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 Guidelines for Opening Up America Again and the State of Hawai‘i’s Beyond Recovery: Reopening Hawai‘i, 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 ("UH-S") Guidelines. Additional guidance that UH West O‘ahu follows include: CDC Guidelines for Reopening Colleges and Universities, CDC Guidance for Cleaning and Disinfecting (Public Spaces, Workplaces, etc.), CDC Considerations for Institutes of Higher Education, Guidelines for Opening Up America Again, SOH Beyond Recovery, and OSHA Guidance on Preparing Workplaces for COVID-19.

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.

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 & 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
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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 over/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. UH West O’ahu requests that all employees, students, and visitors follow these personal safety practices:

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 COVID-19 and are showing symptoms. At this time these symptoms include one or more of the following:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever (>100.4 F) or feeling feverish
  - Chills
  - Repeated shaking with chills
  - Runny nose or new sinus congestion
  - Muscle pain
  - Headache
  - Sore throat
  - Fatigue
  - New GI Symptoms
  - New loss of taste or smell
  - Body aches

- **Stay at home** if you have tested positive for COVID-19. Do not return to campus until you have been cleared to return by the Hawai‘i State Department of Health and/or your Primary Healthcare Provider. All employees and students who are working on campus or attending classes on campus should follow these steps:
  - **Stay at home** if you have ANY symptoms, including one or more of the following: cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, runny nose or new sinus congestion, muscle pain, headache, sore throat, fatigue, new GI symptoms, or new loss of taste or smell.
    - **Employee:** Call the COVID Response Team Hotline* (808) 689-2525) or covidwo@hawaii.edu,
and contact your supervisor of your planned absence or if you can continue to work remotely.

– Student: Call the COVID Response Team Hotline* (808) 689-2525 or covidwo@hawaii.edu, and contact your academic adviser and instructor(s) of your planned absence. Continue your classes online.

– Contact your Primary Healthcare Provider and self-quarantine until cleared by your health provider. If your PHP recommends a COVID Test, **STAY HOME** until cleared to return to campus.

Once you have been cleared to return to work/return to classes by the Hawai’i State Department of Health and your Primary Healthcare Provider:

– Employee: Send your clearance documents to covidwo@hawaii.edu and contact your supervisor. Your case will be reviewed and clearance will come from the appropriate campus executive.

– Student: Send your clearance documents to covidwo@hawaii.edu and contact your academic adviser and instructor(s). Your case will be reviewed and clearance to resume on campus classes will come from the VC for Student Affairs.

– All employees or students who are not working on campus or not attending classes on campus should follow these steps:

  – If you have **ANY** symptoms, including one or more of the following: cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, runny nose or new sinus congestion, muscle pain, headache, sore throat, fatigue, new GI symptoms, or new loss of taste or smell, **CALL** your Primary Healthcare Provider.

  – **DO NOT** come to campus.

  – There is no reason to alert campus unless you have been on campus.

• **Stay at home** if you are subject to government-issued or a healthcare provider’s orders to quarantine stay at home until your quarantine period has ended; if you are an employee, contact your supervisor regarding telework options or available leave.

• **Stay at home** if you have recently had close contact with a person with COVID-19.

• If a member of your household has tested positive for or you have recently had close contact with a person with COVID-19 then **Stay at home**. Get tested for COVID-19 and do not return to campus until you have been cleared to return by a healthcare professional or the Hawai’i State Department of Health.

• Follow the CDC’s and Hawai’i State Department of Health’s criteria to determine when you can be around others if you have been sick with COVID-19 or recently had close contact with a person with COVID-19.

• Follow the guidance of your Primary Healthcare Provider and Hawai’i State Department of Health.

### B. Hygiene and Respiratory Etiquette (General Requirements)

• **Wash your hands** frequently with soap and water for at least 20 seconds.

  – After wiping or blowing your nose, coughing or sneezing;

  – After returning from a public place or shared common area/space (e.g., classroom, conference room);
o After touching trash or objects frequently used by others (such as handrails, door handles, and elevator buttons);
o After using the toilet;
o Before, during, and after preparing food; and
o Before and after work breaks and work shifts.

• Use hand sanitizer containing at least 60% alcohol if soap and water are not available.
• Do not touch your face with your hands.
• Cough or sneeze into your elbow or a disposable tissue or cloth.
• Avoid sharing or using communal items, such as kitchen gadgets, and objects (such as fabric) that are not easily cleaned or disinfected.

C. Cloth Face Coverings and/or Facial Shields For ALL: Employees, Students, Visitors

The face covering guidance below is subject to change pending consistent guidance from governmental authorities.

• According to existing government-issued orders and CDC recommendations, face coverings are required for all employees, students, and visitors.

• All employees, students, and visitors are required to wear facial coverings onsite when interacting in-person with others, except for individuals with medical conditions or disabilities where the wearing of a face covering may pose a health or safety risk and children under the age of 5. In the case of health or safety risk, we ask that you meet with Janice Sunouchi (employees) or Tom Hirsbrunner (students) to determine a reasonable and safe alternative, e.g., facial shield. Employees, students and visitors are expected to wear face coverings when indoors (e.g., classrooms, hallways, laboratories, common areas, and elevators).

• Employees and students are strongly recommended to wear face coverings at all times, however, may choose not to wear their face covering when working in isolation.

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

• Faculty who teach on campus will be provided a face shield upon request.

• Specialized face coverings and other protective equipment will be provided as appropriate. Please check with your Vice Chancellor’s office.

