University of Hawai‘i–West O‘ahu

COVID-19

Guidelines

Version: 13 - Posted June 2, 2021

The University of Hawai‘i is an equal opportunity and affirmative action institution.
Purpose and Scope

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

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

These Guidelines are to be construed in a manner consistent with the guidance, orders, and proclamations issued by federal, state, and county authorities, including the 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 (“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, 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 provides our policy on vaccination, based on the vaccines currently authorized under the Emergency Use Authorization. The guidelines in this document help ensure healthy and safe campuses as we return to a higher percentage of in-person learning over the Fall 2021 semester, and 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 & 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
# Table of Contents

I. Personal Safety Practices: Everyone’s Kuleana - Employees, Students, And Visitors ........................................... 5

II. Institutional Safety Practices - Reporting, Monitoring, Screening For And Managing Cases Of COVID-19 ........................ 11

III. Institutional Safety Practices – Facilities & Spaces .......................................................................................................................... 17

IV. Institutional Safety Practices – Students & Classes .......................................................................................................................... 21

V. Institutional Safety Practices – Services & Events .......................................................................................................................... 25


VII. Promoting Wellness And Mental/Behavioral Health ....................................................................................................................... 31

VIII. Enforcement Of Guidelines ............................................................................................................................................................ 34

IX. City & County of Honolulu COVID-19 Recovery Framework ........................................................................................................ 35

X. Helpful COVID-19 Links ................................................................................................................................................................. 37

Appendix A ......................................................................................................................................................................................... 38

Appendix B ......................................................................................................................................................................................... 43
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. Get a COVID-19 Vaccination

We urge members of our UH West O’ahu ‘ohana to receive the vaccine. Not only will receiving the vaccine aid in protecting you from getting sick, but it also will help protect your friends and loved ones from getting sick. We all have a responsibility to do everything we can to provide a healthy and safe environment for those around us. For information about the COVID-19 Vaccination please see the CDC Frequently Asked Question webpage. Learn more about the COVID-19 Vaccine in Hawai‘i at the COVID-19 State of Hawai‘i Portal Vaccine Overview.

Other sources:

- COVID-19 vaccine: Guidance from the Mayo Clinic
- COVID-19 Vaccine: What you Need to Know, John Hopkins Medicine
- The New England Journal of Medicine has published an article regarding the safety and efficacy of the COVID-19 vaccine. It is available online here.
- The CDC website also provides extensive information on the COVID-19 vaccine, including safety, efficacy, vaccine development, recommendations, and more. Visit the CDC website here.
- The Moderna Fact Sheet
- The Pfizer COVID-19 Fact Sheet

After getting the vaccination:

It is important to remember that once vaccinated, it is vital that you continue to wear a face covering and practice all COVID-19 safety measures, as it will take many months before everyone is protected.

Managing common side effects, which may be more prominent after dose 2 (this is expected):

- Some people may experience side effects that include pain and swelling at the injection site, headache, fever, muscle aches, and being very tired. These side effects may start within a few hours after you receive the shot and be mostly gone by about 36 hours after the shot. It is important to know that fever is not dangerous and actually helps your body’s immune system react to something identified as foreign (in this case the vaccine). Many adults rarely experience fever, so it is common to become worried about something that doesn’t happen often. We recommend using acetaminophen (Tylenol) or ibuprofen (Advil or Motrin) as needed to keep yourself more comfortable while waiting for the fever to pass. It is also a good idea to make sure you are drinking plenty of fluids because you may lose more body fluids while you are feverish.

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 by the World Health Organization (e.g., AstraZeneca/Oxford).

B. Stay Home when Appropriate

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

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

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

• 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:
  o 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 College Success advisor and instructor(s) of your planned absence. Continue your classes online.
  o 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.

o 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.

## C. 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);
  
  - After touching trash or objects frequently used by others (such as handrails, door handles, and elevator buttons);
  
  - After using the toilet;
  
  - Before, during, and after preparing food; and
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.

**D. 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.

- Face coverings are no longer required outdoors when on a UH campus or property. Face coverings are still recommended outdoors, when in large groups.

- All employees, students, and visitors are required to wear facial coverings indoors 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 Trudy Asato (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.

- Employees who refuse to wear a face mask may result in disciplinary action including termination.

