The University of Hawaiʻi is an equal opportunity and affirmative action institution.
Purpose and Scope

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

- **Maximize** our efforts that focus on the health and wellness of our students, faculty, staff, and visitors.

- **Leverage** the knowledge and skills of our faculty and staff to fortify and intensify, in innovative ways, engaged learning environments and opportunities.

- **Reinvent** and **Revitalize** what we do to meet the challenges of this remarkably unpredictable time.

These Guidelines are to be construed in a manner consistent with the guidance, orders, and proclamations issued by federal, state, and county authorities, including the federal government’s National Strategy for the COVID-19 Response and Pandemic Preparedness 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 COVID-19 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, 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. These guidelines provide our policy on vaccination, based on the vaccines currently authorized under the Emergency Use Authorization. The UH System COVID-19 Guidelines and guidance in this document help ensure healthy and safe campuses as we return to a more “normal” Spring 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

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University of Hawai‘i–West O‘ahu COVID-19 Guidelines - INTERIM
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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 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. Mandatory Vaccination Policy

- Effective Jan. 3, 2022, the University has implemented a Mandatory Vaccination Policy for students and employees, and visitors, which requires all students and employees to (1) be Fully Vaccinated against COVID-19, or (2) obtain an approved medical or non-medical exemption from vaccination and maintain a current negative COVID-19 test result prior to entering any University campus or any University facility or office, in accordance with the Mandatory Vaccination Policy. Please see the Mandatory Vaccination Policy for students and employees, and visitors for more detailed information regarding these requirements.

- For frequently asked questions, please consult our COVID-19 Vaccination Requirement for Students FAQs and COVID-19 Vaccination Requirement for Employees FAQs.

- Effective Jan. 3, 2022, visitors to campus must provide proof of being Fully Vaccinated against COVID-19 or provide proof of a negative COVID-19 test from a UH-recognized testing facility either through the LumiSight UH app or by showing their vaccination card or current and valid negative COVID-19 test results.

- People are considered 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 authorized for emergency use listing by the World Health Organization (e.g., AstraZeneca/Oxford, Serum Institute of India, Sinopharm, and Sinovac as of July 2, 2021).

- Medical and/or non-medical/religious exemptions from the policy may be requested consistent with state and federal law by submitting an Exemption Request Form (See Employee COVID-19 Medical Exemption and COVID-19 Non-Medical/Religious Exemption request forms).

B. Mandatory Vaccination Requirement in LumiSight UH

- All UH West O’ahu students, employees, and visitors must provide verification of their vaccination status by uploading a photo of their vaccination record and the requested information to LumiSight UH while signed in with their UH ID, unless a Student or Employee has an approved exemption, in which case they must upload proof of a current and valid negative COVID-19 test.

- For UH West O’ahu students, employees, or visitors who don’t use the LumiSight UH app, bring a hard copy of either the COVID-19 Vaccination card or a Negative test result, go to the Verification Station in the Administration Building lobby to show your documentation and a valid ID card and...
get a “Green LumiSight Campus Day Pass.” If you do not have either a COVID-19 vaccination card or a negative test result you cannot come to campus. Students, contact your Academic Adviser as soon as possible at uhwoadvising@hawaii.edu, if you need assistance. Employees, If you get a “RED” screen contact Human Resources asap at ext. 2525.

C. 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.
- All employees, students, and visitors must show their LumiSight UH green “You may report to campus” green screen or paper pass prior to entering public/general areas, or indoor areas, if asked.
- All employees, students, and visitors must wear a mask indoors.
- Verification Stations are accessible at select locations around campus, including but not limited to the Administration Lobby, Library, and Student Services, if you need a paper LumiSight UH Campus Day Pass (with proof of vaccination (or negative test) and photo ID).
- Temperature checks may be taken at the following entry points: Library, Student Affairs, Nāulu Center, Student Life Center, Creative Media Building, and Bookstore.

D. 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:
  - 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

Verification Stations are located throughout campus.
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:

– 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 College Success advisor 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 College Success advisor and instructor(s). Your case will be reviewed and clearance to resume on campus classes will come from the VC for Student Affairs.

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

E. Positive Test or Exposure

If you test positive for COVID-19 (Isolate)

• Everyone, regardless of vaccination status:
  o Stay home for 5 days.
  o If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
  o Continue to wear a mask around others for 5 additional days.
  o If you have a fever, continue to stay home until your fever resolves.

If you were exposed to someone with COVID-19 (Quarantine)

• If you have been boosted OR completed the primary series of Pfizer or Moderna vaccine within the last 6 months OR completed the primary series of J&J vaccine within the last 2 months:
  o Wear a mask around others for 10 days.
  o Test on day 5, if possible.
  o If you develop symptoms get a test and stay home.

• If you completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted OR completed the primary series of J&J vaccine over 2 months ago OR are unvaccinated:
  o Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
  o If you can’t quarantine you must wear a mask for 10 days.
  o Test on day 5 if possible.
  o If you develop symptoms get a test and stay home.
F. Face Masks For ALL: Employees, Students, and Visitors

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.