D. Face Masks / Face Shields

• CDC recommends face coverings regardless of whether a person has symptoms or not. Cloth face coverings 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.

- **Using Face Coverings (Face Masks / Face Shields) Safety Tips:**
  - Wash or sanitize your hands before putting on any face covering.
  - 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 covering is secured to prevent slipping.
  - Once on, avoid touching the facial covering. But if you do, clean your hands after touching the covering.
  - 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 coverings should be washed and completely dried after each use.

- **Proper Care and Cleaning of Face Coverings:**
  - Cloth 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. Cloth 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 cloth masks in direct sunlight. Allow face shields to completely dry.
  - Store clean face coverings 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 coverings, please refer to the CDC guidelines on the CDC website:
E. Practice Physical Distancing

- Physical distancing is important because COVID-19 can be spread by people who are asymptomatic. To practice “physical distancing” means:
  - Stay at least 6 feet from others
  - Do not gather in groups
  - Avoid crowds and mass gatherings

F. Avoid All Non-Essential Travel

- Consult national travel advisories for any travel restrictions
- Employees shall consult with their supervisor prior to any University-sponsored travel as certain travel is restricted and/or may be subject to additional approvals by the Chancellor and/or the President.
- Students shall inform their academic adviser or class instructor of any out-of-state travel that is subject to state travel restrictions.
  - As travel restrictions are subject to change at any moment, be prepared for unanticipated quarantine requirements which may prevent you from returning to campus
  - Employees shall additionally consult the University’s Travel FAQs.

G. 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

- If students, employees and visitors test positive for or are suspected of having COVID-19 based on, among other things, their symptoms, travel history, or history of prolonged contact with an individual who has tested positive for COVID-19, they should contact the COVID Response Team Hotline* (808) 689-2525 or email covidwo@hawaii.edu. The hotline will be monitored from 8 a.m. to 4 p.m. during business days, and messages will be checked and returned in the morning. If you have tested positive for or are suspected of having COVID-19, you will be denied entry into University facilities.

- UH West O‘ahu has established secure communication procedures whereby students, employees, and visitors will self-report to the COVID Response Team if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Americans with Disabilities Act (ADA) or Family Educational Rights and Privacy Act (FERPA).

- At UH West O‘ahu, employees and students must contact the COVID Response Team Hotline* (808) 689-2525 or email covidwo@hawaii.edu. The hotline will be monitored from 8 a.m. to 4 p.m. during business days, and messages will be checked and returned in the morning.

- No one with symptoms of COVID-19 should be present onsite. If you observe anyone (including but not limited to employees, students, visitors or vendors) developing or exhibiting symptoms of COVID-19 onsite, notify your supervisor or a University Official immediately.

- Students and visitors should not return until they have provided release documents from the Hawai‘i State Department of Health and their Primary Healthcare Provider.

- Employees must inform their supervisor prior to returning to work. A Campus Administrator (Vice Chancellor or Chancellor) must approve an employee’s return to work if the employee is not showing signs of illness and the quarantine period has ended. If an employee is confirmed to have COVID-19, the employee will be asked to provide medical clearance to return to work.

- If an employee is already onsite and develops symptoms, the employee must notify the UH West O‘ahu COVID Response Team and their supervisor immediately. The employee must be safely isolated and required to leave the Facility. As applicable, the HR Manager or supervisor shall report that an employee has tested positive for or is suspected of having COVID-19 to their Vice Chancellor without disclosing the identity of the employee, and the Vice Chancellor will then report this information to the Chancellor.

- The University will not disclose the identity of any employee or student who has or who is suspected of having or diagnosed 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, and public health authorities have not already been notified, as this is a direct threat to public health.
• Students, employees and the public will be made aware if and when confirmed COVID-19 cases are present on campus. Any University closures or any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation) will be communicated via the University’s COVID-19 or other website or via Announce.

• See Appendix A for more information on response team flow of action.

B. Mandatory Daily Health Screening and Self-Monitoring

Starting in mid-August 2020, we will begin deployment of a daily check-in app and web-page questionnaire to support CDC recommended daily self-screening of everyone that will be on our campus. Students, faculty, staff, and visitors will be expected to complete the self-screening questionnaire prior to arriving on campus. Visitors should do so upon arrival. (More details will be released in August as we prepare for the Fall semester.)

• All employees, students and visitors are required to monitor their own health for COVID-19 symptoms, including fatigue, shortness of breath or difficulty breathing, cough, fever or feeling feverish, chills, muscle pain or body aches, sore throat, nausea or vomiting, diarrhea, congestion or runny nose, headache, and a new loss of taste or smell.

• Screening procedures are mandatory and apply to all employees and students reporting to work onsite. Employees who refuse to complete screening will not be allowed onsite. Screening for COVID-19 infection is a critical tool to manage the impact of increased staffing onsite on the risk of COVID-19 infection. The CDC’s updated strategies and recommendations for employers responding to COVID-19 include conducting daily health checks.

• Screening will include a short daily questionnaire before entering university facilities, which will ask the employee the same questions they are required to self-report.

• UH West O‘ahu will deploy a daily check-in app and web-page questionnaire to support the CDC recommended daily self-screening of everyone who will be on University property. Any employee, student or visitor who does not answer all questions positively must not come onto University property.

• Students, employees, and visitors who plan to visit UH West O‘ahu will be expected to complete the self-screening questionnaire prior to arriving on-site.

• Employees who work onsite may be asked to submit to COVID-19 testing prior to entering the worksite. Employees who test positive will not be admitted onsite.