- Exceptions to wearing face coverings are noted below.
  - Fully vaccinated instructors or presenters may wear a clear face shield (instead of a mask) in closer than 6 feet proximity to others.
    - If labs or other settings can verify that all of their employees or students are fully vaccinated, then face coverings will not be needed in that space (consistent with CDC guidance). Face coverings should still be utilized in common spaces.
    - Students should maintain at least six feet of distance during group activities such as choir, band, and physical education where students may not be wearing a mask.
  - Unvaccinated persons who interact with others in person must wear face coverings. The CDC does not recommend the use of face shields for normal everyday activities in place of cloth or
disposable face coverings, mostly because there is not enough evidence that the face shield alone prevents the spray of respiratory particles via a cough, sneeze, speaking loudly, etc. from spreading outside the face shield. For those using a face shield as an accommodation, additional measures should be in place such as increased distancing.

E. 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:
  o Wash or sanitize your hands before putting on any face covering.
  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 covering is secured to prevent slipping.
  o Once on, avoid touching the facial covering. But if you do, clean your hands after touching the covering.
  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 coverings should be washed and completely dried after each use.

• Proper Care and Cleaning of Face Coverings:
  o Cloth 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. 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: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html

F. 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

G. 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.
- Safe Travels App. The Hawai‘i State Department of Transportation hosts the “Safe Travels App”. This program streamlines the arrival procedure for trans-Pacific visitors and residents returning from overseas.
- Register for Hawai‘i Safe Travels.
- Employees should show their supervisor that they have cleared Safe Travels Hawai‘i before returning to campus. We also recommend that the employee continue to monitor for symptoms upon their return.
- 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
  - Employees shall additionally consult the University’s Travel FAQs.

H. 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).

- 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 campus. 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.

- All faculty, staff, and students are required to check-in using LumiSight UH. This application is an easy method for individuals to provide a daily self-attestation of their health status prior to coming onto any UH campus. Daily self-attestation of individual health is strongly recommended by the CDC as an integral part of an institutional strategy to support and encourage safe behavior by the UH community. The app can be accessed via a web browser or mobile app (Android or iOS) and can be set to provide reminder notifications by email or mobile phone push notifications. Information on installing the mobile app can be found in the Quick Start guide.

C. ID and Temperature Checks

Identification and Temperature Checks will be monitored at the entry of public/general areas. (See VI. Institutional Safety Practices. B. Campus and building entry will be monitored.)
D. 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.

**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/)

- Download the AlohaSafe Alert app to get COVID-19 exposure notifications and help keep Hawai’i safe and healthy – all while maintaining your privacy.

**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 College Success Advisor (Academic Advisor) contact (Ke’alohi Perry). 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 Trudy Asato.

**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.

E. 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. UH West O’ahu will follow the COVID-19 Protocols for UH Campus Communications.
Additionally, the Communications Department will conduct the following awareness activities:

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, which includes Chancellor’s Weekly Bulletins. 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, which includes Chancellor’s Weekly Bulletins, 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
  - Campus COVID-19 Page: https://westoahu.hawaii.edu/covid-19/
  - Safe Return to Campus: https://westoahu.hawaii.edu/covid-19/safe-return/
  - Campus Messages: https://westoahu.hawaii.edu/archives/categories/covid/
  - Website Banner
- Emails (UH Broadcast)
- Social Media
  - Facebook (@uhwestoahu)
  - Twitter (@uhwestoahu)
  - 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)
• Weekly Bulletin Updates (From Chancellor Benham)
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.

- **Handwashing or sanitizing stations** must 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 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.
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 allow physical distancing.
- Where furniture is moveable, block off and clearly mark furniture that should not be utilized to allow physical distancing; unused chairs or tables should be moved to the room perimeter or removed from the room.
- Consider turning desks to face in the same direction (rather than facing each other), or have seats arranged on only one side of tables.
- Consider using a staggered layout (each row offset by 50%) to potentially increase capacity where furniture is moveable.

**Classrooms**

- Configure rooms to allow at least a 6-foot buffer between an unvaccinated instructor/presenter and the first row of students and consider using unoccupied seating/tables to provide a physical buffer. An alternative is to place a plexiglass or clear plastic barrier between the podium and the main classroom.
- If the fully-vaccinated instructor/presenter is closer than 6 feet in proximity to others, they may forego a face covering and instead wear a clear face shield to facilitate effective delivery of material, regardless of the vaccination status of others in the space.
- 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.
- 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
New seating layout in a Health Sciences classroom.

