Kapi‘olani Community College
Guidelines for Returning to Campus

August 13, 2020, Version 2
**Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Self-Monitoring</td>
<td>6</td>
</tr>
<tr>
<td>Social Distancing</td>
<td>10</td>
</tr>
<tr>
<td>Face Coverings and PPE</td>
<td>11</td>
</tr>
<tr>
<td>Requirements for Face Coverings</td>
<td>11</td>
</tr>
<tr>
<td>Face Coverings and Face Shields</td>
<td>14</td>
</tr>
<tr>
<td>Proper Hand Hygiene</td>
<td>15</td>
</tr>
<tr>
<td>Enforcement of COVID-19 laws, rules, and policies</td>
<td>16</td>
</tr>
<tr>
<td>Community Enforcement</td>
<td>16</td>
</tr>
<tr>
<td>Egregious Violations of State or County Emergency Orders/Proclamations</td>
<td>17</td>
</tr>
<tr>
<td>Procedures for Potential COVID-19 Exposures or Illnesses</td>
<td>18</td>
</tr>
<tr>
<td>Campus Cleaning and Disinfecting Schedule</td>
<td>25</td>
</tr>
<tr>
<td>Recommended Practices to Maintain Campus Safety</td>
<td>26</td>
</tr>
<tr>
<td>Classroom Safety Recommendations</td>
<td>27</td>
</tr>
<tr>
<td>Instructional Delivery</td>
<td>28</td>
</tr>
<tr>
<td>Course Modality</td>
<td>28</td>
</tr>
<tr>
<td>Campus Services and Operations Status</td>
<td>32</td>
</tr>
<tr>
<td>Exhibit 1 Campus Impact Level: Stay at Home</td>
<td>33</td>
</tr>
<tr>
<td>Exhibit 2 Campus Impact Level: Safer at Home</td>
<td>34</td>
</tr>
<tr>
<td>Exhibit 3 Campus Impact Level: Act with Care</td>
<td>35</td>
</tr>
<tr>
<td>Exhibit 4 Campus Impact Level: Recovery</td>
<td>36</td>
</tr>
<tr>
<td>Exhibit 5 Campus Impact Level: New Normal</td>
<td>37</td>
</tr>
<tr>
<td>Attachments</td>
<td>38</td>
</tr>
<tr>
<td>Attachment 1: Wear a Face Covering</td>
<td>39</td>
</tr>
<tr>
<td>Attachment 2: Prevent Spread</td>
<td>39</td>
</tr>
<tr>
<td>Attachment 3: Prevent the Spread of Germs</td>
<td>39</td>
</tr>
<tr>
<td>Attachment 4: Kindly Wear Your Face Covering</td>
<td>39</td>
</tr>
<tr>
<td>Attachment 5: Social Distancing</td>
<td>39</td>
</tr>
<tr>
<td>Attachment 6: Before You Enter</td>
<td>39</td>
</tr>
</tbody>
</table>
Attachment 7: Please Wait.................................................................39
Attachment 8: Maximum Capacity....................................................39
Attachment 9: How to Protect Yourself ..............................................39
INTRODUCTION

These guidelines were created to assist Kapiʻolani Community College (Kapiʻolani CC) students and employees who are already on campus or coming to campus for the Fall 2020 semester. The guidelines are based upon various sources of information from leading agencies, including the Centers for Disease Control and the World Health Organization. In addition, guidance from both the University of Hawai‘i COVID-19 Guidelines (Interim) and the University of Hawaiʻi Community Colleges Guidelines were used to formulate campus specific protocols.

The Kapiʻolani CC campus remains closed to the public and will likely remain so throughout the Fall 2020 semester. No one should come to campus unless they are required to conduct business (e.g. to work or attend class) or use campus resources. This will help us to keep the campus safe. Maintaining and protecting the health and safety of all members of our campus community is our primary goal. All employees and students are expected to fully comply with the protocols and guidelines outlined in this document. We kindly ask for your understanding and kōkua in helping to uphold these standards and guidelines.

This document should be kept available for your review. Please note that these guidelines may change based upon several factors including new knowledge of the COVID-19 virus as well as the approach that federal, state, and county governments take to counter the virus. Mahalo for your kōkua in helping us to keep the Kapiʻolani CC community safe.
COVID-19
COVID-19 is a respiratory disease caused by a new strain of coronavirus, which spreads more efficiently than influenza. In March 2020, the World Health Organization (WHO) and the Centers for Disease Control (CDC) classified the COVID-19 coronavirus strain as a pandemic.

COVID-19 is thought to spread mainly through close person-to-person contact. Some people without symptoms may be able to spread the virus. The CDC is still learning about how the virus spreads and the severity of illness it causes.

Much has been written about COVID-19, for the most up-to-date and accurate information on the virus and the pandemic please visit the COVID-19 CDC website. In addition to these guidelines, Attachment 9 reflects the CDC’s recommendations on how to protect yourself and others.

For up-to-date and reliable information on the COVID-19 outbreak and what you can do to protect yourself and your family, contact our partners at Aloha United Way 2-1-1.

There are multiple ways to reach them from 7:00 AM to 10:00 PM:

- CALL 2-1-1
- TEXT at 877-275-6569 (include your ZIP code)
- CHAT at www.auw211.org
- EMAIL at info211@auw.org
- Or SEARCH their online database 24/7 at auw211.org/Search.aspx
CAMPUS PREVENTION STRATEGIES
Kapi'olani Community College’s goal is to maintain the safety of our students and employees to the best of our ability. We will do so through developing guidelines and implementing four strategies:

1. Requiring the campus community to perform self-monitoring checks before coming to campus each day
2. Requiring the use of face coverings, face masks, and, when required, personal protective equipment (PPE)
3. Adhering to strict social (or physical) distancing
4. Promoting proper hand hygiene and sanitization

All employees and students are required to adhere to the guidelines for these strategies immediately before coming to campus and when on campus. Failure to do so puts the entire Kapi‘olani CC campus community at risk and may result in an even larger infectious spread throughout the University of Hawai‘i and the State.

SELF-MONITORING

All Kapi‘olani CC students and personnel are asked to download the University of Hawai‘i self-check app, titled “LumiSight UH.” The app is available as an web based app as well as on mobile platforms for Apple mobile and Android mobile. Once you are registered with LumiSight, you will be reminded to do your daily self health check each day. You must complete this check using the mobile or web-based app before coming to campus.

More information on the LumiSight app can be found on the University of Hawai‘i System website (LumiSight). This web page has all of the information you need to know regarding BOTH the mobile and web (desktop) application.

The quick start guide for the app can be found here.