C. Reporting and Monitoring

UH West O‘ahu follows the guidance of the CDC and State of Hawai‘i State Department of Health officials in our response to a positive diagnosis or suspected exposure to COVID-19. Once notified, the following measures may be taken promptly including quarantine or isolation, testing, contact tracing, communication and cleaning with disinfection.

Advise and Isolate:

• If on campus when notified, separate the individual and require to leave the facility.

• If at home, advise to stay at home and self-quarantine.

Please see Appendix A for more detailed information, UH West O‘ahu Procedure to Handle a Positive COVID-19 Case On Campus.
Notify UH West O‘ahu COVID Hotline, Hawai‘i State Department of Health, and your Primary Healthcare Provider:

- Notify UH West O‘ahu COVID Hotline, Hawai‘i State Department of Health, and your Primary Healthcare Provider.
- Contact the Hawai‘i State Department of Health and your Primary Healthcare Provider. Plan your next steps with them.
- All employees and students must contact the UH West O‘ahu COVID 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 Academic Adviser contact (Katrina Abes). This will be the person the student must stay in communication with any updates. Additionally, their Student Adviser 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 Tom Hirsbrunner.

Clean & disinfect

- Close off areas used by the contact and do not use these areas until after cleaning and disinfecting.
- Wait at least 24 hours before cleaning and disinfecting following UH West O‘ahu & CDC Procedures. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products.
- Identify “who” to call to get an area cleaned.
- Close off the space used by a sick person or for isolation after the ill person leaves. Open it after proper cleaning and disinfecting.
- Clean and disinfect surfaces, focusing on areas where the person is known to have been and items they have touched (e.g., individual desk, chair, shared equipment).
- Wear gloves when cleaning, and wash hands after removing gloves.

Facility Assessment

- Determine if campus building used by patient/staff/student warrants additional restrictions.
- If part/all of building to be closed, determine and communicate the length of time.

Monitor & Return

- UH West O‘ahu COVID Response Team remains the point of contact with the individual checking in daily.
- The UH West O‘ahu COVID Response Team requires documentation from the Hawai‘i State Department of Health and/or your Primary Healthcare Provider prior your return to campus.
• The UH West O’ahu COVID Hotline* and email has been set-up to stay in touch with person(s) who have had contact with, or is suspected of having COVID-19.

• UH West O'ahu COVID Response Team is the designated point of contact for COVID-19 health matters. When a member of the UH West O'ahu community self-reports they are symptomatic or texts positive for COVID-19, they must contact the COVID Hotline* (808) 689-2525 or email covidwo@hawaii.edu immediately. The email is monitored 24/7 and the hotline is monitored from 8 a.m. to 4 p.m. during business days, and messages will be checked and returned in the morning.

• 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.

D. Campus Communication System/Messaging Activities

Communication systems shall be made available, consistent with applicable law and privacy policies, to students, staff and visitors to self-report to the University if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Americans with Disabilities Act (ADA) or Family Educational Rights and Privacy Act (FERPA). Students, staff and the public shall be made aware of confirmed COVID-19 cases on campus, University closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation) via the University’s COVID-19 or other websites/online platforms.

Additionally, the Communications Department will conduct the following awareness activitives:

Campus Website

• Maintain and manage UH West O'ahu COVID-19 website, which contains announcements, support services; student, faculty, and employee resources, and campus messages archives. Content should align with Clery Act requirements.

• Update website top banner with COVID-19 related information to appropriately inform campus community of important updates.

• Post CDC Guidance on website in alignment with Clery Act Requirements.

• Track all activities related to the Safe Return to Campus.

• Maintain and update Campus CARES Act Grant Funds activities.

• Maintain Campus Messages archives website to document campuswide communications activities.
Awareness Campaigns

• Create UH West O‘ahu-brand graphics, posters, public services announcements, imagery, print resources, videos aligned with CDC Guidelines/Communication Resources for distribution and posting on campus facilities, social media, websites, and digital signage monitors that support behaviors that prevent the spread of COVID-19 in accordance with the Clery Act.

• Create and consult on campus messaging, copy, and content via the website, email, and social media that support behaviors that prevent the spread of COVID-19 in accordance with the Clery Act.

• Campus signage involving COVID-19 should be developed by or approved by the UH West O‘ahu Communications Department prior to posting.

• Campus messages/emails involving COVID-19 should be approved by the UH West O‘ahu Chancellor and Communications Department prior to disseminations.

Instructional and Student-focused Communications

Communications related to COVID-19 should be vetted by the Chancellor and the Communications Director.

Campuswide Communications Channels

• Website
  o Campus COVID-19 Page: https://westoahu.hawaii.edu/covid-19/
  o Safe Return to Campus: https://westoahu.hawaii.edu/covid-19/safe-return/
  o Campus Messages: https://westoahu.hawaii.edu/archives/categories/covid/
  o Website Banner

• Emails (UH Broadcast)

• Social Media
  o Facebook (@uhwestoahu)
  o Twitter (@uhwestoahu)
  o Instagram (@uhwestoahu)

• Digital Signage Monitors (Located in James & Abigail Campbell Library, Administration and Health Science (A) Building, Classroom (D) building, Dining Hall)

Office of the Vice Chancellor for Academic Affairs

Audience: Faculty

Communication Channels

• Weekly Bulletin Updates (From Chancellor Benham)

• Emails from Division Chairs to instructors (through Vice Chancellor for Academic Affairs and Associate Vice Chancellor for Academic Affairs)

• This Week - Weekly Email to faculty and staff

• Emails from Office of Professional Development and Academic Support to instructors

