



July 15, 2021

Randy Perreira
Executive Director
Hawai'i Government Employees Association
888 Mililani Street, Suite #401
Honolulu, Hawai'i 96813-2991
Via email: service@hgea.org

Re: Anticipated revisions to the University's COVID-19 Guidelines (Interim)

Dear Mr. Perreira,

As a result of feedback received regarding revisions to the University's COVID-19 Guidelines (Interim), including comments from the Department of Health, the University has made further revisions to the draft guidelines, which is attached. The Department of Health has given its concurrence on the guidelines. Highlights of the amendments to the draft include the following:

Clarification in Section II.A. regarding required quarantine and when an employee can return to work, including the completion of 10 days of isolation without fever for more than 24 hours in lieu of written clearance by a medical professional;

Section II.D - if an instructor is fully vaccinated, a mask is not required if the teaching podium is separated from the audience by 6 or more feet or a physical barrier is installed;

Replacing reference to "face covering" with "mask" to be consistent with language used by the CDC; updating the definition of "cloth mask" and respiratory protection devices;

Clarifying that the guidance presumes some persons will be unvaccinated; replacing reference to "clear face shields" with "masks with a clear window over the mouth";

Section III.C - revision to the LumiSight information to explain that any employee who is unable or unwilling to access the LumiSight UH website or mobile app prior to arriving onsite, may be allowed on onsite prior to completing the screening for the limited purpose of completing the LumiSight UH screening from a UH-provided computer or device; and

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Section V.F - addition of risk mitigation strategies for sporting events and concerts/stage performances, consistent with CDC guidelines, including limits on tickets, staggered times for entry and exit, physical distancing of audience and backstage, etc.

With respect to the LumiSight language, the language was revised to clarify that employees may use a University-provided computer or device should they choose not to utilize the LumiSight app or website on a personal device or computer. I also wanted to alert the union that the University will begin to issue progressive discipline to employees who refuse to complete the daily screening after being reminded to do so. Previously, the University reminded employees that the daily screening is required, and the app was a way for employees to self-reflect on how they were feeling and whether they may have been exposed, before entering the workplace. However, with the anticipated increase in the number of students and employees expected to return to our campuses, and the availability of an alternative to using an employee's own device, the University will begin to enforce the completion of the daily screening by, and for the protection of, all employees.

Thank you for patience in this matter, as the assumptions upon which the guidelines are based conditions may change throughout the 2021-2022 school year. Please accept this pdf as an original document, and thank you again for your attention in this matter. If you have any questions, please do not hesitate to contact me.

Sincerely,



Sarah Hirakami
Dir. of Collective Bargaining & Employee Rels.

Copy: Jan Gouveia, VPA

UNIVERSITY OF HAWAII COVID-19 GUIDELINES (INTERIM)



UNIVERSITY *of* HAWAI'I®

DRAFT • REVISED JULY 15, 2021



THESE GUIDELINES ARE INTERIM ONLY AND ARE SUBJECT TO REVISION - UNION CONSULTATION IS ONGOING.

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I. Purpose and Scope

As the sole provider of public higher education in Hawai'i, the University of Hawai'i 10 campus system is committed to improving the social, economic, and environmental well-being of current and future generations. University programming and opportunities include learning, working, and living (for some) in settings deemed higher risk for becoming infected with and/or transmitting the SARS-CoV-2 virus, which causes COVID-19. Because university activities themselves involve higher risk situations including student housing (congregate living), athletics, space-constrained classrooms, and certain types of learning and work settings, UH along with the other institutions of higher education closed campuses in Spring 2020. After more than a year in isolation and quarantine, we look forward to resuming the in-person learning, working, cultural, and social activities, including sporting events, for our students, employees, and our community.

The university continues to be proactive and agile in its response to the COVID-19 pandemic across programs, schools, and campuses. These guidelines provide our policy on vaccination, based on the vaccines currently authorized under the Emergency Use Authorization. The guidelines in this document help ensure healthy and safe campuses as we return to a higher percentage of in-person learning over the Fall 2021 semester, and return to a more "normal" Spring 2022 semester. These guidelines balance the safety of our UH employees, students, off-campus training sites, and the public with the need to resume more in-person learning, which requires physical distancing of 3 feet. A survey of UH employees at the end of June 2021 showed that of the 5,938 responses, more than 95% have been vaccinated or are planning to be. Employees on all campuses report 91% or more fully vaccinated. A student survey done at the same time reported 85% of participants were already vaccinated and an additional 7% intended to be vaccinated. As of July 13, 2021, [58.8% of Hawai'i's total population is fully vaccinated](#) (68.8% of those eligible age 12 or older). In persons 40 years or older, 68% to 95% are fully vaccinated. For those age 18-29, 51% are fully vaccinated, with an additional 8% waiting for their second dose. Recent [scientific evidence](#) from studies conducted in K-12 settings in states with lower vaccination rates than Hawai'i showed that when students, teachers, and staff are masked indoors, how much distance is maintained between people does not matter. All of this is good news for Hawai'i and UH and gives us confidence that adhering to the interim guidance will be effective in keeping us safe.