The LumiSight UH app will ask you the following questions each day:
After reviewing the questions, you will be offered an option of answering ‘Yes’ or ‘No’. A ‘Yes’ response to ANY of the questions will require that you “Stay home or in your campus residence, do not report to campus”. If your answer is ‘No’ to ALL of the questions then you will received a message on the next screen informing you that, “You may report to campus.”

As a reminder, ALL Kapi‘olani CC students and personnel must complete the following COVID-19 self-check BEFORE coming to the KapCC campus or any University of Hawai‘i campus each day.

**IF YOU ANSWER YES TO ANY QUESTION**

If you answered yes to any question, do NOT come to campus. Please inform your instructor, counselor, or supervisor of your condition to ensure there is proper communication with the campus. Your ‘Yes’ response will be sent to the Vice Chancellor for Administrative Services (VCAS). Please await communication from the VCAS, or designee, for further instruction.
If you are having a medical emergency, do not wait to hear from the campus; contact 911 or your health care provider for medical assistance. To ensure that you receive proper care and prevent the spread of a virus, do NOT go to the ER or doctor’s office without first informing them of your situation.

Answering ‘Yes’ to questions and staying home when uncertain will NOT penalize student grades.

**IF YOU ARE OFF CAMPUS**

1. Stay or go home; do not come to campus
2. Contact your instructor, counselor or supervisor to report your self-check results
3. The symptoms of COVID-19 can vary greatly and you are encouraged to contact a medical provider to assess your current condition

**IF YOU ARE ON CAMPUS**

1. You should contact your instructor, counselor or supervisor and leave campus if you can safely depart and arrive home
2. If you cannot get home safely or need to wait for a ride home, please let your instructor, counselor or supervisor know. Kapi‘olani CC employees, please refer to “PROCEDURES FOR POTENTIAL COVID-19 EXPOSURES OR ILLNESSES” if you receive a report of a potential COVID-19 situation.
   a. NOTE: We do not advocate that you use public transportation if you are not well.
3. Once home, please follow the instructions under these guidelines
4. The symptoms of COVID-19 can vary greatly and you are encouraged to contact a medical provider to assess your current condition

Additional information on the process of managing a potential on campus COVID-19 situation can be found in section “PROCEDURES FOR POTENTIAL COVID-19 EXPOSURES OR ILLNESSES”

**WHEN TO RETURN TO CAMPUS**

If you answered yes to any of the questions, you should not return to campus, or any University of Hawai‘i campus, until:

- You show no COVID-19 symptoms, including a fever (without the use of medication) for 24 hours (1 day), OR
- (For individuals who had previously tested as COVID-19 positive) a medical provider or the Department of Health has officially cleared you from self-isolation or quarantine and you have been cleared to return by the Vice Chancellor of Administrative Services (please see section titled “Before Returning to Campus” for further information).
IF YOU HAVE RETURNED FROM ANOTHER COUNTRY OR FROM OUT OF STATE:

1. Stay home and self-monitor for 14 days from the time you left the country you were visiting. Do not go to school and do not go to work.
2. Take your temperature with a thermometer two times a day and watch for cough or difficulty breathing (see instructions in this booklet).
3. Keep your distance from others (about 6 feet or 2 meters).
4. If you get sick with fever, cough, or trouble breathing contact your medical provider or call 911 if it is a medical emergency.
5. If you need to seek medical care for other healthcare reasons, such as dialysis, call ahead to your doctor and tell them about your recent travel.

_Taken in part from, “CDC CARE” guidance document, version 3, 3/11/20_
SOCIAL DISTANCING

Social (also referred to as Physical) Distancing is mandatory. Individuals should always consider their spatial location within the physical environment and in relation to others. Care should be taken that there is 6 feet between other people.

Individual requirements to ensure social distancing:

- Maintain at least 6 feet (approximately 2 arms length) between other people. Always observe the 6 foot distance unless your activity requires physical spacing closer than 6 feet.
- Be aware, observe and heed all signage for directions, elevator use, and room capacity.
- Do not gather in groups of 10 or more; and,
- Stay out of crowded places and avoid mass gatherings.

Office and Program requirements to ensure social distancing:

- Configure work areas to accommodate appropriate social distancing of at least 6 feet between workstations/workers.
- Post signs (see Attachment 1) at entrances that say face coverings are required upon entry.
- Post signs (see Attachment 8) at entrances indicating maximum occupancy of the space in order to control social distancing.
- Post signs (Attachment 7) instructing individuals on how to proceed before they enter the space. Adjust procedures, if needed, as more people return to campus.
- Remove extra chairs and desks to ensure proper physical distancing in conference and waiting rooms. Contact Auxiliary Services if you would like to store the extra furniture.
- Clear out and remove personal items from shared workspaces to increase space.
- High traffic offices and outside spaces should place markings on the floor where people can stand in line to be 6 feet apart.
FACE COVERINGS AND PPE

All individuals on campus must wear a face covering or, when necessary, personal protective equipment (PPE) in both indoor and outdoor settings. This campus requirement mirrors Governor David Ige’s ninth emergency proclamation and Mayor Caldwell’s fifth emergency order. Individuals should develop a habit of checking to ensure that they have their face covering with them before leaving home or their vehicle.

Disposable masks will be provided by Kapi‘olani CC, depending on supplies, only in those circumstances where individuals may have forgotten their mask; individuals should always do a “mask check” before coming to campus. Disposable masks may only be worn for only one day and then must be placed in the trash.

If you are a student and you need a mask, you should go to the Office of Student Activities, on the 1st floor of the ‘Iliahi Building, or the Office of the Vice Chancellor for Student Affairs office, in ‘Ilina 206.

If you are an employee, go to your respective administrator’s office or the Human Resources Office, located on the 2nd floor of the ‘Ilina Building.

Wearing a face covering will protect others in case you are infected but do not have symptoms. Remember, you can spread COVID-19 to others even if you do not feel sick or have symptoms.

Cloth face coverings are acceptable and will likely be the most convenient reusable mask option. Cloth face coverings should only be worn for one day at a time, and then properly laundered before use again. Having a one-week supply of cloth face coverings can help reduce the need for daily laundering. Please see the table below to determine which types of face covering are most appropriate.

REQUIREMENTS FOR FACE COVERINGS

- Face coverings must be worn by everyone on campus.
  - If you refuse to wear a face covering while on campus, you may be asked to leave.
  - If you cannot wear a face covering for medical reasons, we recommend that you remain off campus for your safety and the safety of the campus. If you absolutely MUST come to campus, please discuss a safety plan and make arrangements through the Disability Support Services Office (DSSO) or, if you are an employee, the Human Resources Office. Both students and employees in this situation will
be asked to produce a medical note and, if exempted from wearing a mask, will still be required to equip certain safety gear such as face shields.