• Emails from Office of Distance Learning to instructors
• Emails from Early College Program to Early College instructors
• Emails from the Scheduler to all instructors

Audience: Students

Communication Channels:
• Emails from Division Chairs
  o How do Division Chairs communicate with students? Do they?
• Emails from Instructors
  o Course-specific information

Office of the Vice Chancellor for Student Affairs

Audience: Students

Communication Channels
• Emails/Phone calls from Student Affairs units
  o Advising
  o Admissions
  o Financial Aid
  o Registrar’s Office
  o No’eau Center
  o Nāulu Center
  o Student Life
  o ASUHWO
• Laulima
• STAR GPS
• Student Life emails (sent weekly on Mondays during the school year)

Frequency
• Monthly Bulletin Updates (From Chancellor Benham)
• Student Life Weekly e-blast on hiatus during the summer
III. Institutional Safety Practices – Facilities & 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.

B. Adequate Supplies

- Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 70% alcohol, sanitizer wipes, cloth face coverings, face shields, gloves (as feasible and appropriate).

- UH West O'ahu plan for distribution of PPE: A sign out sheet managed by the OVCA,OVSA, OVA Offices will distribute/account for PPE for their individual constituents. Unit representatives will train employees on how to sanitize and maintain PPE. There will be monthly check-in’s with Auxiliary to replenish supplies.

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.
New seating layout in a Health Sciences classroom.
D. Classroom Floor Plan Layouts

**General**
- Space seating/desks at least 6 feet apart.
- Where furniture is fixed, block off and clearly mark seating that should not be utilized to practice physical distancing.
- Where furniture is moveable, block off and clearly mark furniture that should not be utilized to practice physical distancing; stack chairs/tables, move furniture to room perimeter and/or remove excess seating from the room.
- Turn desks to face in the same direction (rather than facing each other), or have everyone sit on only one side of tables, spaced apart.
- Use a staggered layout (each row offset by 50%) to potentially increase capacity where furniture is moveable.
- At UH West O’ahu we are placing the lecturer/instructor in a designated area for safety as well as filming/online purposes. A “Do Not Pass” line for safe speaking distance from the front row of students.

**Classrooms**
- Use excess seating/tables at the front of the room to provide a physical 6’ buffer between the instructor and first row of students.
- Configure rooms to allow space for the instructor on one side of the room (as opposed to multiple sides) to maximize student capacity of room.

**Teaching Laboratories**
- Where seating is fixed, use tape and signage to indicate student workstations and block off unusable workstations where appropriate.
- Reduce maximum capacity to address physical distancing circulation issues where frequent movement around the laboratory or work at multiple workstations is required.
- 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.

**Bathrooms**
- To achieve physical distancing in restrooms, remove alternating stalls from use by securing stall doors. Where multiple urinals exist, secure alternating stalls with tape across panels. Where multiple...
sinks exist, remove alternating sinks from use by deactivating the faucet motion sensor. Provide informative signage at each deactivated fixture.

- 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.

**Guidance for Testing Center(s)**
- To be determined.

**E. Physical Barriers, Guides and Signage**

- **Post signs** in highly visible locations, including in all classrooms, computer labs, learning labs, libraries, common areas/shared student spaces, restrooms, and high traffic areas (hallways, stairwells, elevators, etc.), and as needed in offices and other common areas or shared spaces, that describe how to stop the spread of germs and to stay home when sick.

- **Install physical barriers**, such as clear sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart and/or at public-facing transaction counters (e.g., student services, mail delivery, bathroom sinks).

- **Classrooms and Labs** – post signage to encourage students to wipe down their desk, chair, etc. with the provided disinfectant wipes prior to class.

- **Queues/General Circulation**
  - Provide physical guides, including tape or decals on floors or walkways and signs on floors and/or on walls, to ensure that individuals remain at least 6 feet apart in lines and at all other times.
  - Post signage designating one-way circulation, where designated.
  - Post signage regarding safety, physical distancing.
  - Post signage for entrance/exit doors for classrooms

- **Stairways** – post signage to keep to the right.

- **Elevators** – post signage to limit capacity to one person (unless in the same family or household).

- **Drinking Fountains** and Water filling stations post signage to limit to one person at fountains. The drinking fountain will be closed, however, the water filling station will remain opened and will be cleaned regularly.

**F. Construction Contractors and Repair/Service Contractors**

- Construction has been deemed an essential service. All contractors and service contractors must wear face coverings and practice physical distancing when they are on campus and outside of their respective jobsite.

**G. Messaging**

- Communications will post messages (for example, videos) about behaviors that prevent spread of COVID-19 when communicating with employees and students on UH West O‘ahu website, bulletins, emails, and on University social media accounts in accordance with the Clery Act.
IV. Institutional Safety Practices – Students & 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 Fall 2020 Courses issued by the Office of the Vice President for Academic Planning and Policy.

B. Instructional Method of Delivery and Class Scheduling

Current CDC guidelines for Institutions of Higher Education call for physical distancing of 6-foot spacing between individuals. CDC, state, and local guidelines also require face coverings. Where possible, students should submit work electronically and handouts should be delivered electronically to minimize contact between students and faculty.

All UH West O‘ahu classrooms and teaching laboratories have upgraded IT equipment that make it possible to conduct hybrid classes and simultaneous online attendance. Where possible, utilize flexible learning sites (e.g., virtual learning), flexible learning hours (e.g., staggered classes), larger room assignments, and/or outdoor spaces to limit in-person interaction and implement proper physical distancing.