One of the “sneeze guards” installed in Campus Center Student Service front desk.
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)
- Space seating and/or desks appropriately spaced at least 6 feet apart.

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 Courses issued by the Office of the Vice President for Academic Strategy.

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. 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 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 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 over approximately a 15-week period with two additional hours per week of out-of-class work for students.

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

**E. UH West O’ahu Online Class modalities.**

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

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

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

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

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

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

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

**F. Considerations for laboratory and studio courses.**

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 workstation 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 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.

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 sanitize areas occupied by customers.
- Vendor to have all employees always wearing gloves and face masks.
- Vendor to follow all current State and City & 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.

• 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

The more a person interacts with others, and the longer that interaction lasts, the higher the risk of COVID-19 spread in the community. That said, as we prepare for and slowly reopen our campus – we do so in collaboration with the City & County of Honolulu and State of Hawai‘i guidelines. In particular, we consider the City and County Tier process. To view what is allowed and restricted by tier, please click: Tier 1, Tier 2, Tier 3, Tier 4.

When meetings and classes are held in person, all safety protocols must be followed and include but are not limited to wearing face coverings or masks, physical distancing of 6 feet between individuals, and proper hand hygiene. There is to be no eating or drinking in any setting other than a formal restaurant/dining area or outdoors. For consumption of food or drink, at least 6 feet of physical distance must be maintained. If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Do not share food and utensils.

• Critical large school events that require the gathering of students, including but not limited to distribution of instructional materials and mass vaccination clinics, should implement the following safety measures as much as feasible:
  o Set up the event in a well-ventilated area.
  o Make sure everyone knows that face coverings must be worn on campus.
  o Remind attendees to stay home if they feel unwell or go home immediately if they start to feel sick.
o Minimize close interactions
   – Make the event available by appointment only
   – Provide any forms ahead of time so that these do not need to be completed at the site
   – Create a waiting area outside and use tape to indicate where people must stand to maintain six (6) feet apart
   – Separate the entrance and exit
   – Develop a route to the event area that reduces possible interactions
   – Arrange seating at least six (6) feet of distance apart
o Expedite processes so interactions are fewer than 15 minutes, to the extent possible.
o If the event is longer than 15 minutes, keep a basic record of who attended the event (and seating charts, if possible) for contact tracing purposes in the event a positive case is later identified.
o Promote the use of hand sanitizer.
o Reduce the sharing of materials - have single-use pens and other materials available if necessary.

• See the “University of Hawai’i Reopening Strategy for Operations” to view campus activities permitted at each tier level.

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 Hawai‘i.

• 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 1 arm 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 outergarment.

- 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 Enrollment Services Office, C-Building, First Floor.

- 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.).

- Temperature checks will be taken at the following entry points: Library, Student Affairs, Na’ulu Center, Student Life Center, Creative Media Building, and Bookstore.
C. Return to Work

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

- UH expects all student-serving units and offices who are not already in-person to return to in-person starting on August 3, 2021. Additionally, more in-person course offerings will occur in Fall 2021 with a goal of return to in-person instruction in Spring 2022.

- Instances may occur where an employee desires to voluntarily telework if their job functions are suitable to be performed remotely and the employee can be as functional and productive as when they are in the workplace.

- The university will provide reasonable accommodations upon request to all disabled employees that will enable the employee to perform their essential job functions.

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 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.
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/
1-800-273-8255

State Crisis Hotline
https://health.hawaii.gov/amhd
O’ahu: 832-3100
Neighbor Islands: 1-800-753-6879

The Disaster Distress Helpline
https://www.samhsa.gov/find-help/disaster-distress-helpline
1-800-985-5990

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

• Domestic Violence Action Center (M-F, 8 am to 5 pm)
  https://domesticviolenceactioncenter.org/
  o To text or chat, call (605) 956-5680
  o 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/
  o 1-800-799-SAFE (7233); TTY 1-800-787-3224

• Child & Family Services Domestic Abuse Hotlines
  https://www.childandfamilyservice.org/programs/dvshelters/
  o O’ahu: (808) 841-0822
  o West Hawai’i: (808) 322-7233
  o 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
  - Domestic Violence 24-Hour Crisis Hotline: (808) 245-6362
  - 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:** Trudy Asato, uhwoada@hawaii.edu, (808) 689-2936

### 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. City & County of Honolulu COVID-19 Recovery Framework

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 city and county, state, and local public health mandates such as the Amendment to Honolulu’s COVID-19 Recovery Framework.

