



UNIVERSITY of HAWAI'I®

HILO

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



as of August 16, 2021

These guidelines are interim only and are subject to revision, until UH can complete consultation with the unions.

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I. Purpose and Scope

University of Hawai'i at Hilo (UH Hilo) has prepared these guidelines to build upon those issued by the University of Hawai'i System and offer guidance specific to our campus. Our goal is to continue to provide engaging and meaningful learning opportunities for our students and to continue our rich array of applied research activities while at the same time limiting the spread of SARS-CoV-2 virus, which causes COVID-19. 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.

These Guidelines provide a framework to resume in-person options for the delivery of classes, advising, student services, research, and other activities. Ultimately, all members of the UH Hilo community must also take responsibility for their own health and safety and act in a manner that demonstrates respect and care for the health and safety of others in our 'ohana.

These Guidelines shall remain in effect until and unless superseded or revoked by the UH Hilo Chancellor and/or the President of the UH System. They apply to all university activities and operations (except where noted) and all students, employees and invited visitors to university facilities. These Interim Guidelines are based on the current environment and guidance available in July 2021 and will be updated as circumstances change. Additional information for employees is available at the [University Office of Human Resources website](#).¹

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](#),²
- [CDC Guidance for Cleaning and Disinfecting Facilities](#),³
- [CDC Considerations for Institutes of Higher Education](#),⁴
- [CDC Guidance for When You've Been Fully Vaccinated](#),⁵
- [State of Hawai'i Beyond Recovery](#),⁶
- Hawai'i State Department of Health ("DOH") guidance on what to do if [you test positive for COVID-19](#),⁷ [a person at your worksite tests positive for COVID-19](#)⁸ or [you have been tested for COVID-19](#),⁹ and the [U.S. Occupational Safety and Health Administration \("OSHA"\) Guidance on Preparing Workplaces for COVID-19](#).¹⁰

UH Hilo is closely monitoring our local conditions and surroundings. We are prepared to alter operations and services in a timely and appropriate manner in response to COVID-related situations or circumstances. Additionally, UH Hilo continues to work closely with county and state officials to operate in accordance with government orders, recommendations from the DOH, and CDC Guidelines. *These Guidelines are interim only and are subject to revision, until we can complete consultation with the unions.*

¹ <https://www.hawaii.edu/ohr/covid-19-info/>

² <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

³ <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

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

⁶ https://governor.hawaii.gov/wp-content/uploads/2020/05/Gov_Reopening-Presentation-Slide-Deck_18-May-2020.pdf

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

⁸ <https://health.hawaii.gov/coronavirusdisease2019/files/2020/05/What-to-Do-if-a-Person-at-Your-Worksite-has-COVID-19.pdf>

⁹ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Have-Been-Tested-For-COVID19_040120.pdf

¹⁰ <https://www.osha.gov/coronavirus/safework>

II. Personal Safety Practices

University of Hawai'i at Hilo requires the following personal safety practices for all employees, students and invited visitors.

A. Not Permitted on Campus

- If you have tested positive for COVID-19, [stay at home](#)¹¹ 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](#).¹²
- If you have been identified through contact tracing to be tested for COVID-19, [stay at home](#)¹³ until you receive a negative test result.
- If you are **unvaccinated** 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 stay at home. Note that testing will not shorten the required period for quarantine.
 - If you live in a residence hall, you will be required to isolate in a specified on-campus residence hall room for 14 days, or you may choose to complete the full isolation protocol off-campus at your own expense for 10 days.
 - All other students and employees are to 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***¹⁴ and have been notified that you are a close contact of a suspected or confirmed COVID-19 case, the [following guidelines apply](#)¹⁵:
 - You must test 3-5 days after the exposure and wear a mask in public indoor settings for 14 days after exposure or until a negative result.
 - If you are symptomatic, stay home, isolate, and contact your medical provider and follow their advice including when to return to campus. Testing may be required depending on the circumstances.
 - If you are symptomatic and live in a residence hall, you will be required to isolate in a specified on-campus residence hall room for 14 days, or you may choose to complete the full isolation protocol off-campus at your own expense for 10 days.
- *People are considered fully vaccinated for COVID-19 if it has been two weeks after they have received the second dose in a two-dose series (Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose vaccine (Johnson & Johnson/Janssen). This guidance can also be applied to COVID-19 vaccines that have been authorized for [emergency use listing](#)¹⁶ (EUL) by the World Health Organization (e.g., AstraZeneca/Oxford, Serum Institute of India, Sinopharm, and Sinovac as of July 2, 2021).