The UH System recommends that campus schedulers will need to decide how to assign courses to classrooms. At UH West O‘ahu this decision is made collectively within the Office of the Vice Chancellor for Academic Affairs. Priorities are set by considering factors such as the following:

- **Quality of instruction.** While face-to-face instruction may be a preferred mode of delivery, priority access to classrooms should be given to subjects and courses that might be cancelled if not delivered face-to-face or where the quality of instruction would be seriously impacted by using an alternative mode.

- **Accreditation and Licensure.** Some program accreditation and licensing organizations require that all or some components of the program be offered face-to-face.

- **Specialized Resource Needs.** Courses with learning outcomes requiring use of laboratory, culinary, technology, or clinical equipment may be too specialized or cost prohibitive for students to access remotely.

- **Special population needs.** Campus planning must consider the needs of students requiring accommodations and those subject to federal restrictions on the number of online courses they may take, such as veterans and international students.

C. Prioritization Process for on campus hybrid and online.

UH West O‘ahu will use a staggered “50 in 80” model for In-Person Sessions. Here are the primary features of the model:

- Limits frequency of encounters. Staggered class session times help limit exposure to others when passing between classes.
• Reduces duration of possible exposure. Reduced class session time decreases the chance of breathing in the virus in enclosed, air-conditioned classrooms.

• Cleaning time. Staggering class session times provides steady, distributed opportunities to sanitize classrooms between sessions. Also affords the opportunity to set a unidirectional, systematic cleaning process, moving from room to room.

• Block integrity. Scheduling 50-minute sessions within 80-minute blocks maintains the integrity of the original blocks, which should minimize scheduling conflicts.

Accurate records are important in the event that contact tracing becomes necessary. For every in-person class sessions, faculty should document and maintain records of:

• A seating chart for all in-person class sessions.
• 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 or hybrid instruction. What is important is that the descriptions in Banner and in the list of available courses is accurate. UH West O’ahu maintains a list of course modality changes on its Fall 2020 Courses site.

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

• Course design for online and hybrid delivery. Numerous resources have been developed to support hybrid and online course design. UH West O’ahu faculty can find resources for hybrid and online course design on the UH West O’ahu Online DE Laulima Site. Another starting point for identifying resources may be found on the UH Online Innovation Center website.

• Best practices for online instruction. Several universities have websites that present succinct summaries of best practices for online instruction. For examples please visit the UH online resources website.

• Professional development. The campuses and System IT are offering 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 once the faculty duty period begins in August.

• 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.

• Assessment and proctoring: Third party proctoring of examinations may not be available on each campus. Campuses should develop approaches to proctoring and assessment necessitated by new instructional formats. It is important to consider how these services would be available to students who are unable to be present physically at a particular location.

• 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** - The course is conducted entirely online with no specific day/time for class sessions.
- **Online Synchronous** - The course is conducted entirely online with specific day/time for class sessions.
- **HOT Hybrid 50** - This course includes one 50-minute class session per week, and 110 minutes per week of online asynchronous instruction.
- **HOT Hybrid 100** - This course includes two 50-minute class sessions per week, and 60 minutes per week of online asynchronous instruction.
- **Hybrid Blended 50** - This course includes both a hybrid section and an online synchronous session that meet together for one class session per week. Both the online synchronous and hybrid sections include 110 minutes per week of online asynchronous instruction.
- **Hybrid Blend 100** - This course includes both a hybrid section and an online synchronous session that meet together for two class sessions per week. Both the online synchronous and hybrid sections include 60 minutes per week of online asynchronous instruction.
- **HOT Hybrid Blend 50** - This course includes both a hybrid section and an online synchronous session. The hybrid section includes attending some class session in-person and some class sessions online synchronously. Class sessions are held once a week for 50 minutes. The hybrid section is combined with an online synchronous section. Students enrolled in the online synchronous section attend all class sessions online synchronously. Both the hybrid and online synchronous sections include 110 minutes of online asynchronous instruction.
- **HOT Hybrid Blend 100** - This course includes both a hybrid section and an online synchronous session. The hybrid section includes attending some class session in-person and some class sections online synchronously. Class sessions are held twice a week for 50 minutes. The hybrid section is combined with an online synchronous section. Students enrolled in the online synchronous section attend all class sessions online. Both the hybrid and online synchronous sections include 60 minutes of online asynchronous instruction.
- **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.

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.

Laboratory and studio courses may be able to use online formats for instruction, but where the subject matter does not permit it, the classroom should be arranged to allow distancing between students and instructors to the extent the nature of the course permits. Additional care should be taken by faculty and students to use face coverings, especially when individuals are working or talking with each other at less than a 6-foot distance.

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.

G. Considerations for Out-of-Class Activities (Projects, field trips, internships, etc.)

Although field trips and other varieties of offsite instruction have the potential to enrich students’ overall academic experience, the current pandemic conditions heighten the risk involved and necessitate caution on the part of the instructor. Faculty members and/or lecturers intending to incorporate an offsite instructional element into one or more of their courses should petition for advance approval by submitting a memo via the Division Chair to the Vice Chancellor for Academic Affairs. The memo shall contain the name of the instructor, course number and title, student enrollment, offsite instructional location, and a description of the planned educational activity. The memo must be accompanied by a mitigation plan that, at a minimum, details steps to be taken to (a) ensure social distancing, (b) allow for the appropriate sanitation of the interior any shared vehicles, and (c) provide students with the ability to opt out of the offsite instructional component of the course by completing an alternate assignment, without any negative effect on their course grade. If the offsite instruction request is approved, the instructor agrees to ensure that all participating students complete a Waiver of Liability (to be provided to the instructor by the OVCAA) in advance of the activity in question.

