



June 17, 2021

Joy Kuwabara
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Hawai'i Government Employees Association
888 Mililani Street, Suite #401
Honolulu, Hawai'i 96813-2991
Via email: jkuwabara@hgea.org

Re: Your Response and Questions Dated May 28, 2021,
Re: UH Plans to Transition to Campus Re-Opening, Dated May 20, 2021

Dear Ms. Kuwabara,

This is in response to your letter dated May 28, 2021, which was in response to our initial letter of consultation dated May 20, 2021. We appreciate your patience while we worked on answering the questions posed by the HGEA. Accordingly, please find attached the University's responses to each of the questions posed by HGEA.

I am currently working from home and will not be printing or mailing a hard copy of this letter, so please accept this pdf as an original document. If you have any questions, please do not hesitate to contact me, and thank you again for your attention in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Hirakami".

Sarah Hirakami
Dir. of Collective Bargaining & Employee Rels.

Attachment

Copy: Jan Gouveia, VPA

1. **Please provide more clarification as to why the decision was made to rescind the COVID- 19 Voluntary Telework Policy in its entirety effective August 3, 2021. COVID-19 is still present in the community and while we are hopefully closer to the end of this pandemic, herd immunity through vaccination.efforts has not yet been attained. We believe a total rescission of the COVID-19 Voluntary Telework Policy is premature. In many instances, telework has proven to result in increased efficiencies while at the same time allowing employees to enjoy a better work-life balance. Where feasible and beneficial, telework should be allowed to continue.**

The September 1, 2020, COVID-19 Voluntary Telework Policy was adopted primarily to mitigate the risk of spreading COVID-19 by managing the density of personnel on campus. Additionally, at the time of drafting, the CDC recommended that employees work at least six-feet from other people. This could not be achieved under existing space conditions and teleworking was used as a tool to satisfy the distancing requirement.

At this time, the State of Hawaii is operating under the Twenty-First Proclamation Related to the COVID-19 Emergency issued by Governor David Ige on June 7, 2021. This proclamation terminated several emergency provisions that had been in place for over a year, including the requirement for inter-county COVID-19 testing and quarantine travel restrictions and suspension of the Hawaii public procurement code, in recognition of the improvement in Hawai'i's public health outcomes and the stabilization of Hawaii's economic situation.

Finally, the University of Hawaii has been working with the Department of Health to update its COVID-19 Guidelines that will govern the operational aspects of its campuses. In particular, these guidelines will address face mask and social distancing requirements that support the proposed schedule to fully resume operations and return to campus of all employees by August 3, 2021. We will forward a copy of these guidelines once they are finalized.

As a separate matter, unrelated to COVID-19, the University administration is evaluating the benefits of a permanent telework program that results in increased efficiencies while allowing a larger pool of employees to participate in the university workforce. There are many operational issues that must be addressed in a more comprehensive telework program that can be implemented across all ten campuses. Such issues include assessing the viability of allowing individual departments and programs to determine their own telework policies.

If and when such a program is developed, the University will follow all applicable laws, rules and agreements before implementation. Until such a program is developed, however, all employees are expected to report to work during their normal scheduled work time.

Please note that many businesses and government offices, including schools, are already open to returning workers, students and visitors, in keeping with State and county orders.

- 2. What consideration has been given to allow departments and programs to independently assess the viability of continuing telework and to determine their own plans, such as continued telework or modified telework, within the system-wide intent to 'open for full, in-person services during normal business hours by July 6, 2021'?**

See response to #1.

- 3. How will exceptions or requests be considered to allow employees to continue to telework either full-time or on a part-time basis?**

Telework requests will be considered once a permanent telework policy is adopted in accordance with all applicable laws, rules and agreements.

- 4. How were the target dates of June 1, July 6 and August 3, 2021 determined? Is there guidance and a more detailed timeline in place for each target date? If so, please provide a copy.**

The August 3, 2021 date was chosen to coincide with the first day for full, in-person instruction at all Hawaii's public schools, as announced by the Hawaii Department of Education. The June 1 and July 6 dates were chosen by working backwards from the August 3 date that the University will have all its employees return to campus. The July 6 date is an intermediate date where offices should be providing full in-person services, although not necessarily requiring the return of every employee by that date. Between July 6 and August 3, employees will be returning to campus such that we will have full return by August 3. Students, faculty and staff are already back on campus this summer, and by the Fall semester, administration wanted to ensure in-person access to needed support and administrative services.

There is no further guidance at this time for each target date.

- 5. Please clarify what is meant by '...open for full, in-person services during normal business hours by July 6, 2021'.**

All offices that had normal business hours prior to COVID-19 are expected to provide in-person services during those regular hours. Each office will determine the personnel required to report to campus such that the office may provide full in-person services. Staffing levels and/or those employees that report to campus may change daily or weekly, depending upon the supervisor's assessment of operational needs.