- **Masks** shall be worn and made in accordance with the CDC guidelines and local or State laws or regulations.

- **Outdoors**: Masks are not required in outdoor spaces, including lanai areas/patios. However, they are strongly recommended in crowded outdoor settings and for activities with close contact with others who are not fully vaccinated. Refer to the current County or State guidance for other restrictions.

- **Classrooms and Labs – Students**: Masks are required and 3 feet of physical distancing must be maintained between students.
  - Exceptions: Masks with a clear window over the mouth are allowed if visible facial features are necessary to support learning or an activity.

- **Classrooms and Labs – Instructors**:
  - Masks with a clear window over the mouth are allowed if visible facial features are necessary to support teaching, learning or an activity.

- **Indoor Workspaces (offices, cubicles, etc.)**: Masks are required unless working in isolation. Classrooms and teaching laboratories are considered public spaces and masks should be worn at all times if there is more than one person in the room.

- 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.

- All employees, students, and visitors are required to wear face masks indoors when interacting in person with others, except for individuals with medical conditions or disabilities where the wearing of a face mask 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 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.
  - See FAQs for Face Masks
  - See Appendix C: Definitions
  - See Appendix D: Use and Care of Face Masks
G. Practice Physical Distancing

Physical distancing is important because COVID-19 can be spread by people who are asymptomatic. In light of the unpredictability of virus transmission, it is important that you practice safe physical distancing between yourself and others.

H. Travel

- Consult the University of Hawai‘i Travel Information site.
- Post-Travel Testing: It is strongly recommended that all students and employees, vaccinated and unvaccinated, who are returning from out-of-state travel, business or personal, obtain two negative test results:
  - The first should be obtained immediately upon return to Hawai‘i, prior to returning to campus
  - The second should be obtained within three-to-five days of returning from 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.
- Register for Hawai‘i Safe Travels, hosted by the Hawai‘i State Department of Transportation. This program streamlines the arrival procedure for trans-Pacific visitors and residents returning from overseas.
- Students shall inform their college advisor 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.

I. 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 10 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).

- 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 COVID-19 Response Team.

- Weekly testing for unvaccinated individuals: Unvaccinated employees and students are required to be tested weekly for the COVID-19 virus and to upload their negative test result into the LumiSight UH app prior to coming to campus. This includes individuals who received a Medical and/or Religious Exemption for the COVID-19 vaccination. UH is currently developing details regarding exemptions.

- Be prepared to show your completed/cleared LumiSight UH screen or paper form upon entering any indoor public space (e.g., Library, Student Services, Student Life, Labs, Bookstore, offices, classrooms, offices, etc.).
• Access to vaccination information is only available to a select number of UH System administrators and the service provider (DataHouse). The service provider is under confidentiality provisions that limit access only for the purpose of operating the service for UH. At UH West O’ahu, access to the database is held by a single point of contact and a back-up point of contact. The data is secured at the same level as HIPAA data (although this is not HIPAA data), FERPA, and other regulated UH data. When signing into LumiSight UH, your screen will be green if you have responded that you are healthy to wellness queries and uploaded your vaccination information or a negative test result. Your screen will be red if you report illness and/or exposure and/or have not uploaded your vaccination or negative test result.

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 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.

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/](https://www.alohasafealert.org/)

Advising and Isolating:

• 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 Response Team Hotline, Hawai‘i State Department of Health, and your Primary Healthcare Provider:

• Notify UH West O’ahu COVID Response Team Hotline (covidwo@hawaii.edu or (808) 689-2525), 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 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 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 Christina Pascua-Galdiano.
Clean and disinfect

- If the space was substantially used or occupied by a positive COVID-19 case, close off areas used by
  the contact and do not use these areas until after cleaning and disinfecting. If it has been more than
  24 hours, the space will not be closed and regular routine cleaning will resume.

- 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 and Return

- UH West O'ahu COVID Response Team remains the point of contact with the impacted individual.

- 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 to your return to campus.

- The UH West O'ahu COVID Response Team Hotline (808) 689-2525 and email (covidwo@hawaii.edu)
  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 Response Team Hotline (808) 689-
  2525 and 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.

- As appropriate, students, employees, and the public will be made aware when confirmed COVID-19
  cases are present on campus in the previous 10 days and considered to be a risk to campus safety.
  Any university closures or any restrictions in place to limit COVID-19 exposure (e.g., limited hours
  of operation) may be communicated in a manner that balances privacy with health and safety interests.
  The university has established communication protocols on how a confirmed, positive case of
  COVID-19 on a UH campus should be announced to the respective campus community.
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.

Guidance for Testing Center(s)

- Space seating and/or desks appropriately spaced at least 3 feet apart.

D. 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 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.
- 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.

E. 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.
One of the “sneeze guards” installed in Campus Center Student Service front desk.
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 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.

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. 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 all or part of a “50 in 80” model for in-person class sessions.

Here are the primary features of the model:

**50-Minute In-Person Sessions**

- Reduce the duration of possible exposure by limiting in-person instruction to 50 minutes. Reducing the in-person class session time decreases the chance of breathing in the virus in enclosed, air-conditioned classrooms.
• Block integrity. Scheduling 50-minute sessions within 80-minute blocks maintains the integrity of the original scheduling blocks, which should minimize time conflicts.