H. Considerations for Veterans

The C19 attribute shall be attached to class sections when the mode of delivery is changed from in-person/hybrid/face-to-face to online when the change has been a result to COVID-19 conditions.

I. Campus Guidelines for Student Success

- Campuses should have a centralized location to notate mode of delivery changes to inform students and other stakeholders early when Banner processing will take some time. UH West O’ahu maintains a list of course modality changes on its Fall 2020 Courses site.
- 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.

J. How do we handle a class where the instructor tests positive?

Instructional faculty who are required to self-quarantine should follow the directions of their health care provider and contact their Division Chair/direct supervisor to handle teaching responsibilities.
V. Institutional Safety Practices – Services & Events

A. Library

- Reading and study areas will have furniture arranged and appropriate signage to adhere to 6’ separation.
- Group Study Rooms will have signage to indicate limited occupancy with appropriate distancing.
- Library computer areas/labs will follow the same protocol as general computer labs.
- Public-facing transaction counters will be modified to the extent reasonable to provide at least 6’ distance between individuals at the counter. A transparent shield has been installed to separate customers and service employees.
- The library common areas will be cleaned per public area protocol as described in this guidelines.
- Computer usage will require cleaning after each student uses it. A protocol of student and IT/Library responsibilities are forthcoming.

B. Food Service

- If seating for dining is available, follow the “Modified Layouts” guidance above in Section IV.D. to adhere to physical distancing.
- 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 have front-facing employees always wearing gloves and face masks.

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.

- Provide student support services virtually, as feasible.
- 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 can not 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.
• Setup appointment process for use of study spaces or any in-person services.
• Keep physical distancing at least 6 feet.
• Ensure wearing of face coverings.
• Keep groups small adhering to current government proclamations adhering to CDC/Hawai’i State Department of Health groups limits.
• Sharing of Food & Beverages is prohibited.
• Student Services areas should keep a log of users/visitors contact information to each space for the Hawai’i State Department of Health contact tracing report.

General Study and Seating Areas
  o Arrange tables and chairs to allow for physical distancing.
  o Wear cloth face coverings when less than 6 feet apart from other people.
  o Maintain a distance of 6 feet or more in any entryway, hallway, or waiting area.
  o When possible, sit outside at tables spaced at least 6 feet apart from other people.
  o UH West O’ahu Student Services will provide, where practicable, alternative ways for students who are learning remotely to participate in student activities.

D. Events, Gatherings, and Activities
• Hold virtual group events, gatherings, activities or meetings, if possible.
• All events, gatherings and activities shall adhere to our Food, Service and Events (FSE) guidelines and protocols.
• Where in-person gatherings (10+) are unavoidable, promote physical distancing of at least 6 feet between people, wear face coverings, use outdoor, well-ventilated spaces, and limit group size to the extent possible.
• Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
• Pursue options to convene sporting events and participation in sports activities in ways that minimize the risk of transmission of COVID-19 to players, coaches, and communities.

E. Use of Facilities by External (Non-University) Parties
• External parties that share or use University facilities shall also follow these guidelines.
• Prior to confirming, external parties should share their plan and what measures they are taking and how they will implement their plan for the event. FSE will then determine how it will impact campus staff and are there additional costs associated with the “new normal” external events.
• Keep physical distancing at least 6 feet
• Ensure wearing of face coverings
• Keep groups small adhering to current government proclamations adhering to CDC and Hawai‘i State Department of Health groups limits.

• Any event host shall keep a log of users/visitors contact information to each event or space for the Hawai‘i State Department of Health contact tracing report.

F. Student Fitness Center:

• Fitness Center will not reopen until campus is at BLUE/New Normal (No Disruption). Parameters of use would include: no more than two (2) people in at the same time and they need to be at opposite ends of the fitness center.

• Limit activity and attendance indoors. Offer outdoor space for exercise, when possible, and stay at least 6 feet away from other participants.

• Maintain as much distance as possible (at least 6 feet of separation) between yourself and other individuals, and use cloth face coverings if they do not interfere with your activity.

• 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

G. Outdoor classrooms – Outdoor classrooms, gardens, etc.

Follow these actions when visiting or using outdoor spaces:

• Stay at least 6 feet from others at all times. Do not approach or enter a crowded area.

• Group size shall be compliant to the directives set by CDC or the State of Hawaii.

• Wear a cloth face covering.

• Avoid conducting classes in areas of high pedestrian traffic

• Before reentering a building, wash hands. Use hand sanitizer that contains at least 60% alcohol and rub hands together until dry, if soap and water are not readily available.

H. 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.
• Organic garden visitors who are not from the same household shall ensure physical distancing of at least 6 feet while working in the garden or hale.

• Visitors to the organic garden and/or hale shall wear face masks/facial shields during the visit.

• 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.

UH West O‘ahu is implementing the following staffing measures to reduce the onsite density/population in order to meet physical distancing guidelines. These staffing measures follow federal, state, and county guidance, and take into account the following factors:

- The unit’s operational needs;
- The employee’s job functions and role in completing critical and time-sensitive projects;
- The employee’s need to be physically present onsite;
- The employee’s ability to telework;
- Whether the employee will be able to work onsite in accordance with physical distancing guidelines;
- The availability of appropriate personal protective equipment (“PPEs”).