- 6. What measures are being taken to ensure all employees will be returning to a safe campus and work environment?**
- a. Will the current cleaning/sanitizing procedures remain in place or be modified with the reopening of campuses?**
 - b. Will all buildings be equipped/enhanced with a clean ventilation system and monitored on a regular basis?**
 - c. Will employees have access to reports, if any, on the monitoring of the ventilation system?**
 - d. Will physical distancing guidelines be maintained in work areas/offices? If so, how will it be addressed in offices where physical distancing is not possible?**
 - e. Will plexiglass and other physical barriers still be available as additional mitigation options, especially for offices and services where there is face-to-face interaction with students and the general public?**
 - f. Will PPE (i.e. cleaning supplies, face covering, face shields, hand sanitizer, gloves, etc.) still be made available for all staff?**
 - g. Will temperature or other screening methods be implemented? If so, how?**

The University of Hawaii has been working with the Department of Health to update its COVID-19 Guidelines that will govern the operational aspects of its campuses. In particular, these guidelines will address face mask, social distancing, cleaning, ventilation, and screening requirements that support the proposed schedule to fully resume operations and return to campus of all employees by August 3, 2021. We will forward a copy of these guidelines once they are finalized.

- 7. Please provide a copy of the current University of Hawaii COVID-19 Guidelines. What revisions or amendments have or will be made to the guidelines as a result of this transition to campus reopening?**

The University of Hawaii has been working with the Department of Health to update its COVID-19 Guidelines that will govern the operational aspects of its campuses. In particular, these guidelines will address face mask, social distancing, cleaning, ventilation, and screening requirements that support the proposed schedule to fully resume operations and return to campus of all employees by August 3, 2021. We will forward a copy of these guidelines once they are finalized. A copy of the current COVID-19 Guidelines is attached.

- 8. Has the University developed return to work guidelines for this transition? If so, please provide a copy.**

A copy of the current COVID-19 Guidelines is attached, and as stated above, we will forward a copy of the updated guidelines once they are finalized.

9. How does this transition to campus reopening affect any current requirements to perform a daily self-assessment or undergo any health screening prior to reporting to work?

The University of Hawaii has been working with the Department of Health to update its COVID-19 Guidelines that will govern the operational aspects of its campuses. In particular, these guidelines will address face mask, social distancing, cleaning, ventilation, and screening requirements that support the proposed schedule to fully resume operations and return to campus of all employees by August 3, 2021. We will forward a copy of these guidelines once they are finalized.

It is expected that these guidelines will continue to require the use of the LumiSight UH app check-ins for all employees, students and visitors prior to entering campus.

10. Please provide a copy of the current procedures regarding the response and actions taken when a positive COVID-19 case is reported. Will these procedures be revised or modified as a result of the reopening of campuses?

The University will continue to follow the procedures set forth in its COVID-19 Guidelines.

- All campuses have designated and published their designated campus official(s) for students, employees and visitors to report to if they:
 - have tested positive for COVID-19;
 - are suspected of having COVID-19 based on their symptoms, travel history or history of prolonged contact with an individual who has tested positive for COVID-19, among other indicators; or
 - are subject to a quarantine.
- The University and each campus have established secure communication protocols whereby students, employees, and visitors may self-report to the campus official(s) if they have symptoms of COVID-19, a positive test for COVID-19, had close contact with someone with COVID-19 within the last 14 days or have been tested for COVID-19. Communication protocols are 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”) and Family Educational Rights and Privacy Act (“FERPA”).
- No one with symptoms of COVID-19 should be present onsite. If anyone (including but not limited to employees, students, visitors or vendors) is observed developing or exhibiting symptoms of COVID-19 onsite, employees are to notify their supervisor or campus official(s) immediately.
- Each campus has established a protocol to follow when a student or employee develops symptoms while onsite. The student or employee must notify the campus official and, for employees, their supervisor (this includes student employees) immediately. The student or employee must be safely isolated and required to leave

the facility. As applicable, the campus official(s) or supervisor will report that an employee or student has tested positive for or is suspected of having COVID-19 to their Dean/Director without disclosing the identity of the student or employee, and the Dean/Director will then report this information to an appropriate University Officer.

- The university will not disclose the identity of any employee or student who is diagnosed with or 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, and public health authorities have not already been notified, as this is a direct threat to public health.
- As appropriate, students, employees and the public will be made aware if and when confirmed COVID-19 cases are present on campus *in the previous 14 days*. Any university closures or any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation) may be communicated in a manner that balances privacy with health and safety interests. The University has established communication protocols on how a confirmed, positive case of COVID-19 on a UH campus should be announced to the respective campus community.

11. With the reopening of the UH campuses, will COVID-19 testing be available to staff and students on campus?

COVID-19 testing will not generally be available on campus, but may be available on certain campuses in limited circumstances.

12. Please provide an update on the University's intent and plans to require that all students and possibly employees be vaccinated.

The University has announced that the COVID-19 vaccination has been added to the health clearance requirements for students. As such, students who will be physically attending courses (vs. online), living in on-campus housing, or participating in activities (including athletic events) on any UH campus starting in the fall 2021 semester must be fully vaccinated against COVID-19.

This requirement will take effect when at least one of the three COVID-19 vaccines currently under emergency use authorization has been fully licensed by the U.S. Food and Drug Administration.