¹¹ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Test-Positive-For-COVID19_040120.pdf

¹² <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

¹³ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Have-Been-Tested-For-COVID19_040120.pdf

¹⁴ <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

¹⁵ <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

¹⁶ <https://extranet.who.int/pqweb/key-resources/documents/status-covid-19-vaccines-within-who-eul-pq-evaluation-process>

- If you are sick at all, [stay at home](#),¹⁷ even if you only have mild symptoms of illness that could be COVID-19, which include the following:
 - Fever (100.4 F or greater) or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Contact your medical provider and follow their advice including about when to return to campus.

- All students, employees and invited 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, the Human Resources office will make contact with you regarding [available leave](#).¹⁸
- Any student, employee or invited 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, and must submit clearance documentation to the UH Hilo COVID Coordinator at uhhccovid@hawaii.edu.

B. Vaccination Requirement for Students

- Students who will be physically attending courses onsite (the UH Hilo campus or off-campus properties) are required to be fully vaccinated. If students physically attending courses onsite are not fully vaccinated, they will be subject to weekly COVID testing. Students will not be permitted onsite if they fail to comply with UH Hilo weekly testing requirements.¹⁹
- On-Campus Housing: Vaccination is required for students who are living in on-campus housing
 - Students in on-campus housing who were unable to be fully vaccinated prior to check-in to dormitories will be subject to additional requirements, including:
 - Wearing masks correctly at all times, except when alone in their own dorm room;
 - Only go to and from class to their residence;
 - Subject to mandatory weekly testing.
 - Must within six weeks of check in, either achieve fully vaccinated status or attain medical or religious exemption. Failure to do so will result in removal from on-campus housing.

¹⁷ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

¹⁸ <https://www.hawaii.edu/ohr/covid-19-info/covid-19-related-leaves/>

¹⁹ <https://www.hawaii.edu/covid19/vaccinate/requirement-students-faqs/>

- Athletics: Student Athletes must be fully vaccinated. Vaccination is required for student athletes to participate in athletic practices and competitions.
- Other specified activities (e.g. athletic spectators, theater events, special activities). Vaccination requirement for specified activities will be communicated prior to the event. These types of activities are generally non-instructional and not a requirement for classes.
- Students with approved medical and religious exemptions from vaccination will be required to comply with UH Hilo weekly testing requirements.

C. Hygiene and Respiratory Etiquette

- [Wash your hands](#)²⁰ frequently with soap and water *for at least 20 seconds*, especially:
 - 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.
- Sanitize your hands before entering indoor public spaces and shared common area/space
- 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).

D. Face Coverings

Definitions:

- **Cloth face covering** includes manufactured or homemade masks, bandanas, gaiters, or scarves 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 masks** include 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.

²⁰ <https://www.cdc.gov/handwashing/when-how-handwashing.html>

- **N95 mask** is a respiratory protection device that is tight-fitting and filters at least 95% 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. If these masks are obtained and used on a voluntary basis by employees, [OSHA's Appendix D](#)²¹ must be provided.

Indoors:

Face coverings shall be worn indoors except where an individual is working in isolation (e.g. a private office alone). Classrooms and teaching laboratories are considered public spaces and masks must be worn at all times if there is more than one person in the room.