<table>
<thead>
<tr>
<th>Metrics</th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
<th>Tier 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Counts (7 day avg for Other)</td>
<td>&gt;100</td>
<td>50-100</td>
<td>20-49</td>
<td>&lt;20</td>
</tr>
<tr>
<td>Testing Positivity (7 day avg for Oahu)</td>
<td>&gt;5%</td>
<td>2.5-5%</td>
<td>2-3.5%</td>
<td>1-2%</td>
</tr>
</tbody>
</table>

**SECTOR/BUSINESS**

<table>
<thead>
<tr>
<th>Social Gatherings (not otherwise addressed below)</th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
<th>Tier 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks, beaches, trails, Campgrounds</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>25</td>
</tr>
<tr>
<td>Outdoor sports (no permits required)</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>25</td>
</tr>
<tr>
<td>Outdoor organized team sports (permit required) Excludes sports associated with educational institutions.</td>
<td>Closed</td>
<td>Closed</td>
<td>Allowed (no spectators)</td>
<td>Allowed</td>
</tr>
<tr>
<td>Indoor organized team sports</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
<td>Allowed with conditions</td>
</tr>
<tr>
<td>Pools (public &amp; private commercial)</td>
<td>Allowed</td>
<td>Allowed</td>
<td>Allowed</td>
<td>Allowed</td>
</tr>
<tr>
<td>Shooting &amp; archery ranges</td>
<td>5</td>
<td>5</td>
<td>Allowed</td>
<td>Allowed</td>
</tr>
<tr>
<td>Public/private golf courses</td>
<td>Hawaii Golf Phase 2</td>
<td>Hawaii Golf Phase 2.5</td>
<td>PGA/Hawaii Phase 3</td>
<td>Allowed</td>
</tr>
<tr>
<td>Real estate services</td>
<td>Allowed, 5 indoors at a time</td>
<td>Allowed, 5 indoors</td>
<td>Allowed, 10 indoors</td>
<td>Allowed, 25 indoors</td>
</tr>
</tbody>
</table>

**SECTOR/BUSINESS**

<table>
<thead>
<tr>
<th>New used car/truck dealerships</th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
<th>Tier 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Appointment Only test drive w/o sales agent</td>
<td>Allowed</td>
<td>Allowed</td>
<td>Allowed</td>
<td>Allowed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Automated service providers</th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
<th>Tier 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowed</td>
<td>Allowed</td>
<td>Allowed</td>
<td>Allowed</td>
<td>Allowed</td>
</tr>
<tr>
<td>Mobile service providers</td>
<td>Allowed</td>
<td>Allowed</td>
<td>Allowed</td>
<td>Allowed</td>
</tr>
<tr>
<td>Retail &amp; service (including essential businesses)</td>
<td>50% capacity</td>
<td>50% capacity</td>
<td>Allowed</td>
<td>Allowed</td>
</tr>
<tr>
<td>Indoor malls</td>
<td>Allowed</td>
<td>Allowed</td>
<td>Allowed</td>
<td>Allowed</td>
</tr>
<tr>
<td>Spiritual services</td>
<td>Allowed, 50% capacity</td>
<td>Allowed, 50% capacity</td>
<td>Allowed</td>
<td>Allowed</td>
</tr>
<tr>
<td>Funerals</td>
<td>10</td>
<td>10</td>
<td>Allowed</td>
<td>Allowed</td>
</tr>
<tr>
<td>Restaurants/Bars (businesses offering food or drink for seated on premises consumption)</td>
<td>At City &amp; County of Honolulu’s discretion</td>
<td>5, 50%</td>
<td>10, allowed</td>
<td>25, allowed</td>
</tr>
<tr>
<td>Zoos, sea life attractions, aquariums, museums, botanical gardens</td>
<td>5, 50% capacity limit for indoor areas</td>
<td>5, 50% capacity limit for indoor areas</td>
<td>10, allowed</td>
<td>25, allowed</td>
</tr>
<tr>
<td>Other commercial attractions: water parks, cultural attractions, go-kart, mini golf</td>
<td>5, Outdoor Only</td>
<td>5, allowed</td>
<td>10, allowed</td>
<td>25, allowed</td>
</tr>
<tr>
<td>SECTOR/BUSINESS</td>
<td>TIER 1</td>
<td>TIER 2</td>
<td>TIER 3</td>
<td>TIER 4</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Arcades</td>
<td>Closed</td>
<td>25% capacity</td>
<td>50% capacity</td>
<td>50% capacity</td>
</tr>
<tr>
<td>Bowling</td>
<td>5, 50% capacity</td>
<td>5, 50% capacity</td>
<td>10, allowed</td>
<td>25, allowed</td>
</tr>
<tr>
<td>Transportation (non-essential)</td>
<td>5, 50% capacity</td>
<td>5, 50% capacity</td>
<td>10, allowed</td>
<td>25, allowed</td>
</tr>
<tr>
<td>Tours</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>25</td>
</tr>
<tr>
<td>Helicopter tours, plane tours, skydiving</td>
<td>5, 25% capacity</td>
<td>5, 50% capacity</td>
<td>10, allowed</td>
<td>25, allowed</td>
</tr>
<tr>
<td>Recreational boating (personal)</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>25</td>
</tr>
<tr>
<td>Commercial recreational boating</td>
<td>25%, no food/beverages in cabin</td>
<td>25%</td>
<td>50%</td>
<td>75%</td>
</tr>
<tr>
<td>(Restaurant/bar rules apply if food/beverage consumption allowed)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal short-term rentals</td>
<td>Closed</td>
<td>Allowed</td>
<td>Allowed</td>
<td>Allowed</td>
</tr>
<tr>
<td>Hair salons &amp; barbershops &amp; nail salons</td>
<td>Allowed</td>
<td>Allowed</td>
<td>Allowed</td>
<td>Allowed</td>
</tr>
</tbody>
</table>