Please note: these Guidelines are interim only and are subject to revision

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

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, UH continues to work closely with county and state officials to operate in accordance with government orders, recommendations from the Hawai'i Department of Health (HDOH), and Centers for Disease Control and Prevention (CDC) Guidelines.

These guidelines are based on a few **key assumptions** and will continue to be updated as conditions change throughout the 2021-22 school year.



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1. COVID-19 will not be eliminated and there will always be cases in our communities.
2. [COVID-19 variants](#) of interest and variants of concern are the predominant strains circulating in [Hawaii as of July 12, 2021](#). Almost all persons now being hospitalized are those unvaccinated. As more trans-Pacific travel occurs, we will likely see more variants that are highly contagious, including the [Delta](#) variant.
3. Every COVID-19 case cannot be prevented; thus, the focus is on mitigating risk and managing the spread of the disease.
4. The CDC has stated that currently authorized vaccines in the United States are highly effective at protecting vaccinated people against symptomatic and severe COVID-19 and cites a growing body of evidence that [fully vaccinated](#)¹ people are less likely to have an asymptomatic infection or transmit SARS-CoV-2 to others. Additionally, the vaccines currently in use in the United States are effective in reducing transmission, hospitalization, and severe illness from COVID-19 caused by the common circulating and the [more contagious Delta](#) variant strains.
5. Growing evidence and recent CDC recommendations state that [fully vaccinated individuals](#)¹ may stop wearing masks or physical distancing in most indoor and outdoor settings, except where required by Federal, state, local, tribal or territorial laws, rules and regulations, including local business and workplace guidance (i.e., healthcare or very crowded settings or venues). Local regulations will change based on the burden of COVID-19 in the community and the number of persons vaccinated in a community.
6. Mandating the COVID-19 vaccine for students (with exemptions made for medical or religious reasons) will allow students to return to learning and work in a much safer environment, and will greatly reduce the incidence and spread of the disease in our island communities.
7. In the meantime, knowing vaccination is readily available to those 12 and older and that UH is participating in President Biden's [COVID-19 College Vaccination challenge](#) to get as many people on campus fully vaccinated, these interim COVID-19 guidelines have been approved by the DOH for UH operations.

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 were told to get tested as a possible contact or for symptoms, stay at home in quarantine until you get a negative test result²
- If you are subject to government-issued or a healthcare provider's orders to quarantine, stay at home.
- If you have tested positive³ for COVID-19, stay at home except to get medical care. Do not return to campus until you have completed 10 days of isolation and if you do not have a fever for more than 24 hours without using a fever-reducing medicine or until you have written clearance by a medical provider.
- If you are not fully vaccinated and have been notified that you are a close contact of a suspected or confirmed COVID-19 case, the recommendation is to get tested regardless of whether you have symptoms or not, and to quarantine (i.e., stay at home). Note that testing will not shorten the required period for quarantine.

¹ [When You've Been Fully Vaccinated | CDC](#)

² [What-To-Do-If-You-Have-Been-Tested-For-COVID19_040120.pdf | Hawai'i DOH](#)

³ [What-To-Do-If-You-Test-Positive-For-COVID19_040120.pdf | Hawai'i DOH](#)



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- If you live in a residence hall, you will need to quarantine off-campus for 10 days.
- All other students and employees should stay at home for 10 days after the date of last exposure; if exposure is continuous, stay at home for 10 days after the confirmed case is released from isolation
- If you are fully vaccinated and have been notified that you are a close contact of a suspected or confirmed COVID-19 case, the following guidelines apply:
 - If you are asymptomatic, you do not need to quarantine, you are allowed on campus, and you must self-monitor your symptoms for 14 days
 - If you are symptomatic, stay home, contact your medical provider and follow their advice including when to return to campus. Testing may be required depending on the circumstances.
- 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 or departmental HR representative regarding available leave.⁴
- Any student, employee or visitor who has been required to stay at home under these guidelines shall not return to campus until you have completed 10 days of isolation and if you do not have a fever for more than 24 hours without using a fever-reducing medicine or until you have written clearance by a medical provider.