Outdoors:

Face coverings are strongly recommended in outdoor spaces, including lanai/patios; however, they may be required for certain large, crowded events where participants are in close proximity to each other. ****NOTE:** County and State guidelines providing further restriction will take precedence over UH Hilo Interim Guidelines.

Where face coverings are required they must be worn correctly:

- Ensure the nose and mouth are fully covered;
- Covering must fit snugly against the sides of the face; and
- Ensure face covering is secured to prevent slipping.

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 five (5) are not required to wear face masks.

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) may 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](#)²² for normal everyday activities in place of cloth or disposable face coverings.** For those using only 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.

²¹ <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134AppD>

²² <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Housing:

Residents of UH Hilo University Housing and Residence Life 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.

E. Practice Physical Distancing

Physical distancing and maintaining space between individuals is one of the best tools we have to avoid being exposed to the virus.

- The following physical distancing practices shall be adhered to:
 - Classroom and Lab Spaces:
 - Minimum three (3) feet distance between individuals
 - Public Indoor Spaces:
 - Minimum three (3) feet distance between individuals
 - Specific facilities will have signage posted where minimum six (6) feet distance between individuals is required
 - Non-Public Indoor Work Spaces:
 - Minimum three (3) feet distance between individual work stations
 - Avoid gathering in groups or crowds
 - If using an elevator, face coverings are required and occupants must adhere to posted occupancy limits.
- Physical distancing best practices include:
 - 6 feet of separation
 - Reduce seating density
 - Adjusting walking traffic patterns
 - Remote learning
 - Limiting large meetings and gatherings
 - Adjusting schedules and shifts

F. Avoid All Non-Essential Travel

- Consult [local](#)²³ and [national](#)²⁴ 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](#).²⁵

²³ <https://health.hawaii.gov/travel/>

²⁴ <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

²⁵ <https://www.hawaii.edu/emergency/important-health-information-novel-coronavirus/travel-information>

G. Get a COVID-19 Vaccination

[COVID-19 vaccines](#)²⁶ reduce the risk of people spreading the virus that causes COVID-19. COVID-19 vaccines are effective at keeping you from getting COVID-19, especially severe illness and death. COVID-19 vaccines reduce the risk of people spreading the virus that causes COVID-19.

H. Get a Flu Shot

Getting a flu shot will not protect against COVID-19, but may help reduce your chances of catching the flu or another influenza-like illness which may be mistaken for COVID-19 and/or hinder a diagnosis.

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

UH Hilo 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

If students, employees or invited visitors test positive or are suspected of having COVID-19 based on symptoms, travel history, and/or close contact with an individual who has tested positive for COVID-19, they must contact the UH Hilo Campus Security Office at (808) 974-7911 (on campus extension 7911) and their supervisor in the case of employees. UH Hilo Campus Security dispatch is a 24-7 operation, and will be able to relay calls to the UH Hilo COVID-19 Coordinator.

If you have tested positive, are unvaccinated and have been in close contact with someone who has tested positive, or exhibit symptoms of COVID-19, you will not be permitted to report to campus and will be informed to remain at home and seek medical advice from a healthcare provider.

If an employee is on site and displays symptoms, the employee must notify UH Hilo Campus Security and the supervisor immediately. The employee must leave campus immediately, or wait in an area designated by the supervisor if the employee is unable to leave immediately.

A campus COVID-19 Coordinator will contact the employee/student to inform them to remain at home or off-campus site in isolation and seek immediate medical advice from their healthcare provider, inform them of community resources if they do not have a primary healthcare provider, and will maintain contact to determine if the individual is positive for COVID-19. The Coordinator will also notify the DOH, who will in turn notify the Coordinator if a case tests positive.

The Coordinator will also follow up with the employee/student, employee's coworkers, students, or others that may have been in close contact (within 6 feet for a prolonged period of time, 15 or more minutes) in the last 14 days.