Currently, the University does not require its employees to be fully vaccinated. We have begun formal discussions with the unions regarding such a requirement and any requirement for employees to be vaccinated will be implemented in accordance with all applicable laws, rules and collective bargaining agreements.

13. Will there be guidance provided how to manage the public as the campuses are fully reopened? What can the public expect regarding health and safety protocols when entering a UH campus?

The University of Hawaii has been working with the Department of Health to update its COVID-19 Guidelines that will govern the operational aspects of its campuses. In particular, these guidelines will address face mask, social distancing, cleaning, ventilation, and screening requirements that support the proposed schedule to fully resume operations and return to campus of all employees by August 3, 2021. We will forward a copy of these guidelines once they are finalized.

It is expected that these guidelines will continue to require the use of the LumiSight UH app check-ins for all employees, students and visitors prior to entering campus. Please note that many businesses and government offices, including schools, are already open to returning workers, students and visitors, in keeping with State and county orders.

14. What is the process for employees to submit to renew/purchase parking permits prior to their return to campus? We understand that many employees who are teleworking surrendered their parking permits, however parking permits may not be available until the week before the Fall 2021 semester begins. Will accommodations be made for this situation?

Employees should work with their parking coordinator to purchase an appropriate parking permit.

UNIVERSITY OF HAWAI'I COVID-19 GUIDELINES (INTERIM)



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DRAFT • REVISED JANUARY 12, 2021



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I. Purpose and Scope

To continue to provide engaging learning opportunities and advance research while limiting the spread of Coronavirus Disease 2019 (“COVID-19”), the university has developed these University of Hawai’i COVID-19 Guidelines (“Guidelines”) for campuses to follow as they welcome back students, faculty, staff and invited visitors in the upcoming academic year. These Guidelines were developed under guidance issued by local, state and federal authorities and are subject to change based on our developing knowledge of COVID-19 and evolving federal, state and county guidance.

Additionally, the following publications have served and will continue to serve as valuable resources: [U.S. Centers for Disease Control and Prevention \(“CDC”\) Guidelines for Reopening Colleges and Universities](https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html),¹ [CDC Guidance for Cleaning and Disinfecting \(Public Spaces, Workplaces, etc.\)](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html),² [CDC Considerations for Institutes of Higher Education, Guidelines for Opening Up America Again](https://www.whitehouse.gov/openingamerica/),³ [State of Hawai’i Beyond Recovery](https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Test-Positive-For-COVID19_040120.pdf),⁴ Hawai’i State Department of Health (“DOH”) guidance on what to do if [you test positive for COVID-19](https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Test-Positive-For-COVID19_040120.pdf),⁵ [a person at your worksite tests positive for COVID-19](https://health.hawaii.gov/coronavirusdisease2019/files/2020/05/What-to-Do-if-a-Person-at-Your-Worksite-has-COVID-19.pdf),⁶ or [you have been tested for COVID-19](https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Have-Been-Tested-For-COVID19_040120.pdf),⁷ and the [U.S. Occupational Safety and Health Administration \(“OSHA”\) Guidance on Preparing Workplaces for COVID-19](https://www.osha.gov/Publications/OSHA3990.pdf).⁸

These Guidelines provide a framework for university campuses to resume on-site delivery of classes, advising, student services, research, and other activities. Ultimately, all members of the UH community—students, faculty, staff and visitors alike—must also take responsibility for their own health and safety and act in a manner that demonstrates respect and consideration for those around them. No community, particularly one as large and complex as the University of Hawai’i, can guarantee an environment completely free of COVID-19. But, the measures described in these Guidelines and the respective campus plans that implement these Guidelines seek to apply the latest national, state and local guidance for making our environment and activities as safe as possible and healthy as can be with the current understanding of the COVID-19 pandemic.

These Guidelines shall remain in effect until and unless superseded or revoked by the President of the university. These Guidelines apply to all university operations (except where noted), activities on the university's campuses and at off-campus facilities (“onsite” or “facility/ies”), and all students, employees and visitors to university facilities. Based on these Guidelines, each campus will develop its own operational plan that takes into consideration its unique location, facilities, program needs and available resources. These initial Interim Guidelines are based on the current environment and guidance on COVID-

¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

² <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

³ <https://www.whitehouse.gov/openingamerica/>

⁴ https://governor.hawaii.gov/wp-content/uploads/2020/05/Gov_Reopening-Presentation-Slide-Deck_18-May-2020.pdf

⁵ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Test-Positive-For-COVID19_040120.pdf

⁶ <https://health.hawaii.gov/coronavirusdisease2019/files/2020/05/What-to-Do-if-a-Person-at-Your-Worksite-has-COVID-19.pdf>

⁷ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Have-Been-Tested-For-COVID19_040120.pdf

⁸ <https://www.osha.gov/Publications/OSHA3990.pdf>



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19 in June 2020 and will be updated as circumstances change. Additional information for employees is available at the [university Office of Human Resources website](#).⁹

All campuses will closely monitor their local conditions and surroundings. They will be prepared to alter operations and services in a timely and appropriate manner in response to COVID-related situations or circumstances. Additionally, the University of Hawai'i continues to work closely with county and state officials to operate in accordance with government orders, recommendations from the Hawai'i Department of Health, and CDC Guidelines.