B. Mandatory Vaccination for Students

- 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 or other campus events) on any UH campus starting in the fall 2021 semester must be fully vaccinated against COVID-19.
- Unvaccinated UH students are still welcome and may enroll in online courses. Online learners will also be able to engage with student services online and participate in student activities virtually.
- International students who were unable to be fully vaccinated in their home countries prior to arrival will be subject to separate modified quarantine procedures until they are fully vaccinated per UH System guidelines. In general, this means they must wear a mask correctly and consistently at all times when indoors (except in private spaces), maintain 3 feet physical distance from others, and only go to and from class to their residence. Refer to the International Student office on your campus for additional details.
- Medical and religious exemptions are available for health clearance requirements, through the current mechanisms in place for each campus.
- People are considered fully vaccinated⁵ for COVID-19 if it has been two weeks after they have received the second dose in a two-dose series (Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose vaccine (Johnson & Johnson/Janssen). This guidance can also be applied to COVID-19 vaccines that have been authorized for

⁴ <https://www.hawaii.edu/ohr/covid-19-info/covid-19-related-leaves/>

⁵ <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>



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[emergency use listing](#)⁶ (EUL) by the World Health Organization (e.g., AstraZeneca/Oxford, Serum Institute of India, Sinopharm, and Sinovac as of July 2, 2021).

- For more information, please consult our [COVID-19 Vaccination Requirement for Students FAQs](#)

C. Hygiene and Respiratory Etiquette

- Hands should be washed⁷ frequently with soap and water for at least 20 seconds or sanitized, especially:
 - upon arrival to campus
 - after wiping or blowing your nose, coughing or sneezing;
 - before leaving and 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 or meals; and
 - before and after classes, work breaks and work shifts.
- Hand sanitizer must contain at least 60% alcohol.
- Sneeze or cough into a tissue and safely dispose of it. If no tissue is available, reduce the spread of germs by coughing or sneezing into your elbow.
- Avoid sharing or using communal items (such as office supplies) and objects that are not easily cleaned or disinfected (such as fabric).

D. Masks

The guidance below presumes that some persons in the settings below are unvaccinated. As more of the campus population and larger community become vaccinated, the following guidance regarding the use of masks may change.⁸

- Masks⁹ shall be worn and made in accordance with the CDC guidelines and local or State laws or regulations.
- Outdoors: Masks are not required in outdoor spaces, including lanais/patios. However, they are strongly recommended during large, crowded events where participants are in close proximity and engaging in activities where aerosolization occurs (i.e., shouting, cheering, singing, running). Refer to the current County or State guidance for other restrictions.
- Classrooms and Labs – Students: Masks are required and 3 feet physical distancing must be maintained between students.
 - Exceptions: Masks with a clear window over the mouth are allowed if visible facial features are necessary to support learning or an activity.
- Classrooms and Labs – Instructors:
 - Masks with a clear window over the mouth are allowed if visible facial features are necessary to support teaching, learning or an activity.
 - Exception if the instructor is fully vaccinated: No mask is required if the teaching podium is separated by 6 or more feet from the audience or a

⁶ <https://www.who.int/teams/regulation-prequalification/eul/covid-19>

⁷ <https://www.cdc.gov/handwashing/when-how-handwashing.html>

⁸ <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

⁹ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/types-of-masks.html>



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clear physical barrier has been previously installed. *Note the barrier alone does not protect the audience or the instructor as effectively as a mask.*