• Stopping in-person instruction after 50 minutes allows time to refresh the air in enclosed, air-conditioned classrooms.

• Depending on the volume of in-person class sessions on the schedule, we may decide to stagger start times within the 80-minute block. This would help limit the frequency of close, in-person, interactions. Staggered class session times help limit exposure to others when passing between classes.

Accurate records are important in the event that contact tracing becomes necessary. For every in-person class session, 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 are accurate. UH West O‘ahu maintains a list of course modality changes on its Schedule of 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.
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 uhwdl@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 3-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. 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 schedule of 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.

I. 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 and Events

A. Library

- Reading and study areas will have furniture arranged and appropriate signage.
- 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. 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 these guidelines.
- Computer usage will require cleaning after each student uses it. A protocol of student and IT/Library responsibilities are forthcoming.

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.

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

As we prepare to reopen our campus – we do so in collaboration with the City and County of Honolulu and State of Hawai‘i guidelines. In particular, we consider the City and County of Honolulu Reopening Strategy. For events with 25 or more people, mitigation plans should include the following:

• Location/venue diagram or floor/seating plan
• Registration/check-in that includes self-attestation (i.e., paper version of LumiSight UH or app) and information for contact tracing for all attendees
• Staggered entry/exit times or multiple entrances to avoid congestion
• Strategies to reduce congestion at choke points, including restroom facilities
• Physical distancing in the audience (capacity depends on City and County of Honolulu regulations at the time)
• Enforcement of use of masks for indoor events
• If on-premise consumption of food/beverages will be offered, state plans to comply with restaurant/bar/social establishment conditions
• Plans for addressing symptomatic individuals onsite
• Communicating safety protocols with attendees and staff

Considerations should also include:

• Ensure participants wear face masks.
• If possible, use outdoor, well-ventilated spaces, and limit group size to mitigate risk of exposure or transmission.
• Limiting 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.

Event organizers should inform the attendees of the requirement for self-screening with LumiSight UH and establish procedures to verify LumiSight UH clearance. Alternatively, the event organizers may require completion of a paper version of LumiSight UH that contains contact information if needed for contact tracing purposes. Any paper forms should be securely discarded (shredded) 14 days after the date on the form.
E. Student Fitness Center:

- Operations must adhere to the most current County or State guidelines.
- Parameters of use would include: no more than three (3) 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. Outdoor classrooms – Outdoor classrooms, gardens, etc.

Follow these actions when visiting or using outdoor spaces:

- Group size shall be compliant to the directives set by CDC or the State of Hawai‘i.
- Wear a face mask.
- 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.

G. 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.
- Visitors to the organic garden and/or hale shall wear face masks 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.
VI. Institutional Safety Practices – Staffing, Training, Work Schedules, and Office Spaces

On Jan. 3, 2022, UH West O‘ahu expects all buildings and offices to be open for full, in-person services during normal business hours.

- The university will provide reasonable accommodations upon request to all disabled employees that will enable the employee to perform their essential job functions.
- A COVID-19 Voluntary Telework Policy is in effect through Jan. 31, 2022. At the same time, the University of Hawai‘i will be transitioning into place a UH Telework Policy and Guidelines (effective Feb. 1, 2022). For additional information see the UH System Office of Human Resources website.

A. 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 that all visitors/guests wear face masks on campus.
- Ensure washing or sanitizing hands before and after when using any UH West O‘ahu equipment or supplies.

B. 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.

C. Training

UH West O‘ahu shall ensure that employees returning and working on campus have completed online COVID-19 training 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.
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.

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## 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, jtkase@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 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
Email: skelly3@hawaii.edu, Phone: (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 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.

- Use signage that clearly displays physical distancing, face masks, 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 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. 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.
X. Helpful COVID-19 Links

- UH System COVID-19 page
- State of Hawai‘i’s Beyond Recovery: Reopening Hawai‘i
- 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.

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). 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 Adviser 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 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:


• The Right Way to Handle a Positive COVID-10 Case at Work. ProService Hawai‘i: www.proservice.com/employers-guide-coronavirus

• 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:

- 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.
- 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:
  o Wash or sanitize your hands before putting on any face mask.
  o Ensure mouth and nose are fully covered.
  o Face masks should fit snugly against the sides of face.
  o Ensure breathability when using a face mask.
  o 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.
  o Ensure face mask is secured to prevent slipping.
  o Once on, avoid touching your face mask. But if you do, clean your hands after touching the face mask.
  o 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.
  o Face masks should be washed and completely dried after each use.

• Proper Care and Cleaning of Face Masks:
  o Face masks can be included with your regular laundry. Disposal face masks should be properly disposed of in the trash after use.
  o 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.
  o 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.
  o 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.
o 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.
DO YOUR SHARE TO
Stop the Spread of Germs

Check in using the LumiSight UH app
Be vaccinated or show proof of a negative COVID-19 test
Wear a face mask
Wear a visible ID

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