- Face coverings must be worn by anyone working on campus and in shared (or common) areas where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.).
- Face coverings must be worn in both indoor and outdoor settings.
- Face coverings can be removed in only two circumstances:
  - If you are alone and in a private space (such as a private office).
  - When you are performing a task, such as working with motorized equipment, that would make it dangerous to wear a face covering.
- Face coverings are not a substitute for social distancing. As much as possible, you must still maintain at least 6 feet of space between others, even if you are wearing a face covering.
- Do not forget to bring your face covering to campus. Get into the habit of doing a “mask check” before leaving home or your vehicle. If you do not have a mask, you may be able to get one (from the Office of Student Activities, if you are a student, or your respective Administrator, if you are an employee); however, if there are no available supplies or you cannot find a mask or facial covering, you may be asked to depart campus.
- Those who are in a facility which requires the use of personal protective equipment, such as N95 masks, should follow the proper protocols of the program, facility, or job.
- Face coverings should be made of a solid piece of fabric that you cannot see through when held up to light. Face covering should not be made out of mesh fabric or crocheted.
- Face coverings with valves or vents should not be worn. According to the CDC, masks with one-way valves or vents allow air to be exhaled through a hole in the material, which can result in expelled respiratory droplets that can reach others. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others.
# Type and Intended Use of Face Covering/Masks

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Intended Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloth Face Covering</td>
<td>Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions</td>
<td>Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6’ social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).</td>
</tr>
<tr>
<td>Disposable Mask</td>
<td>Commercially manufactured masks that help contain wearer’s respiratory emissions</td>
<td>Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6’ social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).</td>
</tr>
<tr>
<td>Surgical Mask</td>
<td>FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer’s respiratory emissions</td>
<td>These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by the DOH.</td>
</tr>
<tr>
<td>N95 Respirator</td>
<td>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions</td>
<td>These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by the DOH.</td>
</tr>
</tbody>
</table>

Taken from Duke University “Guide for Returning to the Workplace”, May 19, 2020
**FACE COVERINGS AND FACE SHIELDS**

Face shields are optional while on campus. Face Shields should only be used in combination with and not as a substitute for face coverings. The [CDC does not recommend use of face shields for normal everyday activities in place of cloth or disposable face coverings](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/more-precautions.html), 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.

The important rule of thumb when discussing face shields and face covers is this: Although recent research does show that face covers can help to protect you, wearing a face cover is primarily done to protect other people from you, whereas wearing a face shield is done to protect yourself from others.
PROPER HAND HYGIENE

All individuals on campus are encouraged to wash their hands regularly. Restroom facilities will be available and portable hand washing stations will be placed in several locations throughout the campus.

According to the CDC (Why and How to Safely Wash Your Hands), washing your hands prevents illnesses and spread of infections to others. Handwashing with soap removes germs from hands and prevents infections because:

- People frequently touch their eyes, nose, and mouth without even realizing it. Germs can get into the body through the eyes, nose and mouth and make people sick.
- Germs from unwashed hands can get into foods and drinks while people prepare or consume them. Germs can multiply in some types of foods or drinks, under certain conditions, and make people sick.
- Germs from unwashed hands can be transferred to other objects, like handrails, table tops, or tools, and then transferred to another person’s hands.
- Removing germs through handwashing therefore helps prevent diarrhea and respiratory infections and may even help prevent skin and eye infections.

With specific regard to COVID-19, the CDC considers hand hygiene to be an important part of the U.S. response to the international emergence of COVID-19. Practicing hand hygiene, which includes the use of alcohol-based hand rub (ABHR) or handwashing, is a simple yet effective way to prevent the spread of pathogens and infections in healthcare settings. CDC recommendations reflect this important role.

(CDC Hand Hygiene Guidelines)
ENFORCEMENT OF COVID-19 LAWS, RULES, AND POLICIES

Beginning in July 2020, the State, in particular Honolulu County, experienced a large spike in COVID-19 infections. The situation became concerning enough that both Governor Ige and Honolulu County Mayor Caldwell, re-instituted State and County level proclamations/orders due to a spike in positive COVID-19 test results. In their announcements of these new restrictions, both the Governor and the Mayor cited a lack of masks, inadequate social distancing, and a general flouting of emergency proclamations/orders and laws as reason for “going backward” for the next 4 weeks. The spike in cases has also led the Department of Education and many of Hawai’i’s largest public schools to adjust their reopening plans and instead of in-person, face to face education they are instead opening the school year online. As of August 14, 2020, the University has not adjusted its start date or delivery plans; accordingly, we must abide by these proclamations/orders and enforce them on our campus.

COMMUNITY ENFORCEMENT

As noted in the “Face Coverings and PPE” section on Page 10, everyone – employees, students, and visitors - must have a face covering on while on campus. Face coverings are required both indoors and outdoors. The only time you may remove your face covering is when you are in your own office or performing a task that would make it dangerous to wear a face covering. Enforcement of this law/policy has turned out to be a controversial and difficult issue. Nonetheless, WE must all work together to help to enforce the law and campus policies.

Unfortunately, it is not enough for us to wear your mask. We must constantly remind others that they are putting others at risk by not wearing their face cover. If you see another person without their face cover on or worn improperly, it is your responsibility to the community to politely ask them to wear their face cover. The best approach is to treat this as a personal request. Shaming others doesn’t work, and arguments rarely convince others to put their masks on. If , after you make your request, the individual is still unwilling to put their face cover on or becomes argumentative, as some individuals are wont to do, you should simply walk away and contact a campus employee or authority to make a report. Any Security Officer, Campus Administrator, or Department Chair/Unit Head can assist you (contact info below). Helpful information to have available when making a report includes: the person’s name (if available), campus location (specific room number if available), identifiable characteristics (e.g. color of shirt, pants, backpack, etc.).

Social distancing is another issue that the Governor and Mayor, as well as the leaders of other states, have pointed to as reasons for “rolling back” orders and proclamations. Higher education is exempt from the 10-person max gathering rule in classroom environments; however, that doesn’t mean that we will not be adhering to strict 6-foot social distancing requirements. As much as possible, individuals on campus must work to maintain proper social distancing. As such,
it is your responsibility to not put yourself in a situation where less than 6 feet can be maintained between other people. If a space or a room looks “tight” then don’t enter.

Although many of our face to face classes may be larger than 10 people in a classroom, we have worked to ensure that our classrooms are configured to ensure that 6 feet of distance can be maintained. In outdoor areas, our tables and chairs have been marked to remind individuals to maintain 6 feet of distance.