II. Personal Safety Practices

Across all campuses, the university requires the following personal safety practices for all employees, students and visitors:

A. Not Permitted on Campus

- If you have tested positive for COVID-19, [stay at home](#)¹⁰ except to get medical care. Do not return to campus until you have been cleared to return by the DOH.
- If you are subject to government-issued or a healthcare provider's orders to quarantine, [stay at home](#).¹¹
- If you have been identified through contact tracing to be tested for COVID-19, [stay at home](#)¹² until you receive a negative test result.
- If a member of your household has tested positive for or you have been notified that you had [close contact](#)¹³ with a person with COVID-19 then stay at home.
- If you are sick at all, [stay at home](#),¹¹ even if you only have mild symptoms of illness that could be COVID-19, which include the following: 1) cough; 2) shortness of breath; 3) sore throat; 4) diarrhea; 5) loss of smell or taste; 6) fever (>100.4° F) or feeling feverish; 7) chills; and/or 8) body aches. Contact your medical provider and follow their advice including about when to return to campus.
- All students, employees and visitors to whom this section applies must follow the reporting procedure set forth in [Campus Official\(s\) and Communication Protocols \(Section III.A\)](#).
- If you are an employee required to stay at home under these guidelines, contact your supervisor regarding [telework](#)¹⁴ options or [available leave](#).¹⁵
- Any student, employee or visitor who has been required to stay at home under these guidelines shall not return to campus until cleared to return by a healthcare professional or the DOH.

B. Hygiene and Respiratory Etiquette

- [Wash your hands](#)¹⁶ frequently with soap and water for at least 20 seconds, especially:

⁹ <https://www.hawaii.edu/ohr/covid-19-info/>

¹⁰ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Test-Positive-For-COVID19_040120.pdf

¹¹ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

¹² https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Have-Been-Tested-For-COVID19_040120.pdf

¹³ <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

¹⁴ <https://www.hawaii.edu/ohr/covid-19-info/work-from-home/>

¹⁵ <https://www.hawaii.edu/ohr/covid-19-info/covid-19-related-leaves/>

¹⁶ <https://www.cdc.gov/handwashing/when-how-handwashing.html>



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- 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, break room or lunch 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 office supplies) and objects that are not easily cleaned or disinfected (such as fabric).

C. Face Coverings

Please note: these Guidelines are interim only and are subject to revision, until we can complete consultation with the unions.

- All employees, students and visitors are required to wear face coverings as recommended by the CDC onsite when interacting in-person with others.
- Employees, students and visitors are expected to wear face coverings as recommended by the CDC when indoors (e.g., classrooms, laboratories, shops, and common spaces such as hallways and elevators) and where physical distancing is not possible.
- Employees and students are not required to wear face coverings where they are able to practice safer physical distancing AND are working or studying in isolation or are outdoors in uncrowded areas.
- Face coverings should be worn and made in accordance with the [CDC guidelines](#).¹⁷
- Residents of University student housing are required to wear face coverings in common spaces of all residential buildings, including but not limited to lobbies, hallways, lounges, eating spaces, etc. Residents are not required to wear a face covering when in their own living space, including bedrooms, suites, or apartments. However, if residents are feeling ill, they should wear face coverings at all times.
- The university recognizes that there are certain instances where wearing a face covering may not be feasible or, if you have a medical condition or disability, where wearing a face covering poses a health or safety risk. Reasonable accommodations will be made in those instances. Children under the age of 5 are not required to wear face masks.
 - Members of the University community with a documented disability or medical condition that affects their ability to wear a face covering may request accommodations or supportive measures from the University. The University will work together with the individual with the goal of creating equal access without putting the safety and welfare of other community members at risk. Those with particular needs for accommodations or supportive measures should contact the Disability Service Office, the ADA Coordinator's Office, or their [departmental HR representative](#).¹⁸
- Because face coverings are critical to preventing the spread of COVID-19 per CDC guidelines, the university views non-compliance as a very serious matter and fully expects that all employees will cooperate and want to do their part to make our campuses safer.

¹⁷ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

¹⁸ <https://www.hawaii.edu/ohr/contact-us/directory/>



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In the event an employee is not willing to wear a mask and does not have a legitimate medical reason that prevents them from wearing a face covering, the employee shall be removed from campus pursuant to the disciplinary schedule and additional information on the [OHR website](#).¹⁹

- Faculty who teach in person and employees providing direct service to customers (in which physical distancing is not easy to manage, such as at a customer service window) will be provided face shields. **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](#)²⁰ 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.

Note: Face coverings, masks, or respirators with exhalation valves should be avoided as they do not protect others from expelled respiratory droplets and aerosols.