A. Office Spaces

- Wherever possible, employees should work at least 6 feet (about 2 arms’ length) from other people. To achieve this, furniture and other office equipment should be reconfigured to maximize the use of space.

- If a 6-foot distancing cannot be maintained within existing space, then supervisors are encouraged to consider relocation, alternating the work force between working from campus and working from home, or teleworking (link to teleworking policy).

B. Campus and building entry will be monitored.

All employees and students will be required to visibly wear their UH West O‘ahu ID card/badge, e.g., on a lanyard or pinned on an outer garment.

- To maximize the health and safety of our campus only employees and students are permitted on the UH West O‘ahu campus. Hence, all employees and students will be required to wear their ID card in a lanyard (preferably) for easy identification. Additionally, the scan code on your ID card will permit entrance to the Library, computer labs, and other public areas. To get your UH West O‘ahu ID card follow these new online instructions. Or access the University ID Card Application E-Form. Obtain your ID and lanyards from the Admissions Office, C-Building, First Floor.

- Visitors should retrieve their VISITOR Pass from the office they are visiting OR go to Building C First Floor Admissions, OR Library Front Desk.

- Delivery, vendors and contracted construction workers do not need a VISITOR Pass

- All employees, students, and visitors will need to scan their ID when they enter and exit public/general areas (e.g., library, computer labs, student services, etc.).
C. Return to Work

All UH West O’ahu Employees must adhere to the UH System Return to Work Policy.

Employees who have concerns about returning to work on campus due to a medical condition that places them in a higher risk group, those who are pregnant, those who seek ADA Reasonable Accommodation relate to return to campus should contact their direct supervisor and/or Human Resources to consider available work options.

Phased-In Staffing

• Managers and supervisors will monitor and manage the number of employees in the workplace. In areas where work space is shared, this may require flexible work schedules, alternating work days with work from home, or staggered start and end times.

• Employees will be returning to work onsite in phases to reduce the risk of COVID-19 transmission on campuses. The gradual expansion of the University’s onsite workforce through a “phase-in” process will better enable the University to monitor and control the re-entry of the workforce while mitigating risks to the academic community.

• Each unit is responsible for determining the employees who will be reentering the onsite workforce and the timing of their entry.

Work Schedule Modifications

• Each unit will determine and implement revised staffing and/or scheduling measures to limit the number of people working onsite and meet physical distancing requirements at their facilities. Examples of such measures include and are not limited to:
  o Changes to/flexible work schedules.
  o Staggered work shifts to avoid congregation at entrances/exits at the start/end of the workday and allow for physical distancing.
  o Telework for those within “high risk” populations, who cannot achieve physical distancing while working onsite and whose work can be performed at home (subject to the University’s Telework Policy and telework requirements implemented by your unit).
  o Alternating telework with onsite work (subject to the University’s Telework Policy and telework requirements implemented by your unit).

Individuals Who Are in Good Health and Are Not Members of a High-Risk Population

• If you are not a member of a high-risk population and are in good health, including if you are sharing a household with anyone in the high-risk group, you may request personal leave, e.g., vacation or compensatory time. Leave, however, is subject to approval by your supervisor and based on operational need.

• Some employees remain understandably concerned about the possibility of contracting COVID-19 at work, even though they are in good health and neither they nor their household members are among the high risk population. The decision to reopen the University was made pursuant to federal, state and local guidance, and in accordance with the safety practices recommended by the CDC, the State of Hawai‘i State Department of Health, and other government agencies. Requests to Work from Home or available leave can be made, and will be subject to approval by supervisors based on operational needs.
In-Person Meetings

- In-person meetings are discouraged and employees should hold conferences via video and/or phone as much as possible. Where in-person meetings are necessary, participants should properly physical distance, wear face coverings and utilize outdoor and/or well-ventilated areas. The number of participants shall not exceed the maximum specified by federal, state, and local authorities.

D. Employee Responsibility

Safety is the responsibility of each and every employee of the UH West O’ahu campus. To help reduce the spread of COVID-19, employees are responsible for keeping their working space/office safe for coworkers, other staff, and visitors.

- Ensure the work area/office is cleaned and maintained in a clean manner.
- Ensure to physically distance self and others within work space.
- Ensure and encourage all visitors to workspace to wear face coverings and when using campus public areas
- Ensure to wash or sanitize hands before and after when using any UH West O’ahu equipment or supplies.

E. Non Discrimination/Harassment

UH West O’ahu values and is committed to fostering a diverse academic environment. Discrimination, harassment, and intimidation based on one’s race, national origin, ethnicity, genetic information, or any other protected characteristic, is strictly prohibited. Reports of any incident of discrimination, harassment or intimidation should follow university procedures.

F. Training

UH West O’ahu will be providing online COVID-19 training for employees returning and working on campuses, which should be completed in accordance with the State of Hawai‘i Occupational Safety and Health requirements. Training will cover a general overview of COVID-19, control measures to prevent or minimize transmission, and other specific procedures/resources for University personnel.
VII. 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/
1-800-2738255

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** (M-F, 8 am to 5 pm)
  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 & 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:** Tom Hirsbrunner, hirsbrun@hawaii.edu, (808) 689-2935

### E. Campus Specific Services

UH West O‘ahu’s Mental Health Clinic 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

(808) 689-2679
VIII. Enforcement Of Guidelines

Enforcement cannot be heavy-handed. Rather, the focus should be on practices that promote compliance at both the individual level and campus-wide generating a social norm or care. 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.
  - Submit the UH West O’ahu Health APP/Web-Survey prior to coming to campus.
  - Wear a face covering, 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.