- Indoor Workspaces (offices, cubicles, etc.): There are two options, depending on the configuration of your workspace:
 - If less than 6 feet physically distant from others, then masks are required.
 - If 6 feet physical distance is maintained, then no mask is required.
 - If you are in a private office (with a door) or other physical barriers are in place (e.g., plexiglass barrier), no mask is required.
 - If students and employees in labs, offices, or other settings (other than classrooms) have verification through self-disclosure of COVID-19 immunization records, or other means that all of their employees or students in that setting are fully vaccinated, then masks will not be needed in that space (consistent with CDC guidance for fully vaccinated individuals). Masks should still be utilized in common spaces.
- Athletic Activities: Athletic activities are governed by the respective campus athletic programs and may impose different or additional requirements. Please consult with the appropriate campus program before engaging in any athletic planning or activities.
- Indoors – Common and All Other Spaces: Masks are required other than detailed above.
- Student Housing:
 - Masks are required in all indoor common spaces of all residential buildings, including but not limited to lobbies, hallways, elevators, lounges, eating spaces, etc.
 - Residents are not required to wear masks when in their own living space, including bedrooms, suites, or apartments. However, if residents are feeling ill, they should always wear masks.
- The University recognizes that there are certain instances where wearing a mask may not be feasible or if you have a medical condition or disability, where wearing a mask poses a health or safety risk. Reasonable accommodations will be made in those instances. Children under the age of 2 are not required to wear masks.
 - Members of the University community with a documented disability or medical condition that affects their ability to wear a mask 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 Americans with Disabilities Act (ADA) Coordinator's Office, or their departmental HR representative.¹⁰
- Because masks 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. **If an employee is not willing to wear a mask when required and does not have a legitimate medical reason that prevents them from wearing a mask, the employee shall be removed from campus** pursuant to the disciplinary schedule and additional information on the Office of Human Resources website.¹¹ If a student refuses to comply, their actions may violate the Student Conduct Code.¹²

¹⁰ <https://www.hawaii.edu/ohr/contact-us/directory/>

¹¹ <https://www.hawaii.edu/ohr/covid-19-info/safety-on-campus/face-coverings-on-campus/>

¹² http://www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/



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- The CDC does not recommend the use of face shields for normal everyday activities in place of cloth or disposable masks, 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.
- See [FAQs for masks](#).¹³

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

Definitions¹⁴

- **Cloth mask** includes manufactured or homemade masks that tightly cover the nose and mouth with multiple layers of tightly woven, breathable fabric, a nose wire, blocks light when held up to a bright light source and does not have an exhalation valve (raised plastic cylinder meant for easy exhalation). Cloth masks should be made from washable materials and should be laundered regularly. In support of sustainability efforts, the University encourages the use of reusable masks.
- **Disposable masks** include non-surgical, surgical or dust masks that cover the nose and mouth, are made from multiple layers of non-woven material, and have a nose wire. Disposable masks do not include masks with exhalation valves (raised plastic cylinders meant for easy exhalation).
- **Mask** refers to cloth masks and disposable masks.
- **Fully vaccinated** refers to people who have been fully vaccinated for COVID-19 if it has been two weeks after they have received the second dose in a two-dose series (Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose vaccine (Johnson & Johnson/Janssen). This guidance can also be applied to COVID-19 vaccines that have been approved on the World Health Organization's Emergency Use Listing ([EUL](#)) (e.g., the above and AstraZeneca/Oxford, Serum Institute of India, Sinopharm, Sinovac).
- **Masks that meet a Standard (N95, N99 or N100 masks)** are respiratory protection devices are designed and tested to ensure they perform at a consistent level to prevent the spread of COVID-19 and other infectious agents (like tuberculosis). These are tight-fitting and filter at least 95%, 99% and 99.97%, respectively, of particles and droplets. Use of these masks should be reserved for healthcare and emergency responders and those who have been required to do so as part of a specific job task, such as research with SARS CoV-2. OSHA standards require medical clearance, fit-testing, and training at least annually when these masks are required.
- **Verification** occurs when an individual voluntarily discloses a copy of their COVID-19 immunization record, or a print out or attestation letter from their vaccine provider.
- **Close contact** is considered less than 6 feet for at least 15 minutes, cumulatively, over a 24-hour period with anyone who is suspected to or has an active, diagnosed case of COVID-19. For those unvaccinated, a close contact of a COVID-19 case will be more readily assumed because indoor spacing is being reduced to 3 feet. Being a close contact means the individual will be subject to quarantine, contact tracing, and possible PCR testing.

¹³ <https://www.hawaii.edu/covid19-guidelines/personal-safety-practices/faqs-face-coverings/>

¹⁴ [Types of Masks | CDC](#)



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E. Other Personal Protective Equipment (PPE) Requirements

- Additional PPE requirements may apply when 3 feet of distance cannot be maintained between individuals or per research lab, clinical setting, or health professions school/program protocols.
- Disposable gloves must be worn if an employee or student is likely to touch bodily fluids.
- Gloves are recommended when using a disinfectant, disposing of used tissues, changing linens, or doing laundry onsite.
- When working with medically fragile students or clients, disposable gloves may be worn when touching a student or their belongings.
- Gloves must be changed after each physical interaction to decrease the spread of possible infection.
- Be sure to safely dispose of or clean gloves after use and wash or sanitize your hands before and after use. Disposable gloves cannot be reused.