Definitions

- **Cloth face covering** includes manufactured or homemade masks or bandanas that cover the nose and mouth with at least two layers of fabric and do not have an exhalation valve (raised plastic cylinder meant for easy exhalation). Cloth face coverings should be made from washable materials and should be laundered regularly. In support of sustainability efforts, the University encourages use of reusable face coverings.
- **Disposable mask** includes non-surgical, surgical or dust masks that cover the nose and mouth. Disposable masks do not include masks with exhalation valves (raised plastic cylinders meant for easy exhalation).
- **Face covering** refers to cloth face coverings and disposable masks.
- **N95 mask, N99 mask or N100 mask** are respiratory protection devices that are tight-fitting and filter at least 95%, 99% and 99.97%, respectively, of particles and droplets. Use of these masks must be reserved for healthcare and emergency responders and those who have been required to do so as part of a specific job task, such as research with SARS CoV-2. OSHA standards require medical clearance, fit-testing, and training at least annually when these masks are required.

D. Practice Physical Distancing

- Wherever possible, the following physical distancing practices should be adhered to:
 - stay at least 6 feet from others;
 - avoid gathering in groups or crowds; and
 - if using an elevator, face coverings are required and occupants must adhere to posted occupancy limits.

¹⁹ <https://www.hawaii.edu/ohr/covid-19-info/safety-on-campus/face-coverings-on-campus/>

²⁰ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>



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E. Avoid All Non-Essential Travel

- Consult [local](#)²¹ and [national](#)²² travel advisories for any 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 FAQ](#).²³

F. 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.

III. Institutional Safety Practices—Reporting, Monitoring, Screening For, and Managing Cases of COVID-19

The university is implementing the following guidelines to screen for, manage, and prepare for a confirmed positive COVID-19 case appearing on University campuses.

A. Campus Official(s) and Communication Protocols

- All campuses shall clearly designate and publish their designated campus official(s) for students, employees and visitors to report to if they:
 - have tested positive for COVID-19;
 - are suspected of having COVID-19 based on their symptoms, travel history or history of prolonged contact with an individual who has tested positive for COVID-19, among other indicators; or
 - are subject to a quarantine.
- The university and each campus will establish secure communication protocols whereby students, employees, and visitors will self-report to the campus official(s) if they have [symptoms](#)²⁴ of COVID-19, [a positive test for COVID-19](#),²⁵ had [close contact with someone with COVID-19](#)²⁶ within the last 14 days or [have been tested for COVID-19](#).²⁷ Communication protocols shall be in accordance with [health information sharing regulations for COVID-19](#)²⁸ 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](#)²⁹ 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 your campus official(s) immediately.

²¹ <https://health.hawaii.gov/travel/>

²² <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

²³ <https://www.hawaii.edu/emergency/important-health-information-novel-coronavirus/travel-information/>

²⁴ <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

²⁵ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Test-Positive-For-COVID19_040120.pdf

²⁶ <https://health.hawaii.gov/coronavirusdisease2019/files/2020/05/What-to-Do-if-a-Person-at-Your-Worksite-has-COVID-19.pdf>

²⁷ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Have-Been-Tested-For-COVID19_040120.pdf

²⁸ <https://www.hhs.gov/hipaa/for-professionals/special-topics/hipaa-covid19/index.html>

²⁹ <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>



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- Each campus must establish a protocol to follow when a student or employee develops symptoms while onsite. The student or employee must notify the campus official and for employees, their supervisor (this includes student employees) immediately. The student or employee must be safely isolated and required to leave the facility. As applicable, the campus official(s) or supervisor shall report that an employee or student has tested positive for or is suspected of having COVID-19 to their Dean/Director without disclosing the identity of the student or employee, and the Dean/Director will then report this information to an appropriate university Officer.
- The university will not disclose the identity of any employee or student who is diagnosed with or 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, and public health authorities have not already been notified, as this is a direct threat to public health.
- As appropriate, 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) may be communicated in a manner that balances privacy with health and safety interests. The university has established [communication protocols](#)³⁰ on how a confirmed, positive case of COVID-19 on a UH campus should be announced to the respective campus community.

B. Campus Responsibilities to Clean and Disinfect in Cases of COVID-19 or Suspicion of COVID-19

- Campuses should establish protocols for closing off areas substantially used by a person who has or is suspected of having COVID-19 and for preventing use of these areas until after [cleaning and disinfecting](#).³¹
- Campus protocols for cleaning and disinfecting areas substantially used by a person who has or is suspected of having COVID-19 should include waiting at least 24 hours before cleaning and disinfecting or, if 24 hours is not feasible, waiting as long as possible. Protocols should also ensure [as safe as possible and correct use](#)³² and storage of [cleaning and disinfection products](#).³³
- CDC guidelines state that special protocols for cleaning and disinfecting are not necessary if an area can be closed for seven days or more.

C. Mandatory Daily Screening and Self-Monitoring

Please note: these Guidelines are interim only and are subject to revision, until we can complete consultation with the unions.

- All students, employees and visitors are required to monitor their own health daily 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.