The Vice Chancellor for Administration will initiate a message to the campus about instances of COVID-19 on the UH Hilo Campus. This communication will include any university closures or any restrictions in place to limit COVID-19 exposure (*e.g.*, limited hours of operation).

²⁶ <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>

UH Hilo will not disclose the identity of any individual 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 an individual has tested positive for COVID-19, and public health authorities have not already been notified, as this is a direct threat to public health.

The Coordinator will remain the point of contact with the individual for check-ins. The Coordinator in conjunction with the DOH will determine when the individual meets the criteria to end isolation, consistent with DOH and CDC guidelines. Persons who have positive or symptoms and/or were directed to isolate/quarantine may discontinue isolation upon written release from the DOH. Individuals shall not return to campus or report to work until they have clearance from the Coordinator and a written release from the DOH.

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

UH Hilo has established 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](#).²⁷

Deep Cleaning Protocol:

- Restrict access to areas used by the Employee, using caution tape or other means.
- Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas:
 - Used or touched by the Employee; and
 - High-touch surfaces, offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls) used by the Employee, focusing especially on frequently touched surfaces.
- Cleaning process:
 - Cleaning solution will be applied using a fogger/spray device.
 - Allow solution to set for at least 15 minutes
 - Initiate thorough wipe down of the affected area(s), apply additional cleaning solution as needed.
 - Cleaning staff shall clean hands often, including immediately after removing gloves, by washing hands with soap and water for at least 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based sanitizer that contains at least 60% alcohol may be used.
 - Continue routine cleaning and disinfection.
- Upon completion, remove caution tape or other barriers to reopen access to the affected areas, and notify Coordinator, VCA, and Campus Security.

²⁷ <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- The area is available for use upon completion of cleaning.

If it has been more than 3 days since the person used the facility/area, additional cleaning and disinfection is not necessary and routine cleaning and disinfecting will continue. Protocols ensure [as safe as possible and correct use](#)²⁸ and storage of [cleaning and disinfection products](#).²⁹

C. Mandatory Daily Screening and Self-Monitoring

COVID-19 symptom/exposure screening is a valuable tool for COVID-19 case identification, management, isolation, investigation, and contact tracing. Symptom screening alone cannot identify asymptomatic and pre-symptomatic cases and thus some individuals without symptoms of COVID-19 may enter the campus.

The University requires all students, employees, and visitors to complete a daily screening before arriving on campus. 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](#)³⁰ is available for free on the AppleApp Store and the Google Play Store. It is also available on the LumiSight UH website 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](#).³¹

- All students, employees and invited 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.
- Any individual who refuses to complete screening is not permitted onsite.
- Testing will be conducted in collaboration with governmental health officials and medical clinics in accord with applicable rules, regulations and guidance.

Scheduled Campus Test and Vaccination Days

Regularly scheduled testing and vaccination events will occur on campus. Priority for testing will be as follows:

1. Unvaccinated students who are: residing in on-campus housing, attending in-person classes, participating in specified activities, or coming on to campus for any reason.
2. Students/employees exhibiting positive symptoms.
3. Those identified as contacts from active cases.
4. Those assessed by a primary care provider to undergo testing after symptom screening at the test site.

²⁸ <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

²⁹ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

³⁰ <https://uh.campus.lumisight.com/>

³¹ <https://www.hawaii.edu/its/covid-19-resources/lumisight-uh-faqs/>

Positive test results will be immediately reported to the DOH, and individuals with positive tests will not be able to report to or remain on campus in accordance with these guidelines.

Vaccination events on campus are subject to availability of vaccine. The DOH and other medical providers hold testing and vaccination clinics on an ongoing basis in the community. Information may be found at the [County of Hawai'i COVID-19 website](#)³² with links available at the UH Hilo Campus COVID-19 page.

D. Education, Training and Signage

Online training and education will be provided to employees and students returning to campus. The training covers a general overview of COVID-19, control measures to prevent or minimize transmission, and other specific procedures/resources for University personnel. Training will be available in webinar form.