If you come across a situation where a group larger than 10 people are congregating and they are not in a class or academic activity, we kindly ask you to alert one of the offices listed below.

**WHO TO CALL**

Offices that can help you include, but are not limited to:

- Campus Security 808-734-9900
- Safety and Emergency Management Director 808-734-9334
- Office of the Chancellor 808-734-9565 or 808-734-9521
- Office of the Vice Chancellor for Administrative Services 808-734-9531
- Office of the Vice Chancellor for Student Affairs 808-734-9522
- Office of the Vice Chancellor for Academic Affairs 808-734-9155

**EGREGIOUS VIOLATIONS OF STATE OR COUNTY EMERGENCY ORDERS/PROCLAMATIONS**

The Honolulu Police Department has created a hotline number and email to accept reports on violations occurring throughout the community. If you see COVID-19 related violations while on campus, we ask that you contact one of the offices listed above; however, if you see a violation while out in the community and would like to make a report, you can call (723-3900) the hotline or email the COVID Enforcement Team (hpdcovidenforce@honolulu.gov).
PROCEDURES FOR POTENTIAL COVID-19 EXPOSURES OR ILLNESSES

The following procedures shall be followed whenever individuals report that they have been infected by or exposed to the coronavirus, or they suspect that they have COVID-19.

These procedures are based on guidance from the CDC and information from the State of Hawai‘i Department of Health to screen for, manage, and prepare for a confirmed positive COVID-19 case appearing on University campuses.

Members of the Kapi‘olani CC community, including employees and students, as well as visitors to the campus, who:
- have tested positive for COVID-19;
- are a second party contact of someone who has tested positive for COVID-19;
- are suspected of having COVID-19 based on their symptoms, travel history or history of prolonged contact (exposure) with an individual who tested positive for COVID-19, among other indicators; or
- are subject to quarantine;
must inform either their instructor, counselor, supervisor, or a Kapi‘olani CC administrator of their health condition. Kapi‘olani CC employees who are made aware of a situation shall immediately inform the campus point of contact (POC).

CAMPUS POINTS OF CONTACT

The campus’ official points of contact are:

<table>
<thead>
<tr>
<th>For Employee Reporting:</th>
<th>For Student Reporting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Chancellor for Administrative Services</td>
<td>Vice Chancellor for Student Affairs</td>
</tr>
<tr>
<td>‘Ilima Building, Rm 211</td>
<td>‘Ilima Building, Rm 205</td>
</tr>
<tr>
<td>808-734-9531</td>
<td>808-734-9522</td>
</tr>
<tr>
<td>Or contact campus security at 734-9900</td>
<td>Or contact campus security at 734-9900</td>
</tr>
</tbody>
</table>

For the purposes of COVID-19 reporting you may also email: kapcovid@hawaii.edu

The Vice Chancellor for Administrative Services (VCAS) shall serve as the campus primary point of contact (POC) for receiving information on all employees, students (via the Vice Chancellor of Student Affairs), and visitors that may result in a potential case of COVID-19. The primary POC will coordinate communication and guidance with the Hawai‘i State Department of Health and the University System.
All reports received will remain confidential. The case will be managed in conjunction with the Department of Health and the UH System, as necessary. Efforts taken will be based upon ensuring that the campus and the general public have the necessary information to keep themselves safe.

**COVID-19 Exposures**

A 2nd party contact, or a close contact, is an individual that was within 6 feet of an infected individual for longer than 15 minutes starting 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

According to guidance from the CDC ([Contact Tracing for COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing.html)), 2nd party contacts of laboratory-confirmed or probable COVID-19 patients should be tested and quarantined until a test result is received.

- If a 2nd party contact receives a positive test result, the individual should be treated as a confirmed COVID-19 case and asked to quarantine for at least 14 days or until the illness has passed (see below “Before Returning to Campus” below).
- If a 2nd party contact receives a negative test result, the individual should contact the Vice Chancellor of Administrative Services (VCAS) BEFORE returning to campus to discuss a potential campus return. In certain situations, the VCAS may require the individual to continue quarantining or seek further guidance from the Department of Health.

When a 2nd party contact is identified by either the 1st party or other 2nd party contacts, the POC or a designee will contact the individual and require that they immediately depart campus so as to prevent further spread of the illness. Individuals will be asked to stay away from campus for at least 14 days, or until the POC/designee or the Department of Health contacts them with further information.

**Process to Managing a COVID-19 Case**

If a student reports a possible COVID-19 infection, symptom or other COVID-19-related health concern to an employee while on campus:

1. The employee should immediately temporarily isolate the student and contact the VC for Student Affairs.
2. The employee should maintain a safe distance from the student and, at minimum, shall document the student’s name.
3. The employee shall clear the space. Instructors should first record attendance and then dismiss the class. Students or other individuals that are being dismissed and asked to clear the space should be reminded that they should be mindful of their own health by performing regular self-check monitoring.
4. If and when possible, the employee should ask the student for the following information:
   a. Best method of contact information (address, telephone number);
b. When their symptoms began;
c. Information on any other people on campus the person may have come into
direct contact with in prolonged (more than 10 minutes) close proximity (less than
6 feet) within the 48-hour period before symptoms started; and,
d. If the person believes that they are infected and, if so, how the person believes
they may have become infected.

5. The VC for Student Affairs shall pull the student’s schedule from BANNER and work with
the student to ensure that they can safely depart campus and go home.

6. The VC for Student Affairs shall inform the VC for Administrative Services and/or Campus
Security of the situation, ensuring to provide basic information such as name, contact
number, and schedule.

7. The student shall remain in place if they need time to contact other people for a ride or, if
necessary, wait for an ambulance to arrive.

8. During this time all individuals called to the campus location to assist in the situation
shall:
   a. Maintain their distance and ensure that proper face coverings are worn.
   b. Continue to engage in dialogue with the student to seek answers to the questions
      above. Answers to these questions will assist the DOH in helping the campus in
      this particular situation.

9. Before departing campus, either through private vehicle or medical transport (public
transport is NOT recommended), the student shall be given the following information:
If an **employee** reports a possible COVID-19 infection, symptom or other COVID-19 related health concerns while on campus:

1. If the employee can safely depart campus to go home, then the employee should immediately communicate their health condition to their supervisor and depart campus.