³⁰ <https://www.hawaii.edu/emergency/important-health-information-novel-coronavirus/protocols-campus-communications/>

³¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

³² <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

³³ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>



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- Screening procedures are mandatory and apply to all students, employees and visitors reporting to a university location.
- Daily screening will include a brief, mandatory questionnaire for all students, employees and visitors who plan to be onsite via the LumiSight UH app or website. LumiSight UH is available for free on the [Apple App Store](#)³⁴ and the [Google Play Store](#).³⁵ It is also available on the [LumiSight UH website](#)³⁶ for those without access to a suitable mobile device, or those who prefer not to download the mobile app. For more information, visit the [Lumisight UH FAQs](#).³⁷
- Any individual who refuses to complete screening will not be allowed onsite.
- Testing will be conducted in collaboration with governmental health officials in accord with applicable rules, regulations and guidance.

D. Education, Training and Signage

- Each campus shall ensure that employees returning and working on their campus have completed [online COVID-19 training](#)³⁸ in accordance with the State of Hawai'i Occupational Safety and Health requirements.
- Campuses should also develop communications strategies to include messaging to promote behaviors that prevent the spread of COVID-19 among employees, students and visitors. This might include [videos](#),³⁹ infographics and text distributed on websites, in emails and on University [social media accounts](#).⁴⁰
- Campuses should post [signs](#)⁴¹ that promote safer behaviors in highly visible locations, including in classrooms, laboratories, libraries, common areas, shared spaces, restrooms, hallways, stairwells, elevators, and as needed in offices and other work locations.

IV. Facilities and Spaces

All campuses should adopt operational plans that address the following:

A. Cleaning and Disinfection

- Each campus shall develop and post a schedule for increased, routine [cleaning and disinfection](#),⁴² especially for frequently touched shared surfaces (e.g., door handles, elevator buttons, faucets, paper towel dispensers) on campus at least daily or between use if feasible. Use of shared objects (e.g., lab equipment, computers) should be limited when possible, or cleaned between use.
- Each campus shall develop and post a schedule for increased cleaning and disinfection for heavily utilized areas.
- Campuses shall use products that meet [EPA disinfection criteria](#)⁴³ and shall be mindful of any storage and ventilation considerations.

³⁴ <https://apps.apple.com/us/app/lumisight-uh/id1519381585>

³⁵ <https://play.google.com/store/apps/details?id=com.novidcampus.novidcampusapp&hl>

³⁶ <https://uh.campus.lumisight.com/>

³⁷ <https://www.hawaii.edu/its/covid-19-resources/lumisight-uh-faqs/>

³⁸ <https://www.hawaii.edu/emergency/important-health-information-novel-coronavirus/employee-safety-training/>

³⁹ <https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html>

⁴⁰ <https://www.cdc.gov/coronavirus/2019-ncov/communication/social-media-toolkit.html>

⁴¹ <https://www.cdc.gov/coronavirus/2019-ncov/communication/social-media-toolkit.html>

⁴² <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

⁴³ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>



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- To promote healthy hygiene behaviors, campuses shall provide adequate supplies, including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), face shields (as feasible and appropriate) and no-touch/foot-pedal trash cans.

B. Ventilation

- Campuses shall monitor and maintain air conditioning units in accordance with normal operating protocols.
- In facilities where air conditioning is not utilized, campuses shall develop a protocol to increase circulation of outdoor air as much as possible, for example by opening windows and doors, except where doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to those using the facility or if it would compromise research.

C. Modified Layouts

- Wherever practical, campuses should modify all occupied spaces, including classrooms and other instructional facilities to meet the following recommendations:
 - 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.
 - Configure rooms to allow at least a 6-foot buffer between the instructor and first row of students and consider using unoccupied seating/tables to provide a physical buffer.
- There will be situations where physical distancing cannot be maintained. Each campus is responsible for evaluating such instances on a case-by-case basis and determining whether a classroom or office activity should continue with appropriate alternatives to physical distancing.

D. Physical Barriers and Guides

- Where feasible, campuses should consider installing 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).
- Where feasible, campuses should consider controlling the flow of foot-traffic in common areas to mitigate face-to-face contact or exchanges and to minimize pedestrian traffic congestion. Where lines typically form, campuses should designate with signage, tape, or by other means six-foot spacing for people in line to maintain appropriate distance.

V. Scheduling of Classes

Campuses should follow the Guidance for Campuses on Scheduling Fall 2020 Courses issued by the Office of the Vice President for Academic Planning and Policy.



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- Students should have as much opportunity as is practicable to learn in person with other students and faculty.
- Classes will be scheduled online, in-person, or with a hybrid mix of the two. For a technical description of the formats campuses will use to schedule classes, please see the Course Format for Fall 2020. Each campus will inform students about changes to the format or schedule of courses for which they have registered and ensure this information is available to students making decisions about their schedules.
- Decisions about which classes will be scheduled with an in-person format will be made at the campus level and will take into consideration factors such as quality of instruction, accreditation or licensure requirements, specialized resource needs, and the needs of particular student populations.
- Campuses are responsible for ensuring that classes and class activities (e.g., exams, office hours, etc.) are accessible to students, and that students can achieve the same learning objectives regardless of the class format.
- In person classes will meet in facilities that meet the guidelines for [Facilities and Spaces \(Section IV\)](#). Select instruction may also take place outside when appropriate.
- Campuses will develop schedules and protocols for cleaning specialized equipment used in laboratory or studio classes.
- Instructors will ensure students receive appropriate preparation and guidance regarding health and safety protocols for activities such as team projects, field trips, internships or clinical placements.