- Communication to the campus community is available on different platforms:
 - Campus COVID-19 Page: <https://hilo.hawaii.edu/covid19/>
 - Emails (UH Broadcast, Campus Listserv)
 - Website Banner
 - Campus Virtual Brown Bag Discussions
 - Social Media:
 - Facebook: www.facebook.com/uhhilo/
 - Instagram: www.instagram.com/uhhilo/
 - Twitter: twitter.com/uhhilo
- Signs shall be posted at campus entrances, building entrances, classrooms, labs, and common areas informing individuals of face covering rules, self-checks for health, maintaining physical distance, not to shake hands or engage in unnecessary physical contact, and proper washing of hands.
- Signs will be posted in highly visible locations, including all classrooms, laboratories, computer labs, and common areas describing how to stop the spread of germs and to stay home when sick.
- In densely populated areas, signage will be provided to remind of spacing, paths of travel, and congregating so as not to congest areas of traffic flow (e.g., walkways, stairways, and lobbies).
- In areas where lines form, signage or marking will be placed on the floor to indicate required spacing, and stanchions will be



³² <https://coronavirus-response-county-of-hawaii-hawaii-countygis.hub.arcgis.com/pages/vaccine-information>

placed to form lines to avoid congestion.

- Elevators – Signage to limit occupancy, unless in same family or household, and encourage stairs where able.
- Drinking Fountains – Signage to limit to use of drinking fountains to the bottle filler function.

IV. Facilities and Spaces

A. Cleaning and Disinfection

Functional and Common Spaces will have a schedule for routine cleaning and disinfection as recommended by the [CDC](#),³³ especially for frequently touched surfaces (e.g., desks, door handles, elevator buttons, faucets, paper towel dispensers.)

- Hand sanitizing stations will be provided at building entrance points, classrooms, front desk/lobby/reception areas, and common spaces.
- All restrooms have soap and sinks where people may wash their hands.

Classrooms, Laboratories, Computer Labs

- There will be cleaning and disinfection of frequently touched surfaces at least every other class period.
- Cleaning supplies (e.g. disinfectant sprays, rags, paper towels) will be provided in classrooms for faculty, staff, and students to wipe down areas for additional precaution.

Meeting Rooms, Office Front Desk/Reception/Lobby

- Cleaning and disinfection will occur with increased frequency.
- Cleaning supplies (e.g. disinfectant sprays, rags, paper towels) will be provided for each meeting room and in each office area to wipe down areas for additional precaution.

Office Spaces and Other Employee Areas

- Cleaning and disinfection will occur with increased frequency.
- Cleaning supplies (e.g. disinfectant sprays, rags, paper towels) will be provided in each office area to wipe down areas for additional precaution.

B. Ventilation

UH Hilo is monitoring and maintaining air conditioning units in accordance with normal operating protocols.

- In facilities where air conditioning is not utilized, protocol is to increase circulation of outdoor air as much as possible, for example by opening windows and doors, except where doing so poses a

³³ <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

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

Functional Spaces

Capacity and seating will be adjusted to comply with physical distancing guidelines, reducing capacity to between 1/3 and 1/2 capacity in most cases.

Classrooms

- Classrooms with fixed desks will have desks blocked off with signage indicating the seat is not available.
- Classrooms with non-fixed desks will have desks removed and remaining desks will be arranged in a configuration that maintains three (3) feet separation.
- Front rows will be spaced six (6) feet from the instructor. Where rows are immovable, they will be blocked off to provide six (6) feet distance from the instructor.
- Classroom scheduling lists and room reservation systems are updated for new COVID-19 occupancy numbers.

Laboratories

- Lab capacity will generally follow Classroom criteria.
- Labs with movable tables will be reconfigured accordingly.
- Labs with fixed lab benches will be marked to specify stations where students will sit and work.

