanitized (e.g., door handles, push bars, arm rests, and table tops).

- Whiteboards and rails cleaned.

Once the classrooms and laboratories are cleaned and sanitized, the restrooms will be cleaned.
Restrooms shall be cleaned 2 times daily, as time and resources permit.

- Walls, partitions, counters, fixtures (soap dispenser, faucets, paper towel dispensers) shall be wiped down.
- Toilets and urinals shall be cleaned.
- Floors shall be swept and mopped/disinfected.
- Washbasins and hardware cleaned.
- All dispensers cleaned, filled, and working.
- All receptacles cleaned.
- Trash emptied.
- All high touch areas shall be disinfected and wiped.

Open areas such as Student Services and Library will be cleaned prior to their 9 a.m. opening.

- Trash picked up.
- Drinking water fill stations cleaned.
- Corridor cleaned.
- Glass doors cleaned.
- Floor carpets/mats vacuumed weekly.
- Floors swept, dust mopped, and wet mopped weekly.
- Elevators, stairs, and hand and guard rails cleaned daily.

Common areas will be cleaned. Common areas are defined as hallways, breezeways, elevators, and stairwells.

- All high-touch areas to be wiped down and sanitized throughout the day. High-touch areas are defined as, but not limited to, door handles, push bars, elevator call buttons, railings/bannisters.

Individual offices and work spaces – Although Building Services staff will continue to provide cleaning, it shall be the end users’ responsibility to provide additional cleaning/disinfecting in order to ensure that their office/work space is clean/disinfected on a level commensurate with their individual working habits. Trash/wet trash taken out prior to end of shift at 2:30 p.m. Any wet trash generated after this should be disposed outside by the end user, not left for the following day’s trash.

*Note: Immediate deep cleaning of the space that a COVID-19 positive individual had occupied may be done by a professional service or trained personnel.*

PPE provided for our Facilities Department employees:

- Safety Toe Shoes and/or rubber boots
- Goggles and/or safety glasses
• Nitrile gloves
• Hearing protectors
• Clear face shields
• Hard hats with visors (Grounds)
• Respirators (Custodial)
• Work Gloves (Grounds)
• Safety harness/fall protection harness (BMW’s)

Training provided for our employees:

• Those individuals using respirators must be tested, medically certified, and properly fitted before they are allowed to use the respirators.

• Individuals are trained in the proper use of the Stabilized Aqueous Ozone (SAO) system, the use of VIREX II 256 disinfectant (CDC approved), and the proper use of electrostatic sprayers.

• As needed, e.g., when additional equipment arrives, additional training will be furnished.
Appendix C

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.
Appendix D

Use and Care of Face Masks

- CDC recommends face masks regardless of whether a person has symptoms or not. Face masks assist the wearer from spreading respiratory droplets when talking, sneezing, or coughing. Personal protective equipment (PPE) distributed by the UH West O‘ahu campus are to assist in the prevention of disease spread and are not meant to provide 100% protection from COVID.

- Face shields are not needed as part of general activity on campus, however, instructors and those staff whose functions regularly included transactions with visitors, students, or other employees will be issued a facial shield. In areas where plexi-glass barriers have been installed, staff personnel are not required to wear a face shield.

- Face Masks Safety Tips:
  - Wash or sanitize your hands before putting on any face mask.
  - Ensure mouth and nose are fully covered.
  - Face masks should fit snugly against the sides of face.
  - Ensure breathability when using a face mask.
  - Do not put face masks on young children under age of 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
  - Ensure face mask is secured to prevent slipping.
  - Once on, avoid touching your face mask. But if you do, clean your hands after touching the face mask.
  - When removing the covering, handle by the ear loops, straps, or ties. Avoid handling the front of the mask. Wash or sanitize your hands after handling the covering.
  - Face masks should be washed and completely dried after each use.

- Proper Care and Cleaning of Face Masks:
  - Face masks can be included with your regular laundry. Disposal face masks should be properly disposed of in the trash after use.
  - When washing face masks, use regular detergent and the warmest appropriate water setting for the material of the covering. If washing by hand, allow the mask to sit for five (5) minutes in a bleach solution (1/3 cup of household bleach per gallon of water). Never mix bleach with ammonia or any other cleanser. Rinse thoroughly with water.
  - Face shields can be cleaned with either commercially available disinfection wipes or 70% alcohol. Carefully wipe the inside, followed by the outside of the face shield. Wipe the face shield with clean water or alcohol to remove residue. Allow to dry by air or the use of a clean absorbent towel. (CDC Strategies for Optimizing the Supply of Eye Protection). After cleaning the face shield, ensure to wash hands.
  - Allow all coverings to completely dry before storage. Face masks can be dried by a dryer at the highest heat setting or allowed to air dry in a clean area. If possible, air dry face masks in direct sunlight. Allow face shields to completely dry.
  - Store clean face masks in a clean area. Avoid storing face shields in direct sunlight/heat. This will affect the plastic shield. Do not store face shields in the car where the heat and sunlight can disfigure the face shield.

For more detailed information on face masks, please refer to the CDC guidelines on the CDC website.
Learn about campus related COVID-19 information at: westoahu.hawaii.edu/covid-19

Campus COVID-19 Hotline at:

(808) 689-2525

Call our hotline if you have tested positive, are symptomatic, or have had contact with a positive case.

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