** Each “Allowed” business/operation shall be subject to sector standards to be approved by the City & County of Honolulu (“City”).
** City may issue orders targeting sectors/businesses where clusters are identified.
*** City may implement necessary restrictions not contemplated by this plan in the event of uncontrollable and rapid spread of COVID-19.
**** Baseline mitigation measures/sector standards apply to all sectors across tiers
***** Group size includes employee/provider and customers/clients
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 an 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 emphathetic. “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 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 (Ke’alohi Perry). 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 Trudy Asato.

• 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”.

Version: 13 - Posted June 2, 2021
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 College Success (Academic Advisor) contact (Ke’alohi Perry). 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 Trudy Asato.

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.

• If possible, wait up to 24 hours before beginning cleaning and disinfection to reduce exposure to respiratory droplets in the air. Affected area may be secured (closed/locked) for a minimum of 7-days.

• 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.

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 College Success (Academic Advisor) contact Ke’alohi Perry at kperry23@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: Trudy Asato, ADA/504 Coordinator - Disability Services, (808) 689-2936, 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
• UWHO Interim COVID-19 Guidelines: westoahu.hawaii.edu/covid-19/guidelines
UH West O’ahu Positive Case Workflow:

### #1 - Intake

- Positive App/Web Survey Submission
- Positive Hotline Submission
  - Phone: 808-689-2525
  - Email: covidwo@hawaii.edu

### #2 - Activation

- Intake Form Submitted
- Department of Health contacts Campus

- Test Case Result
- NEGATIVE: No Action Required
- POSITIVE: COVID Response Team
  - Nurse (Stacey Kelly)
  - Contact Dept. of Health

#### (Student Positive)
- Members Informed
  - Student Affairs/Advising (Katrina Abes)
  - Communications (Leila Shimokawa)
- Student or Employee
- (On Campus Positive)
  - Members Informed
    - Environmental Health and Safety (Beverly Ono)

#### (Employee Positive)
- Members Informed
  - Human Resources (Nancy Nakasone)
  - Communications (Leila Shimokawa)
- Off or On Campus

#### Off or On Campus

- Student Affairs
  - Action Steps TBD
- Student Affairs
  - Action Steps TBD
- Facilities
  - Clean Disinfect Assessment
- Human Resources
  - Action Steps TBD
- Human Resources
  - Action Steps TBD

#### Counseling
- ADA

### #3 - Report

- Report to Chancellor/Executives
- Yes
  - Reopen or Return to Campus
- No
  - After Action Report

End
Appendix B

Cleaning and Disinfecting Procedures


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

• Coronavirus 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 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: 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 employees:

- Safety Toe Shoes and/or rubber boots
- Googles 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.
DO YOUR SHARE TO
Stop the Spread of Germs

- 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
- 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