2. If the employee cannot safely depart campus to go home, then the employee should immediately communicate their health condition to his/her supervisor and await further instruction.
   
   a. The supervisor shall immediately contact the VC for Administrative Services to report the situation.
   
   b. The VCAS and supervisor shall assess the situation and, if necessary, identify a location for isolation within the office.
   
   c. If and when possible, the supervisor should ask the employee for the following information:
      
      i. Best method of contact information (address, telephone number);
      
      ii. When the person’s symptoms began;
      
      iii. Information on any other people on campus the employee may have come into direct contact with in prolonged (more than 10 minutes) close proximity (less than 6 feet) within the 48-hour period before symptoms started; and,.

Information for Students who have reported a COVID-19 related health issue:

- For your safety we recommend that you contact a medical provider immediately to discuss your current health condition.
- If you are sick and have a positive COVID-19 test result, your grades will not be penalized if you work closely with your instructors and they know of your condition. If you are a student employee, you will not lose your on-campus job if you maintain close contact with your campus employer.
- If you are sick and have a positive COVID-19 test result, you will not be allowed to return to campus until you are officially cleared to return by the campus.
- Before coming back to campus, please contact either the Vice Chancellor of Student Affairs (734-9522) or the Vice Chancellor of Administrative Services (734-9531), or email kapcovid@hawaii.edu, to provide your test results and receive approval to return to campus.

   If you have any questions, we recommend going to: [State of Hawai'i COVID Information](#)
iv. If the employee believes that they are infected and, if so, how the person believes they may have become infected.

d. During this time all individuals called to the campus space to assist in the situation shall:

i. Maintain their distance and ensure that proper face coverings are worn.

ii. Continue to engage in dialogue with the employee to seek answers to the questions above. Answers to these questions will assist the DOH in helping the campus in this particular situation.

3. Before departing campus, either through private vehicle or medical transport (public transport is NOT recommended), the employee shall be given the following information:

<table>
<thead>
<tr>
<th>Information for Employees who have reported a COVID-19 related health issue:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• For your safety we recommend that you contact a medical provider immediately to discuss your current health condition.</td>
</tr>
<tr>
<td>• If you are sick and have a positive COVID-19 test result, you will be placed on leave and will not be allowed to return to campus until you are officially cleared to return by the campus.</td>
</tr>
<tr>
<td>• Specific leave questions can be directed to the Kapi‘olani CC HR office (<a href="mailto:kapcchr@hawaii.edu">kapcchr@hawaii.edu</a>).</td>
</tr>
<tr>
<td>• Before coming back to campus, please contact the Vice Chancellor of Administrative Services (734-9531), or email <a href="mailto:kapcovid@hawaii.edu">kapcovid@hawaii.edu</a>, to provide your test results and receive approval to return to campus.</td>
</tr>
</tbody>
</table>

If you have any questions, we recommend going to: State of Hawai‘i COVID Information

REPORTING AND INFORMATION GATHERING
Upon receiving a report regarding a potential 1st party (person who tested positive) or 2nd party contact (person who may have been exposed to a 1st party) case, the primary POC will:

1. Compile a list of names, contact information, and other information for each reported case. The compiled information shall be kept confidential and include:

   a. Name of the individual(s);

   b. Contact information (address, telephone number) for the individual(s);

   c. Information on any other people on campus the person may have come into direct contact with in prolonged (more than 10 minutes) close proximity (less than 6 feet) within the 48-hour period before symptoms started;

   d. When the persons symptoms began; and,
e. How the person believes they may have become infected.

2. Contact the individual(s) who may be a 1st party (person who tested positive) or 2nd party contact (person who may have been exposed to a 1st party) to confirm:
   a. Information on any other people on campus the person may have come into direct contact with in prolonged (more than 10 minutes) close proximity (less than 6 feet) within the 48-hour period before symptoms started;
   b. When the person’s symptoms, if any, began; and,
   c. How the person believes they may have become infected or exposed to a 1st party.

3. Once all pertinent information is gathered, contact the Department of Health Investigations branch to:
   a. Ask questions regarding this particular case
   b. Inform the DOH of a potential case

4. If the individual reported is an employee the VC of Administrative Services shall ensure records are kept in the Human Resources office regarding the exposure or illness to meet Occupational Safety and Health Administration (OSHA) reporting and recordkeeping requirements.

**BEFORE RETURNING TO CAMPUS**

Before a person reporting an illness can be allowed to return back to campus after experiencing COVID-19 symptoms or potentially exposed to someone who has been infected, the CDC recommends that the individual isolate him/herself:

1. For persons recovered from COVID-19 illness isolation must be maintained for at least 10 days after illness onset and at least 24 hours after recovery.
   a. Illness onset is defined as the date symptoms began.
   b. Recovery is defined as resolution of fever without the use of fever-reducing medications with progressive improvement or resolution of other symptoms.

2. If the person had symptoms and WAS tested to determine if they are still contagious, the individual should remain at home until: They no longer have a fever without the use of fever-reducing medication; AND other symptoms have improved; AND they received 2 consecutive negative tests at least 24 hours apart.

3. If the person had NO symptoms but tested positive for COVID-19, the individual should either re-test for the virus (if the medical provider is willing to test again) OR the individual should remain at home until: At least 10 days have passed since the date of the first positive test; AND they continue to have no symptoms since the test.
4. If the person had NO symptoms but tested positive for COVID-19, and HAS been tested to determine if they are still contagious, the person should remain at home until they receive 2 consecutive negative tests at least 24 hours apart.

If you meet one of the criteria above and are ready to return, please contact the Vice Chancellor of Administrative Services to be fully cleared to return to campus. Please be advised that besides meeting the criteria above, you will need an official medical clearance from either a medical provider or the Department of Health.

NOTIFICATIONS
The POC, or a designee, will notify potentially exposed employees, students and third parties (i.e., vendors, contractors, etc) of the possibility of exposure without identifying the infected individual.

The POC will notify the State of Hawai‘i Department of Health Disease Outbreak Division of the situation and coordinate with the UH System.

The POC will work with both the DOH and the UH System to determine if the cancellation of classes, events and/or closure of buildings/facilities are warranted.

Once a report is confirmed as a COVID-19 case and if there is imminent danger present due to the infection, the POC will immediately send a timely warning announcement to the campus community and include pertinent information regarding the COVID-19 case while maintaining the confidentiality of the individual in accordance with FERPA and ADA. Information in the message shall include date, time, and location; names or personally identifiable information should not be included.