VI. Housing, Services and Events

A. Student Housing

- Residential capacity will be limited as necessary to reduce the density in living spaces and to adhere to social distancing requirements.
- Move-in procedures will be phased and the pace of move-in will be dependent on logistical considerations.
- Recognizing the special circumstances in student housing, testing protocols must be developed for residents and employees to respond to instances of COVID-19 in a timely manner.
- Isolation/quarantine protocols that comply with DOH guidance (i.e., what to do if [you test positive for COVID-19](#),⁴⁴ [a person at your worksite tests positive for COVID-19](#),⁴⁵ or [you have been tested for COVID-19](#)⁴⁶) must be developed for residents or employees who test positive or have been notified of close contact with a positive COVID-19 case.
- Each campus should assess whether common areas in residence halls should be closed or have access limited by physical distancing protocols, group size requirements, and cleaning protocols.
- Shared restrooms and communal kitchens in the residence halls will be cleaned and sanitized daily by custodial staff.

⁴⁴ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Test-Positive-For-COVID19_040120.pdf

⁴⁵ <https://health.hawaii.gov/coronavirusdisease2019/files/2020/05/What-to-Do-if-a-Person-at-Your-Worksite-has-COVID-19.pdf>

⁴⁶ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Have-Been-Tested-For-COVID19_040120.pdf



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- Halls in which students are responsible for their own shared areas (bathrooms, kitchens, living rooms), must be cleaned and sanitized by the residents of the unit.
- Room assignments and room layouts required to comply with the above requirements are for the Fall 2020 semester. Assignments and room arrangements for the Spring 2021 semester will be announced at a later date.

B. Food Service

- If seating for dining is available, follow the guidance for modified layouts set forth in [Facilities and Spaces, Modified Layouts \(Section IV.C\)](#) to adhere to physical distancing.
- Use disposable food service items (e.g., utensils, dishes) whenever feasible. 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](#)⁴⁷ 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.
- Where lines typically form, campuses or vendors shall designate with signage, tape, or by other means 6-foot spacing for people in line to maintain appropriate distance.

C. Student Services

- Consistent with the university's 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. Remote access to students should provide the same level of service as in-person offerings.
- The university provides a digital platform (STAR Balance) that allows students to make appointments with staff, advisors or faculty; similar platforms are also available on some University campuses. These platforms permit students to consult with University personnel without the need to be on campus. This capability should permit students who cannot come to campus to still access faculty office hours, tutoring services, advisors, financial aid offices and other services.
- Each campus shall develop plans to provide alternative ways for students who are learning remotely to participate in student activities.
- Student services and activities conducted in person shall adhere to all applicable guidelines relating to physical distancing, barriers, face coverings, sanitization and other considerations.

D. Events, Gatherings, and Activities (excluding classes)

- Each campus shall develop procedures for requesting approval to hold events of 10 or more people.
- Campus should encourage virtual group events, gatherings, activities or meetings, if feasible.
- Where in-person gatherings are unavoidable, promote physical distancing of at least 6 feet between people, wear face coverings, use outdoor, well-ventilated spaces, and limit group size to the extent possible.

⁴⁷ <https://www.cdc.gov/handwashing/when-how-handwashing.html>



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- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- Pursue options to convene sporting events and participation in sports activities in ways that minimize the risk of transmission of COVID-19 to players, coaches, staff, audiences and communities.

E. Use of Facilities by External (Non-university) Parties

- External parties that are granted permission to share or use university facilities shall also follow these guidelines.

VII. Office Spaces and Staffing

A. Office Spaces

- Wherever possible, employees should work at least 6 feet from other people. To achieve this, furniture and other office equipment should be reconfigured to maximize the use of space.
- If 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.

B. Staffing

- Campuses and offices are encouraged to seriously consider when possible an employee's request to [voluntarily telework](#),⁴⁸ where 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 encourages units to maximize telework for employees who are members of high-risk populations as defined by the CDC. In addition, the university will provide reasonable accommodations upon request to all disabled employees that will enable the employee to perform their essential job functions.

C. Vehicle Use

Transportation safety is a key element in preventing the transmission of COVID-19. As such, the University has created this guidance related to transportation in UH Vehicles while working on campus, and to/from any off-campus events, activities, and educational sites.

- When possible, trips by vehicle should be limited to a solo occupant (the driver).
- When more than one occupant will need to travel in the same vehicle for short duration trips (<15 minutes), the driver and one passenger are permitted, with recommended seating at one person per row (exceptions may be made for University owned vehicles with a single row of seats).
- If vehicle occupancy cannot be limited to the driver and a single passenger as described above, or the trip duration is greater than 15 minutes, all passengers should be from the same work/research unit. All efforts should be made to avoid this situation and unit supervisors should review the need for this prior to any trips.