Computer Labs

- Computer Labs with fixed desks will have desks and computer stations blocked off with signage indicating the station is not open.
- Computer Labs with non-fixed desks will be rearranged to allow for three (3) feet separation between stations.

Office Spaces

- Open office formats should ensure three (3) feet separation between one employee seat to the next. Where this radius cannot be met, alternate solutions will need to be considered, including, but not limited to, adjusting work schedules, work from home, temporary barriers.
- Public-facing transaction counters will be modified to the extent reasonable to provide at least six (6) feet distance between individuals at the counter. Where it is impractical to achieve this separation, a transparent shield or barrier will be installed to separate customers and service employees.
- Reception areas shall limit the number of seating and arrangement to permit at least six (6) feet separation between seats.

Meeting Rooms

- Seats will be removed or blocked with signage to ensure room capacity complies with physical distancing

Library

- Reading and study areas will have furniture arranged and appropriate signage to adhere to six (6) feet separation.
- Group Study Rooms will have signage to indicate limited to occupancy with appropriate distancing and/or transparent shield or barrier in place.
- Library computer labs will follow the same protocol as general computer labs.
- Public-facing transaction counters will be modified to the extent reasonable to provide at least six (6) feet distance between individuals at the counter. Where it is impractical to achieve this separation, a transparent shield or barrier will be installed to separate customers and service employees.

Employee Breakrooms

- Seating will be reduced to promote physical distancing and reduce gathering.
- Units will develop schedules for breaks and lunches to reduce gathering.
- Units will develop schedules for cleaning and sanitizing breakrooms.
- During the initial phase of return to campus, breakrooms and common kitchens may not be available for use.

Common Spaces***Restrooms***

- Where possible, doors will be left open to limit touching of doors and door handles.
- Signage or marking on the floor to indicate six (6) feet spacing should lines develop.

Outdoor Seating

- Tables will be rearranged to allow for six (6) feet separation between tables.
- Tables with non-fixed seating will have chairs removed to limit the number of seats per table to allow for three (3) feet distancing at the table.
- Tables with fixed seating that cannot be removed will have appropriate signage to limit seating.
- Planter wall seating will have appropriate signage to adhere to three (3) feet separation.

Food Services³⁴

- Provide alternate pick-up sites and grab and go food options to decrease concentration of people.
- Establish cashless transactions.
- All customers shall sanitize hands at entry. Hand sanitizing stations are available at each entrance.
- Signage or floor marking will be placed on floors to indicate six (6) feet distancing and pathways.
- Cafeteria tables will be arranged to allow for six (6) feet separation between tables, with excess tables and chairs removed.
- Public-facing transaction counters will be modified to the extent reasonable to provide at least six (6) feet distance between individuals at the counter. Where it is impractical to achieve this separation, a transparent shield or barrier will be installed to separate customers and service employees.

³⁴ <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html>

Space Restriction

- Units may close or restrict access to rooms or other indoor spaces in order to reduce usage where physical distance and frequency of cleaning and sanitizing are not able to be increased or maintained.
- Situations where physical distancing cannot be maintained will be evaluated on a case-by-case basis to determine whether a classroom or office activity should continue with appropriate alternatives to physical distancing.

D. Physical Barriers and Guides

- Where feasible, physical barriers such as clear sneeze guards and partitions will be installed in areas where it is difficult for individuals to remain at least six (6) feet apart and/or at public-facing transaction counters (*e.g.*, student services, mail delivery, food service).

E. Vehicle Use

Requirements for all vehicles:

- Hand sanitizer must be applied 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.
- 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 UH app
- 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. (doesn't need to be fully open)
- 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 masks and adhere to other applicable sections as noted above, such as hand hygiene and using the LumiSight UH app.

V. Scheduling of Classes

UH Hilo shall follow the Guidance for Campuses on Scheduling Fall 2021 Courses issued by the Office of the Vice President for Academic Planning and Policy.