AREA CLOSED OFF AND DISINFECTED
In the event of a confirmed COVID-19 case, the affected area(s) will be:
- Closed off and remain closed for 24 hours, where feasible.
- After the 24 hours has passed, the space will be cleaned and disinfected.
- Upon completion of cleaning, the space will be assessed to ensure that it is ready for use again.
- All 1st parties and identified 2nd party contacts shall not enter the space until the POC, or designee, allows re-entry to the space.
CAMPUS CLEANING AND DISINFECTING SCHEDULE

COVID-19 has brought many challenges and changes to the campus, including janitorial services. Below is a summary of changes to our cleaning schedules:

- Restrooms will be cleaned and disinfected 2x per day
- Classrooms will be disinfected 1x per day either at the end of the day or in the morning before classes begin
- Classroom cleaning supplies, such as wipes or disinfecting spray, will be checked 1x per day and refilled by Auxiliary Services staff
- Shared interior spaces (such as ‘Ōhi’a 1st floor, ‘Iliahi 1st floor, etc) will be disinfected 1x per day
- Handrails and high traffic door handles will be disinfected 2x per day
- Operations staff will no longer enter offices to clean unless there is a facility issue that needs to be addressed AND there is explicit approval from the occupant(s).
- Office waste bins:
  - Single or shared office waste bins will be emptied 1x per day; office occupants must leave their waste bins outside of their door.
  - Office suites (such as Kalia 101, ‘Ilima 102, Kauila 122, etc) waste bins will be emptied 1x per day. Either a large waste bin will be made available OR an area to leave smaller waste bins will be designated for users to either empty their cans or leave their bins for emptying.

All classrooms and labs will have 1) hand sanitizer and 2) wipes or disinfecting spray placed in a basket in each room. If larger size hand sanitizer dispensers are available they will be placed in the main areas of buildings, such as hallways, and may replace the classroom sanitizer bottle.

Hand sanitizer and disinfecting products are available through Auxiliary Services, depending on availability. Many cleaning products such as wipes and hand sanitizer remain in short supply, accordingly the priority for these items is as follows:
1. Classrooms and Labs (academic)
2. Large high traffic services and programs
3. Computer labs and other labs (academic or student support)
4. Office suites (more than two persons)
5. Two person offices
6. Single occupant offices
RECOMMENDED PRACTICES TO MAINTAIN CAMPUS SAFETY

- Offices and programs, particularly those that are high traffic programs/offices, should post signage within their areas. There are four UHCC System recommended signs, Attachments 1-4. High traffic programs/offices should also consider using signs to manage the flow of traffic and reduce crowds, such as in Attachments 5-8.

- Develop an office plan that includes a cleaning schedule for high touch areas, such as counters, cabinets and door handles, and ensure that cleaning tasks are assigned and performed regularly.

- Avoid sharing office supplies and equipment, and minimize multiple people touching paper documents.

- For employees who contribute to kitchen items, consider eliminating reusable items (flatware, dishes and cups) and cleaning tools (sponges, brushes, towels) and replace with single use options where employees contribute to kitchen items.

- Bring and use your own water flask/container.

- Remove high-touch items such as magazines, common pens, etc. or integrate a sanitizing routine into office operations. For example, if pens are needed for customer service purposes, rotate through pens and disinfect them at the end of the day.

- Ventilate office spaces regularly by opening windows to allow fresh air to flow throughout the space for 15-20 minutes.

- Avoid using break rooms, having unnecessary visitors in the workplace, and having office gatherings.

- Conduct meetings electronically whenever possible, even when working on campus. If face-to-face meetings are necessary, keep participation to fewer than 10 participants and enforce social distancing and face coverings.
CLASSROOM SAFETY RECOMMENDATIONS

CLASSROOM SAFETY:

• Instructional and delivery models should be carefully selected to support and prioritize student, faculty and staff safety.

• Attendance must be taken each day students are on campus.

• Hand sanitizer will be made available in each classroom or in nearby central areas, such as main hallways and corridors.

• Disinfecting wipes or disinfecting spray and paper towels will be provided in each classroom. Upon entering the classroom, after breaks, and when leaving the classroom, students and employees should use these sanitizing wipes to clean their own high touch surfaces upon entering the classroom, after breaks, and when leaving the classroom to including computer components, desks, chairs, door handles, etc.

• Travel patterns in classrooms should be clearly identified using floor markings and signage.

• When a classroom has two doors, one should be identified as the entry to the classroom and the other designated as an exit. Please note that this rule does not apply in the case of an emergency.

• When a classroom has one door, students and employees should enter and exit using social distancing guidelines.

• Social distancing requirements should be clearly identified in student learning and work spaces. Desks and chairs not in use will be removed from the classroom.

• When possible, all seating should be facing the same direction. Students should not face each other. If the room or seating/equipment arrangement requires students to face each other, particular attention should be placed on maintaining greater than 6 ft of distance.

• Students should be instructed to place their personal belongings on the floor and not on other furniture, such as vacant desks, to avoid contamination of surfaces.

• Employees should inform students of scheduled breaks and use social distancing patterns to enter and exit the classroom.

• It is recommended faculty use their own dry erase markers and other classroom supplies that are usually shared.

• Personal items such as pens, pencils, and textbooks should not be shared.

• Shared supplies and equipment should be kept to a minimum when possible.
INSTRUCTIONAL DELIVERY

FOCUS ON STUDENT LEARNING OUTCOMES
In considering course format, the focus should remain on student learning outcomes (SLOs) rather than preferences to maintain traditionally employed learning activities and/or resources. While a particular activity or assessment may not translate well to an online environment, an alternative activity or assessment may sufficiently align with the SLO(s) being addressed the current scenario will require us to rethink our approaches to teaching and assessment.

ALL COURSES CAN SHIFT SOME PORTION OF INSTRUCTION ONLINE*
While some course SLOs may necessitate that the majority of learning utilize a face-to-face modality, a minimum proportion of every course can be shifted online. All direct/didactic instruction (and many activities) can be shifted to an online modality. Shifting as much instruction online as possible up front will not only reduce health and safety risks, but will also help alleviate disruption should a second wave of COVID-19 result in shelter-in-place orders again in the fall. *except where prohibited by program accreditation/licensure requirements

SPECIFIC STUDENT POPULATION CONSIDERATIONS
Requirements for special student populations (e.g., veterans, international students) will be considered at an institutional level in tandem with relevant policies to determine if class sections or seats in face-to-face formats need to be reserved.

COURSE MODALITY

FACE-TO-FACE (IN PERSON)
All of class meetings are held in person at scheduled times.

- Classes must accommodate physical distancing of 6 feet
- Instructional faculty, or staff, and students must wear a face covering in classrooms
- For instructional faculty, a face covering must be worn. A face shield is optional, but will be provided by the college if you need one. A face shield does not replace a face covering.
- Sharing of books, tools, equipment should be eliminated or minimized
- Faculty should be prepared for a possible change in course delivery to online format if the State of Hawai‘i’s impact level changes and the change affects University business.