F. Practice Physical Distancing

- Indoor meeting spaces, including classrooms and residence halls, where students, staff, and/or other individuals gather will be configured to allow a physical distance of 3 feet of separation.
- In situations where individuals cannot maintain 3 feet of separation, (e.g., certain laboratories, learning, work, clinical spaces), additional PPE may be required depending on the situation or other requirements. Refer to section IV.C on Modified Layouts.

G. Consider Getting a Flu Shot when it is available

- Getting an influenza vaccine will not protect against COVID-19 but may help reduce your chances of becoming infected with influenza “flu”, which has similar symptoms to COVID-19.

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 COVID-19 cases 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 quarantine.
- The university and each campus will establish secure communication protocols whereby students, employees, and visitors will self-report to the designated campus official(s) if they have symptoms¹⁵ of COVID-19, a positive test for COVID-19,¹⁶ had close contact with

¹⁵ <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

¹⁶ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Test-Positive-For-COVID19_040120.pdf



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someone with COVID-19¹⁷ within the last 14 days or have been tested for COVID-19.¹⁸

Communication protocols shall be in accordance with health information sharing regulations for COVID-19¹⁹ 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 unvaccinated person with symptoms²⁰ 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 designated campus official(s) immediately.
- Fully vaccinated persons with unexplained or new symptoms that suggest COVID-19 should stay home until they consult their healthcare provider to determine next steps, in accordance with CDC and HDOH guidance.
- Each campus must establish a protocol to follow when a student or employee develops symptoms while onsite. Notification in accordance with the campus protocol must occur immediately. The student or employee must be safely isolated and required to leave the facility.
- 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 when confirmed COVID-19 cases are present on campus in the previous 14 days and considered to be a risk to campus safety. Any university closures or any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation) may be communicated in a manner that balances privacy with health and safety interests. The university has established communication protocols²¹ on how a confirmed, positive case of COVID-19 on a UH campus should be announced to the respective campus community.

¹⁷ <https://health.hawaii.gov/coronavirusdisease2019/files/2020/05/What-to-Do-if-a-Person-at-Your-Worksite-has-COVID-19.pdf>

¹⁸ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Have-Been-Tested-For-COVID19_040120.pdf

¹⁹ <https://www.hhs.gov/hipaa/for-professionals/special-topics/hipaa-covid19/index.html>

²⁰ <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

²¹ <https://www.hawaii.edu/emergency/important-health-information-novel-coronavirus/protocols-campus-communications/>



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B. Campus Responsibilities to Clean and Disinfect in COVID-19 Cases Identified by the Campus Official(s)

- Campuses should establish protocols for closing off areas due to COVID-19 cases identified by the campus official(s) and preventing use of these areas until after cleaning and/or disinfecting.²²
- Campus protocols for cleaning and disinfecting areas that have been substantially used by COVID-19 cases should include (in order of priority), pursuant to CDC recommendations²³: 1) close the area for three or more days (in which case cleaning and disinfecting are not necessary); 2) wait at least 24 hours before cleaning; or 3) if 24 hours is not feasible, wait as long as possible to clean and disinfect.
- Protocols should also ensure safe, correct use,²⁴ and storage of cleaning and disinfection products.²⁵

C. Mandatory Daily Screening and Self-Monitoring

- 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.
- Screening procedures are mandatory and apply to all students, employees and visitors reporting to a university location.
- Daily screening will include a brief, mandatory online 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 Store²⁶ and the Google Play Store.²⁷ It is also available on the LumiSight UH website²⁸ 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.²⁹
- Any employee who is unable or unwilling to access the LumiSight UH website or mobile app prior to arriving onsite may be allowed on onsite prior to completing the screening for the limited purpose of completing the LumiSight UH screening from a UH-provided computer or device.
- If using the LumiSight UH app or website is difficult for visitors invited into an indoor space, a paper version may be utilized instead (e.g., prearranged building/campus tours or events). The paper form should include basic information for contact tracing purposes, if necessary. The forms should be securely discarded (shredded) 14 days after the date on the form.

²² <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

²³ https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html#anchor_1617551661760

²⁴ <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

²⁵ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

²⁶ <https://apps.apple.com/us/app/lumisight-uh/id1519381585>

²⁷ <https://play.google.com/store/apps/details?id=com.novidcampus.novidcampusapp&hl>

²⁸ <https://uh.campus.lumisight.com/>

²⁹ <https://www.hawaii.edu/its/covid-19-resources/lumisight-uh-faqs/>



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- Any individual who refuses to complete screening will not be allowed onsite, except as needed for employees to complete the screening onsite from a UH-provided computer or device, as provided above.
- Testing will be conducted in collaboration with governmental health officials in accord with applicable rules, regulations and guidance.