- Use signage that clearly displays physical distancing, facial covering, and clean-up policies and ensures that the policies are easy to understand and follow.

- If someone is coughing and shows signs that they have the flu in class or work area, faculty/lecturers/coworker/peers should recommend to 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.
IX. Guidelines To Scale Back Campus And Academic Operations Should There Be A Resurgence

Closure of campus. Consideration for closing the campus, moving all classes online and remote work due to a significant surge in COVID-19 is dependent on a number of factors to include state and local public health mandates.

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**University of Hawai‘i Reopening Strategy for Operations**

**Subject to change by campus based on operational need or current conditions**

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<td>Permission with restrictions. In-person classes open with physical distancing.</td>
<td>Closed</td>
<td>Closed</td>
<td>Open with restricted access</td>
<td>Online/phone orders only</td>
<td>Prohibited</td>
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<tr>
<td>Campus operations ramp up to support reopening. Campuses closed to public.</td>
<td>Online with limited in-person classes.</td>
<td>Permitted with restrictions. In-person classes open with physical distancing.</td>
<td>Permission with restrictions. In-person classes open with physical distancing.</td>
<td>Closed</td>
<td>Closed</td>
<td>Open with restricted access</td>
<td>Online/phone orders only</td>
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<tr>
<td>Fully operational with restrictions. Campuses closed to public.</td>
<td>Hybrid classes</td>
<td>Permitted with restrictions. In-person classes open with physical distancing.</td>
<td>Permission with restrictions. In-person classes open with physical distancing.</td>
<td>Open</td>
<td>Open</td>
<td>Open with restricted access</td>
<td>Limited in-store shopping added</td>
<td>Prohibited</td>
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</tbody>
</table>

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In all cases, operations must follow applicable Federal, State, and County guidelines related to COVID-19 prior to opening.

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1Aligned with State of Hawai‘i Impact Levels (https://recoverynavigator.hawaii.gov/reopening-status/).
X. Helpful COVID-19 Links

- UH System COVID-19 page
- 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.

UH West O’ahu COVID Response Team will contact the Hawai‘i State Department of Health (DOH). The individual should be escorted by a member of the UH West O’ahu COVID Response Team off-campus. If the Individual must wait for transport, take them to a separate designated area where they can wait. 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). 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 accomodations 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 Academic Adviser contact (Katrina Abes). This will be the Individual the student must stay in communication with for any updates. Additionally, their Student Adviser contact will provide them guidance and support with their classes and instructors. If ADA accomodations are required the Response team will contact UH West O’ahu COVID Response Team member Tom Hirsbrunner.
- Ask the Individual where they have been on campus and identify co-workers, students, faculty, others that they have come into close contact with (within 6 feet) for a prolonged time (10-plus minutes) 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”.

**INTERIM - Version: 11 - Posted August 4, 2020**
University of Hawai‘i–West O‘ahu COVID-19 Guidelines
• 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 Academic Adviser contact (Katrina Abes). This will be the Individual the student must stay in communication with for any updates. Additionally, their Student Adviser contact will provide them guidance and support with their classes and instructors. If ADA accomodations are required the Response team will contact UH West O’ahu COVID Response Team member Tom Hirsbrunner.

UH West O’ahu COVID Response Team will inform Building/Facilities so that they can 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. Deep cleaning of the space that the individual had occupied will be done by a professional service.

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 possible, wait up to 24 hours before beginning cleaning and disinfection to reduce exposure to respiratory droplets in the air.

• Clean and disinfect all areas used by the affected Individual(s).

• Clean and disinfect all high-touch surfaces like tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
• Wear disposable gloves and gowns 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, it can be opened for use. 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.

Note: Additional cleaning and disinfection is not necessary if more than 7 days have passed since the Individual who is sick visited or used the facility.

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, jtakase@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 Academic Adviser contact Katrina Abes at katrinag@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: Tom Hirsbrunner, J.D., ADA/504 Coordinator - Disability Services, (808) 689-2935, hirsbrun@hawaii.edu, https://westoahu.hawaii.edu/disabilityservices

Examples of what can you 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 cloth 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:
• UWHO 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:

- Coronaviruses 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.
- 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 disinfected between the hours of 06:00 a.m. and 08:00 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 disinfected and readied for use.
- High touch areas shall also be disinfected (e.g., door handles, push bars, arm rests, and table tops).
- Whiteboards and rails cleaned.
Once the classrooms and laboratories are cleaned and disinfected, the restrooms will be cleaned. Restrooms shall be cleaned 2 times daily, as time and resources permit.

- Approximately half of the restroom stalls and urinals shall be shut down to allow for distancing.
- 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 09:00 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 hard & 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 disinfected several times 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: Deep cleaning of the space that the individual had occupied will be done by a professional service. PPE provided for our employees:
• Safety Toe Shoes
• Googles
• 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 for SAO system as well as VIREX II 256 disinfectant (CDC approved).
• As needed, e.g., when additional equipment arrives, additional training will be furnished.
Kōkua
Wash your hands thoroughly and often.
Help prevent the spread of respiratory diseases like COVID-19.
Maintain social distancing at all times.
Learn about campus related COVID-19 information at: westoahu.hawaii.edu/covid-19
More information on how to prevent the spread of COVID-19 can be found at cdc.gov/coronavirus.
Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
Clean and disinfect frequently touched objects and surfaces.
Wear a cloth face covering.
Don't touch your eyes, nose, and mouth.
Stay home when you are sick except to get medical care.
Wash your hands thoroughly and often.

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