ONLINE
All of class activities will be completed online through one of the following methods:

1. Synchronous. This class is conducted at the scheduled day and time using online software and may require participation in additional unscheduled online learning activities.
2. **Asynchronous.** The class does not have a regularly scheduled meeting time. Students are required to participate in unscheduled online learning activities.

- Instructional faculty will use Laulima to communicate the following to students:
  - Course syllabus
  - Course schedule
  - Contact information of faculty and office hours via ZOOM, Google Meet, or STAR Balance
  - Student grades
- The Testing Center is unable to accommodate academic testing due to capacity limitations.

**HYBRID**

Class will have one or more scheduled face-to-face meeting times during the semester but with the rest of the meetings online. Faculty will indicate the specific days and times when a classroom will be needed.

- Instructional faculty will use Laulima to communicate the following to students:
  - Course syllabus
  - Course schedule
  - Contact information of faculty and office hours via ZOOM, Google Meet, or STAR Balance
  - Student grades

- Classes must accommodate physical distancing of 6 feet
- Instructional faculty and students must wear a face covering in classrooms
- For instructional faculty, a face covering must be worn. A face shield is optional, but will be provided by the college if you need one. A face shield does not replace a face covering
- Sharing of books, tools, equipment should be eliminated or minimized
- The Testing Center is unable to accommodate academic testing due to capacity limitations.
- Faculty should be prepared for a possible change in course delivery to online if a resurgence of COVID-19 occurs

**OFF-CAMPUS ACTIVITIES**

Including field trips, internships, service learning, etc.
• Employees should ensure students receive appropriate preparation and guidance regarding safety protocols for activities such as field trips, projects, teamwork, internships or clinical placements. In addition to normal safety procedures, guidance should include information about social distancing, face coverings, hand washing, and bus/carpool protocol.

• Students must sign waiver forms before attending any off-campus activities.

**Library**

• The Library will be open with social distancing measures in place per CDC guidelines (Fall hours TBA).

• Library users must sign-in and sign-out when entering/exiting the building.

• Services available will depend on the COVID-19 phase of the State of Hawai‘i.
  o Remotely delivered library workshops can be requested by emailing kapccref@hawaii.edu.

• No meeting or group study rooms will be available.

• Library users must sanitize their own space. Cleaning supplies will be available.

• For updated information, please visit: https://guides.library.kapiolani.hawaii.edu/covid19

**Testing Center**

• The Testing Center has reduced capacity due to social distancing measures.

• In-person placement testing, accommodations testing, and make-up testing will be available on an appointment-only basis as long as the state of Hawai‘i is in the “Act With Care” phase or better.

• Test takers must sanitize their own space. Cleaning supplies will be available.

• For updated information, please visit: http://www2.hawaii.edu/~kcctest/

**Tutoring, Peer Mentors, and Academic Coaching Services**

• Tutoring will remain online for Fall 2020 (hours TBA).

• Ka Pōhaku Kihi Pa‘a Peer Mentoring: Online Appointments Only

• ‘Imi Na‘auao STEM Peer Mentoring Program: Online Appointments Only

• The Study Hub and Ho‘ā Academic Peer Coaches: Online Appointment Only

• TRiO Student Support Services (for TRiO students only): Online Appointment Only
• Köpiko Learning Center peer mentors/tutors for ACC, ITS, and LAW will be online and hours and appointment system will be shared with students by the program directors.
CAMPUS SERVICES AND OPERATIONS STATUS

On May 18, 2020, Governor David Ige released “Beyond Recovery: Reopening Hawai‘i.” Hawaiʻi’s strategic plan to reopen and reshape the economy. This plan includes “Impact to Daily Life” charts based upon health, economic, and community-based indicators and can be viewed Beyond Recovery: Reopening Hawai‘i.

COVID-19 remains one of the most difficult challenges that the State and the University has ever faced. Much of this is because conditions surrounding the virus continue to change and evolve. In June 2020, many states that had reopened its economy weeks ago began to reverse their course due to the large number of new daily infections. Hawai‘i has been fortunate to maintain an overall low infection count. Nonetheless, as a college we have to be prepared for the inevitable changes both good and bad that will occur. To prepare our employees and students for these changes, we will be using the State’s Impact Level charts as a model for our services and operations (Exhibit 1-5).

It should be noted that as a campus within the University of Hawai‘i system we will ultimately take direction from the President of the University. Accordingly, the “College Impact Level” charts should only be used as an awareness guide. Actions listed and stated within these charts are subject to approval from the University President and the Vice President of Community Colleges.
### Exhibit 1 Campus Impact Level: Stay at Home

**Campus Impact Level:** Stay at Home

<table>
<thead>
<tr>
<th>STAY AT HOME (Major Disruption)</th>
<th>SAFER AT HOME (Moderate Disruption)</th>
<th>ACT WITH CARE (Minor Disruption)</th>
<th>RECOVERY (Minimal Disruption)</th>
<th>NEW NORMAL (No Disruption)</th>
</tr>
</thead>
</table>

**Health Description**
- Cases surging and/or increasing
- Risk of insufficient testing, hospital capacity, and/or contact tracing

**What this means for the people of Hawai‘i**
- Essential businesses open
- "Stay at Home" for all non-essential workers
- Mandatory 14-day quarantine for out-of-state and interisland travelers

**Impact to the Campus**
- Minimal to no campus activity or services; all activities/services reviewed on case-by-case basis
- Only essential personnel on campus on as needed basis. Campus sign-in required
- No face to face instruction. All classes are online
- No on-campus, in-person student activities
- Face coverings required. Social distancing enforced
- No out of state or off-island travel allowed

*Campus operations still subject to President and VPCC directives* 

*July 1, 2020*
**Exhibit 2 Campus Impact Level: Safer at Home**

## Campus Impact Level: Safer at Home

<table>
<thead>
<tr>
<th>STAY AT HOME (Major Disruption)</th>
<th>SAFER AT HOME (Moderate Disruption)</th>
<th>ACT WITH CARE (Minor Disruption)</th>
<th>RECOVERY (Minimal Disruption)</th>
<th>NEW NORMAL (No Disruption)</th>
</tr>
</thead>
</table>

### Health Description
- New cases occur, but overall trend decreasing
- Near maximum capacity for testing, hospital capacity, and/or contact tracing

### What this means for the people of Hawai‘i
- Low-risk businesses and operations allowed to reopen with CDC guidelines and industry standards related to COVID-19
- Transition from "Stay at Home" to “Act with Care” where high-risk populations and kūpuna advised to continue staying home