Requirements for all vehicles:

- Hand sanitizer must be used prior to entering the vehicle.

⁴⁸ <https://www.hawaii.edu/ohr/covid-19-info/work-from-home/>



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- Hand sanitizer should be used after touching public surfaces such as gas pumps, parking meters and pay stations, and when entering and exiting buildings.
- If the vehicle is shared with others or there are multiple occupants, frequent touch points within the vehicle must be disinfected before and after each trip (for example, the steering wheel, gear shift, door frame/handles, windows, radio/temperature dials, and seat belt buckles).

Requirements for all vehicles involving two or more occupants and regardless of trip length:

- All occupants must complete the UH [Lumisight](#)⁴⁹ check in prior to riding in a vehicle together.
- Vehicle occupants must wear masks ([in accordance with these guidelines](#)⁵⁰) at all times.
- Hand sanitizer must be used as noted above and during the ride if any items are shared (pens, equipment, etc). Note: keep hand sanitizer in a door side panel or in a covered middle console.
- Distancing in the vehicle should be maximized by alternating passenger side seating and driver side seating by row.
- Riders are not permitted in the middle seat of a row.
- For vehicles with a single row of seats, each person must be seated by a window, as far apart as possible.
- All windows should remain open to allow for air flow throughout the vehicle.
- If used, air conditioning vents should be running and pointed down in the vehicle; do not use recirculated air.
- Food and drinks may not be consumed during the trip.
- A log should be kept of all vehicle users and passengers to aid in contact tracing, if necessary.

Note: For open air modes of transportation (such as golf carts or utility carts on campus), if more than one person will be riding, all persons must wear face coverings and adhere to other applicable sections as noted above such as hand hygiene and using the UH Lumisight_app.⁵¹

VIII. Non-Discrimination/Harassment and Behavioral Health

A. Non-Discrimination/Harassment

- The university 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](#).⁵²

⁴⁹ See [Section III.C.](#)

⁵⁰ See [Section II.C.](#)

⁵¹ References: [Yale Vehicle Use Guidelines](#) (used with permission); CDC "[Protect Yourself When Using Transportation](#)"

⁵² <https://www.hawaii.edu/offices/eo/complaint-procedures/>



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B. 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](#)⁵³ (M-F, 8 a.m. to 5 p.m.)
 - To text or chat, call (605) 956-5680
 - To speak to someone by phone, call (808) 531-3771 or toll free at (800) 690-6200
- [National Domestic Violence Hotline](#)⁵⁴ (24 hours a day, 7 days a week)
 - 1-800-799-SAFE (7233); TTY 1-800-787-3224
- [Child & Family Services Domestic Abuse Hotlines](#)⁵⁵
 - O'ahu: (808) 841-0822; West Hawai'i: (808) 322-7233; East Hawai'i: (808) 959-8864
- O'ahu - PACT 24-Hour Crisis Hotline: (808) 526-2200
- Maui - Women Helping Women 24-Hour Crisis Hotline: (808) 579-9581
- Kaua'i - YWCA of Kaua'i
 - 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

IX. Promoting Wellness and Mental Health

The COVID-19 outbreak may cause individuals to experience stress that can be overwhelming. Stress can manifest in various forms, including:

- anxiety
- 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

Campuses should communicate with students and employees where they may find resources to help them deal with the stress they experience. The following are examples of useful starting points.

A. Coping with Stress

- Be Informed About the Facts of COVID-19.
 - Understanding the risk and receiving accurate information about the pandemic can reduce stress.
 - [Hawai'i State Department of Health COVID-19 Website](#)⁵⁶
- Care for Personal Wellness
 - There are ways individuals can cope with stress, including by eating well, getting enough sleep, avoiding alcohol and drugs, engaging in relaxing activities, and talking with others.

⁵³ <https://domesticviolenceactioncenter.org/>

⁵⁴ <https://www.thehotline.org/>

⁵⁵ <https://www.childandfamilyservice.org/programs/dvshelters/>

⁵⁶ <https://hawaiiicovid19.com/>



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- [CDC Guidance on Coping with Stress](#)⁵⁷

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](#)⁵⁸
 - O'ahu: 808-543-8445; Neighbor Islands: 1-800-994-3571
- [National Suicide Prevention Lifeline](#)⁵⁹
 - 1-800-273-8255
- [State CARES Hotline](#)⁶⁰ (24 hours a day, 7 days a week)
 - O'ahu: (808) 832-3100; Neighbor Islands: 1-800-753-6879
- [The Disaster Distress Helpline](#)⁶¹
 - 1-800-985-5990 or Text TalkWithUS to 66746

⁵⁷ <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

⁵⁸ <https://www.hawaii.edu/ohr/benefits-leave/benefit/employee-assistance-program-eap/>

⁵⁹ <https://suicidepreventionlifeline.org/>

⁶⁰ <https://health.hawaii.gov/amhd>

⁶¹ <https://www.samhsa.gov/find-help/disaster-distress-helpline>