- Students shall have as much opportunity as is practicable to learn in person with other students and faculty.
- Classes shall 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 2021. 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 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.
- UH Hilo shall be 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.
- UH Hilo shall 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

In UH Hilo University Housing and Residence Life, our student's health and safety remains our top priority. Policy and procedures to meet physical distancing guidelines have been modified.

Check-In

Resident Check-In Day for Fall 2021 is Tuesday, August 17, 2021. To minimize the risk of exposure and to maintain our student's safety while in the residence community, University Housing will be taking the following precautions to adhere to CDC Guidelines:

- The check-in process will adhere to physical distancing guidelines (facial coverings, washing hands, etc.).
- The check-in schedule will limit the number of people arriving at the same time; students are

required to sign-up in advance for a check-in time.

- *Residents will be limited to one (1) guest that will be allowed to assist or accompany them at the time of check-in. **May be subject to change.*

Common Areas

- Maximum capacity in shared areas (lounges, kitchens, restrooms, etc.) have been reduced. Signs reflecting the new maximum capacity will be displayed in all common areas. Physical distancing must be practiced at all times in the common areas.
- Sanitizing and disinfectant stations will be installed on all shared floors and in community restrooms.
- Common areas are cleaned daily by a contracted vendor. In addition, cleaning protocols will be increased utilizing institutional resources.

Programming

- *Shopping Shuttle Service: Shopping shuttles to Target, Walmart or Safeway are tentatively scheduled. **May be subject to change.*
- For in-person programs offered by University Housing and Residence Life staff, University Housing and Residence Life staff and all residents will be expected to adhere to physical distancing and CDC guidelines.
- Pre-designated spaces must be determined and should not have more than 10 participants in the same space at the same time.
- Virtual programs or meetings will be offered for those residents wishing to participate in residence life programming while in the comfort and safety of their own room.

Testing

- Recognizing the special circumstances in student housing, testing protocols will 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](#),³⁵ [a person at your worksite tests positive for COVID-19](#),³⁶ or [you have been tested for COVID-19](#)³⁷) are in place for residents or employees who test positive or have been notified of close contact with a positive COVID-19 case.

Health and Safety

- Each resident will be provided with a COVID Care Kit that will include a reusable face mask, hand sanitizer, disinfectant wipes, disinfectant spray and roll of paper when they check into their assignment. It is recommended that residents also bring additional face coverings for their personal use.
- Students in the residence community are required to wear a face mask or facial covering in all enclosed shared spaces in the residence community. These enclosed shared spaces include, but are not limited to, student lounges, computer labs, laundry rooms and kitchen areas. Face masks

³⁵ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Test-Positive-For-COVID19_040120.pdf

³⁶ <https://health.hawaii.gov/coronavirusdisease2019/files/2020/05/What-to-Do-if-a-Person-at-Your-Worksite-has-COVID-19.pdf>

³⁷ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Have-Been-Tested-For-COVID19_040120.pdf

or facial coverings will also be required when being assisted at any one of the desk operations in the University Housing areas.

- High-touch areas and surfaces will be wiped down with disinfectant spray and/or disinfectant wipes by building staff throughout the day.
- A transparent barrier will be installed at each front desk operation in all residence hall buildings. Staff will also be required to use a face mask or covering when serving a person at the desk or window. Portable sneeze guards will also be used at any in-person programs and events.
- Where feasible, there is a 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, there is signage, tape, or six (6) foot spacing for people in line to maintain appropriate distance.
- Staff will be expected to disinfect and sanitize office spaces and high-touch areas at the end of each shift.
- Drinking fountains in the residence community will not be in use. Hydration stations remain available for use.
- Many meetings will continue to be virtual in the fall. Social activities will also primarily be virtual, but there will be a small number of in-person events as appropriate for the type of activity planned.
- Guest Policy: The University Housing Guest Policy has been revised:
 - No guests will be allowed in the residence halls and apartments.
 - Residents may host one (1) resident.
 - If a resident is actively moving out, the resident can have one (1) guest to assist with the move out. **May be subject to change.*

B. Food Service at Events

- 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](#)³⁸ 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 spacing for people in line to maintain appropriate distance in accordance with these guidelines.