### Impact to the Campus
- Certain campus services are resumed; all activities reviewed on a case-by-case basis
- Majority of personnel remain on work from home status. Operations personnel report to campus for work. Campus sign-in required
- No on-campus, in-person student activities
- No face-to-face instruction
- Face coverings required. Social distancing enforced
- No out of state or off-island travel allowed

*July 1, 2020*

*Campus operations still subject to President and VPCC directives*
### Exhibit 3 Campus Impact Level: Act with Care

#### Campus Impact Level: Act with Care

<table>
<thead>
<tr>
<th>STAY AT HOME (Major Disruption)</th>
<th>SAFER AT HOME (Moderate Disruption)</th>
<th>ACT WITH CARE (Minor Disruption)</th>
<th>RECOVERY (Minimal Disruption)</th>
<th>NEW NORMAL (No Disruption)</th>
</tr>
</thead>
</table>

#### Health Description
- New cases and/or clusters are manageable within system capacity
- Improved capacity utilization for testing, hospitals, contact tracing

#### What this means for the people of Hawai‘i
- Start with reopening of medium-risk businesses and operations, then move to high-risk businesses and operations based on indicators
- High-risk populations and kūpuna should continue to stay at home when possible

#### Impact to the Campus
- Minimal campus services in operation
- Face-to-face instruction may continue with approved safety plan and precautions in place. Case by case basis only. Must be approved by VPCC
- Personnel may come to campus or work from home
- Face coverings required. Social distancing enforced
- On-campus, in-person student support services with approval on case by case basis
- No out of state or off-island travel allowed

---

*July 1, 2020

*Campus operations still subject to President and VPCC directives*
### EXHIBIT 4.CAMPUS IMPACT LEVEL: RECOVERY

<table>
<thead>
<tr>
<th>STAY AT HOME</th>
<th>SAFER AT HOME</th>
<th>ACT WITH CARE</th>
<th>RECOVERY</th>
<th>NEW NORMAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Major Disruption)</td>
<td>(Moderate Disruption)</td>
<td>(Minor Disruption)</td>
<td>(Minimal Disruption)</td>
<td>(No Disruption)</td>
</tr>
</tbody>
</table>

### Campus Impact Level: Recovery

#### Health Description
- New cases indicate sporadic activity
- Optimized capacity utilization for testing, hospitals, contact tracing

#### What this means for the people of Hawai‘i
- Highest-risk businesses and operations can reopen
- High-risk populations and kūpuna continue to stay at home when possible

#### Impact to Campus
- Some campus services operational
- Face-to-face AND Distance learning options in place
- Personnel may come to campus. Work from home approved on case by case basis.
- On-campus, in-person student support services with a safety plan in place. Upon approval.
- Face coverings required. Social distancing enforced.
- Travel as allowed by University leadership

*Campus operations still subject to President and VPCC directives

July 1, 2020

---

**GUIDELINES FOR RETURNING TO CAMPUS, VERSION 2**
August 13, 2020
## Exhibit 5 Campus Impact Level: New Normal

<table>
<thead>
<tr>
<th>Campus Impact Level: New Normal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health Description</strong></td>
</tr>
<tr>
<td>- Treatment and/or natural &quot;herd immunity&quot; and/or vaccine</td>
</tr>
<tr>
<td><strong>What this means for the people of Hawai‘i</strong></td>
</tr>
<tr>
<td>- Large social gatherings without limitation</td>
</tr>
<tr>
<td>- High-risk populations and kūpuna exercise caution when in public</td>
</tr>
<tr>
<td><strong>Impact to Campus</strong></td>
</tr>
<tr>
<td>- All campus services in operation</td>
</tr>
<tr>
<td>- Face-to-face AND Distance learning options in place</td>
</tr>
<tr>
<td>- Possible work from home approved on case by case basis per approval of President</td>
</tr>
<tr>
<td>- Follow recommended guidance for face coverings and social distancing</td>
</tr>
<tr>
<td>- Travel as allowed by University leadership</td>
</tr>
</tbody>
</table>

*Campus operations still subject to President and VPCC directives*
Please wear a cloth face covering.

Maintain a distance of 6 feet whenever possible.

cdc.gov/coronavirus
Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

1. Stay at least 6 feet (about 2 arms’ length) from other people.
2. Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
3. When in public, wear a cloth face covering over your nose and mouth.
4. Do not touch your eyes, nose, and mouth.
5. Clean and disinfect frequently touched objects and surfaces.
6. Stay home when you are sick, except to get medical care.
7. Wash your hands often with soap and water for at least 20 seconds.

cdc.gov/coronavirus

ATTACHMENT 2: PREVENT SPREAD
Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
As a courtesy to others, we kindly ask that you wear a face covering while in this area.

Mahalo for your cooperation!

ATTACHMENT 4: KINDLY WEAR YOUR FACE COVERING
WE ARE ENFORCING SOCIAL DISTANCING!

- Please maintain a distance of 6 feet between other people
- Please use EVERY OTHER Computer, Carrel, Desk or Workstation. Leave a 6 feet distance between the next person.
- Adhere to office staff instructions, we will do our best to provide in-person service to everyone, but we may ask you to leave the premises due to crowd conditions
WE CARE ABOUT YOUR HEALTH

BEFORE ENTERING:
Please first determine if you can transact business
• MyUH Portal
• Telephone
• Other online services (such as STAR)
If you have any questions, please call _____ or email ______

If you do have to come in, please be advised that we are implementing and enforcing **STRICT SOCIAL DISTANCING** measures.
1 Visitor At A Time Please

If you see someone being helped, please wait outside.
Social Distancing is being Enforced. Please kokua.

Maximum Capacity for this Office is 4 People.
CDC Recommendations on How to Protect Yourself & Others

Know How It Spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

You Should

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- Use a hand sanitizer that contains at least 60% alcohol if soap and water are not readily available. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid Close Contact

- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
  - Remember that some people without symptoms may be able to spread virus.
  - Stay at least 6 feet (about 2 arm’s length) from other people.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover Your Mouth and Nose with a Cloth Face Cover When Around Others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they are in public, for example to the grocery store or to pick up other necessities.
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover Coughs and Sneezes
- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**CLEAN AND DISINFECT**
- Clean AND disinfect frequently touched surfaces daily, including, but is not limited to desktops, door handles, light switches, countertops, handles, desks, phones, and keyboards.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a disinfectant. Most common EPA-registered disinfectants will work.

**MONITOR YOUR HEALTH**
- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- Wear a face covering, especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop.
- Do not take your temperature within 30 minutes of exercising or after taking medications such as acetaminophen that could lower your temperature.
- Follow CDC guidance if symptoms develop.