Questionnaire (from LumiSight UH as of July 2021)

STEP 1: Check for Symptoms of Illness

If you have any symptoms of illness - do not come to campus or the workplace. Do you currently have any of the following symptoms that are **new, worsening, and not attributable to a pre-existing condition**?

- ☐ Fever (a temperature of 100.4°F or higher) or feeling feverish (chills, sweating)
- ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Sore throat
- ☐ Unexplained muscle or body aches
- ☐ Nausea/vomiting or diarrhea
- ☐ Loss of senses of taste or smell
- ☐ Runny or congested nose
- ☐ Headache
- ☐ Skin rash
- ☐ Chest pain or pressure

STEP 2: Check for Recent COVID-19 Exposure

- ☐ Have you traveled out of the state and are currently under quarantine orders by the Department of Health or your medical care provider?
- ☐ Are you unvaccinated and have been in close contact (less than 6 feet for at least 15 minutes, cumulatively, over a 24-hour period) with anyone who has an active, diagnosed case of COVID-19? *Note: Healthcare students/personnel wearing appropriate PPE at ALL TIMES while caring for a patient with COVID-19 would NOT be considered a close contact (ref. HDOH Medical Advisory #16)*
- ☐ Has the Department of Health told you that you have been in contact with a person with COVID-19?

D. Education, Training, and Signage

- Each campus shall ensure that employees returning and working on their campus have completed online COVID-19 training³⁰ 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,³¹ infographics and text distributed on websites, in emails and on University social media accounts.³²

³⁰ <https://www.hawaii.edu/emergency/important-health-information-novel-coronavirus/employee-safety-training/>

³¹ <https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html>

³² <https://www.cdc.gov/coronavirus/2019-ncov/communication/social-media-toolkit.html>



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- Campuses should post signs³³ 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 Indoor Spaces

All campuses should adopt operational plans that address the following:

A. Cleaning and Disinfection

- Cleaning: Pursuant to the CDC,³⁴ cleaning with products containing soap or detergent reduces germs on surfaces by removing contaminants and may also weaken or damage some of the virus particles, which decreases risk of infection from surfaces. When no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning once a day is usually enough to sufficiently remove viruses that may be on surfaces and help maintain a healthy facility.
 - Each campus shall develop a schedule of routine cleaning,³⁵ as recommended by the CDC, especially for frequently touched shared surfaces (e.g., door handles, elevator buttons, faucets, paper towel dispensers) or heavily utilized areas on campus at least daily.
 - Departments are responsible for cleaning shared objects (e.g., lab equipment, computers) at least daily.
 - Devices that are loaned to students/staff for distance learning and telework should be cleaned upon return and reissuance to another person. For devices used throughout the day by multiple people, cleaning should occur at least daily. For more specific information, contact your campus IT office.
- Disinfection: Pursuant to the CDC,³⁶ disinfecting (using U.S. Environmental Protection Agency (EPA)'s List³⁷) kills any remaining germs that cause disease on surfaces, which further reduces any risk of spreading infection.
 - Disinfection is not recommended except under specific circumstances, for example where a COVID-19 case has been identified by the campus official(s); see Section III.B.
 - Campuses shall use products that meet EPA disinfection criteria³⁸ and ensure as safe as possible and correct usage³⁹ and storage of cleaning and disinfection products.⁴⁰
- The most recent CDC, OSHA or State guidance should be consulted.
- To promote healthy hygiene behaviors, campuses shall provide adequate supplies, including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, disinfectant wipes, masks (as feasible), face shields (as feasible and appropriate) and no-touch/foot-pedal trash cans. Students and employees should also provide their own individual masks for personal use.

³³ <https://www.cdc.gov/coronavirus/2019-ncov/communication/social-media-toolkit.html>

³⁴ <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

³⁵ <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

³⁶ <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

³⁷ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>

³⁸ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

³⁹ <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

⁴⁰ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>



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- Hand sanitizing or hand washing stations must be available in all classrooms and high traffic areas.
- All university contractors should ensure proper sanitation procedures.

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 indoor spaces, including classrooms and other instructional facilities to meet the following recommendations:
 - Space seating/desks at least 3 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/presenter and the first row of students and consider using unoccupied seating/tables to provide a physical buffer. An alternative is to place a plexiglass or clear plastic barrier between the podium and the main classroom.
- 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 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 three-foot spacing for people in line to maintain appropriate distance.

V. Housing, Services and Events

A. Student Housing

- Prior requirements for 6 feet distancing in residential rooms and apartments will no longer apply.
- Move-in procedures may be phased and the pace of move-in will be dependent on logistical considerations and any requirements regarding social distancing and gathering sizes.



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- Recognizing the special circumstances in student housing, testing protocols have been developed for residents and employees to respond to instances of COVID-19 in a timely manner.
- Shared restrooms and communal kitchens in the residence halls will be cleaned and sanitized daily by custodial staff.
- 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.
- Isolation/quarantine protocols that comply with HDOH guidance (*i.e.*, what to do if you test positive for COVID-19,⁴¹ a person at your worksite tests positive for COVID-19,⁴² or you have been tested for COVID-19⁴³.) have been developed for residents or employees who test positive or have been notified of close contact with a positive COVID-19 case.
- In the event of a COVID-19 exposure, 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.
- Residential capacity may be limited as necessary to reduce the density in living spaces and to adhere to social distancing requirements warranted by increased prevalence of COVID-19 in the community.

Note: As of May 11, 2021, if residence hall students who are fully vaccinated against COVID-19 become exposed to someone with COVID-19, and are asymptomatic, they will NOT have to quarantine. The HDOH requirements are for “congregate care settings”, which are not residence halls.

B. Food Service

- If seating for dining is available, operations must adhere to the most current County or State guidelines
- 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.

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.

⁴¹ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Test-Positive-For-COVID19_040120.pdf

⁴² <https://health.hawaii.gov/coronavirusdisease2019/files/2020/05/What-to-Do-if-a-Person-at-Your-Worksite-has-COVID-19.pdf>

⁴³ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Have-Been-Tested-For-COVID19_040120.pdf



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- Student services and activities conducted in person shall adhere to all applicable guidelines relating to physical distancing, barriers, masks, sanitization, and other considerations.

D. Child Care Facilities

- In addition to following UH guidelines, child care centers must adhere to licensing guidelines through the Department of Human Services.

E. Meetings and Classes

- When meetings and classes are held in person, all safety protocols must be followed and include but are not limited to wearing masks, physical distancing of 3 feet between individuals, and proper hand hygiene.
- For consumption of food or drink indoors, at least six feet of physical distance must be maintained.
 - If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Do not share food and utensils.
- Critical large school events that require the gathering of students, including but not limited to distribution of instructional materials and mass vaccination clinics, should implement the following safety measures as much as feasible:
 - Set up the event in a well-ventilated area as much as possible.
 - Make sure everyone knows that masks must be worn indoors on campus.
 - Remind attendees to stay home if they feel unwell or go home immediately if they start to feel sick
 - Minimize close interactions
 - Make the event available by appointment, to the extent possible
 - Provide any forms ahead of time so that these do not need to be completed at the site
 - Create a waiting area outside and use tape to indicate where people must stand to maintain 3 feet apart
 - Separate the entrance and exit
 - Develop a route to the event area that reduces possible interactions
 - Arrange seating at least three 3 feet of distance apart
 - Expedite processes so interactions are fewer than 15 minutes, to the extent possible.
 - If the event is longer than 15 minutes, keep a basic record of who attended the event (and seating charts, if possible) for contact tracing purposes in the event a positive case is later identified.
 - Promote the use of hand sanitizer.
 - Reduce the sharing of materials - have single-use pens and other materials available if necessary.

F. Events, Gatherings and Activities (excluding classes)

- Each campus shall develop procedures for requesting approval to hold indoor events of 25 or more people. For any event, please consult any applicable County or State rules for updated guidance or additional limitations. Requests should include at least the following mitigation components:



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- Location/venue diagram or floor/seating plan
 - Registration/check-in that includes self-attestation (i.e., paper version of LumiSight UH or app) and information for contact tracing for all attendees
 - Staggered entry/exit times or multiple entrances to avoid congestion
 - Strategies to reduce congestion at choke points, including restroom facilities
 - Physical distancing in the audience
 - Enforcement of use of masks for indoor events
 - If on premise consumption of food/beverages will be offered, state plans to comply with restaurant/bar/social establishment conditions
 - Plans for addressing symptomatic individuals on-site
 - Communicating safety protocols with attendees and staff
- Promote physical distancing of at least 3 feet between people and ensure participants wear masks.
- If possible, use outdoor, well-ventilated spaces, and limit group size to mitigate risk of exposure or transmission.
- 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.
- Event organizers should inform the attendees of the requirement for self-screening with LumiSight UH and establish procedures to verify LumiSight UH clearance. Alternatively, the event organizers may require completion of a paper version of LumiSight UH that contains contact information if needed for contact tracing purposes. Any paper forms should be securely discarded (shredded) 14 days after the date on the form.
- 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. Adhere to any applicable league policies.
- Sporting or larger events with more than 100 in attendance, such as concerts or stage performances, should develop venue and risk mitigation plans that comply with applicable County or State regulations. Required components of COVID-19 mitigation plans should include the following:
 - Location/venue diagram or floor/seating plan
 - Reservations/limited tickets if there is any capacity limit
 - Registration/check-in that includes self-attestation (i.e., paper version of LumiSight UH or app) and information for contact tracing for all attendees
 - Implementation plan for verifying negative COVID-19 test result within 48 hours of event OR proof of full vaccination for all attendees, as required by County or State regulations at the time of event planning.
 - Staggered entry/exit times or multiple entrances to avoid congestion
 - Strategies to reduce congestion at choke points, including restroom facilities
 - Physical distancing in the audience (50-67% capacity depending on County regulations at the time)
 - Description of ventilation system and how COVID risk is mitigated (indoor venues only)
 - Enforcement of use of masks for indoor events
 - If on premise consumption of food/beverages will be offered, state plans to comply with restaurant/bar/social establishment conditions
 - Food vendors should comply with relevant County guidance



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- Measures to ensure staff and performer/athlete safety
- Plans for addressing symptomatic individuals on-site
- Communicating safety protocols with attendees, staff, and performers/athletes before and during the event

VI. Office Spaces and Staffing

A. Office Spaces

- Wherever possible, employees should work at least 3 feet from others.

B. Staffing

- UH expects all buildings and offices to be open for full, in-person services during normal business hours by July 6, 2021. All employees are expected to report to their respective campus offices and resume normal business operations by August 3, 2021.
- 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 (e.g., state cars and UH shuttles) while working on campus, and to/from any off-campus events, activities, and educational sites.

Requirements for all vehicles:

- Hand sanitizer must be used prior to entering the vehicle.
- 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 LumiSight UH⁴⁴ check in prior to riding in a vehicle together.
- Vehicle occupants must wear masks (in accordance with these guidelines⁴⁵) 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.
- 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.

⁴⁴ See [Section III.C.](#)

⁴⁵ See [Section II.C.](#)



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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 masks and adhere to other applicable sections as noted above such as hand hygiene and using the LumiSight UH app.⁴⁶

VII. 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.⁴⁷

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 Center⁴⁸ (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 Hotline⁴⁹ (24 hours a day, 7 days a week)
 - 1-800-799-SAFE (7233); TTY 1-800-787-3224
- Child & Family Services Domestic Abuse Hotlines⁵⁰
 - 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

⁴⁶ References: [Yale Vehicle Use Guidelines](#) (used with permission); CDC "[Protect Yourself When Using Transportation](#)"

⁴⁷ <https://www.hawaii.edu/offices/eeo/complaint-procedures/>

⁴⁸ <https://domesticviolenceactioncenter.org/>

⁴⁹ <https://www.thehotline.org/>

⁵⁰ <https://www.childandfamilyservice.org/programs/dvshelters/>



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VIII. 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 Website⁵¹
- 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.
 - CDC Guidance on Coping with Stress⁵²

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 Program⁵³
 - O'ahu: 808-543-8445; Neighbor Islands: 1-800-994-3571
- National Suicide Prevention Lifeline⁵⁴
 - 1-800-273-8255
- State CARES Hotline⁵⁵ (24 hours a day, 7 days a week)
 - O'ahu: (808) 832-3100; Neighbor Islands: 1-800-753-6879
- The Disaster Distress Helpline⁵⁶
 - 1-800-985-5990 or Text TalkWithUS to 66746

⁵¹ <https://hawaiiicovid19.com/>

⁵² <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

⁵³ <https://www.hawaii.edu/ohr/benefits-leave/benefit/employee-assistance-program-eap/>

⁵⁴ <https://suicidepreventionlifeline.org/>

⁵⁵ <https://health.hawaii.gov/amhd/>

⁵⁶ <https://www.samhsa.gov/find-help/disaster-distress-helpline>