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

³⁸ <https://www.cdc.gov/handwashing/when-how-handwashing.html>

appointments with some staff, advisors or faculty. Currently, appointments with the Advising Center can be made through STAR Balance. This platform permits 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, and advisors.

- All Student Affairs departments will be providing student support and student engagement opportunities in-person and virtually. Students are encouraged to check department websites and announcements to verify the specific format of delivery for programs.
- 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)

Large gatherings are restricted based on State and County guidelines. UH Hilo encourages virtual group events, gatherings, activities or meetings, if feasible.

- Where in-person gatherings are unavoidable, promote physical distancing between people, wear face coverings (indoors and crowded outdoor areas), use outdoor venues, well-ventilated spaces, and limit group size to the extent possible.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible.
- 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.
- Units seeking to hold non-classroom activities exceeding twenty-five (25) people must obtain approval from the Vice Chancellor for Administrative Affairs.
 - Academic Affairs: Prior approval from Dean and Vice Chancellor for Academic Affairs
 - Student Affairs: Prior approval from Directors and Vice Chancellor for Student Affairs.
 - Chancellor's Units: Prior approval from Director and Chancellor.
 - Event organizers must develop protocol in consultation with the Vice Chancellor for Administrative Affairs and in accordance with these guidelines.
 - Certain events may require additional approval from the County.

Guidelines for Special Facilities (Athletics, 'Imiloa Astronomy Center, Student Life Center, Campus Center, Performing Arts Center) may be found on the [UH Hilo COVID site](https://hilo.hawaii.edu/covid19/).³⁹

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.

³⁹ <https://hilo.hawaii.edu/covid19/>

VII. Non-Discrimination/Harassment and Behavioral Health

A. Non-Discrimination/Harassment

UH Hilo 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 are strictly prohibited. Reports of any incident of discrimination, harassment or intimidation should follow [University procedures](#).⁴⁰

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](#)⁴¹ (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](#)⁴² (24 hours a day, 7 days a week)
 - 1-800-799-SAFE (7233); TTY 1-800-787-3224
- [Child & Family Services Domestic Abuse Hotlines](#)⁴³
 - West Hawai'i: (808) 322-7233
 - East Hawai'i: (808) 959-8864
- YWCA Hawai'i Island Sexual Assault Support Services (SASS) 24/7 Crisis Hotline
 - Islandwide: (808) 935-0677 (all calls are confidential)

⁴⁰ <https://www.hawaii.edu/offices/eo/complaint-procedures/>

⁴¹ <https://domesticviolenceactioncenter.org/>

⁴² <https://www.thehotline.org/>

⁴³ <https://www.childandfamilyservice.org/programs/dvshelters/>

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

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](#)⁴⁴
- 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 Stress](#)⁴⁵

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.
 - a. Hilo Medical Center, (808) 932-3000
1190 Waianuenue St, Hilo, HI 96720
 - b. Urgent Care, (808) 969-3051
670 Kekuanaoa St, Hilo, HI 96720
 - c. Hale Ho'ola Hamakua, (808) 932-4100
45-547 Plumeria St, Honoka'a, HI 96727

⁴⁴ <https://hawaiicovid19.com/>

⁴⁵ <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

- d. Ka'u Hospital, (808) 932-4200
1 Kamani St, Pahala, HI 96777
- e. North Hawai'i Community Hospital, (808) 885-4444
67-1125 Mamalahoa Hwy, Kamuela, HI 96743
- f. Kohala Hospital, (808) 889-6211
54-383 Hospital Road, Kapa'au, HI 96755
- g. Kona Community Hospital, (808) 322-9311
79-1019 Haukapila St, Kealahou, HI 96750
- The [University's Employee Assistance Program](#)⁴⁶, Monday through Friday, 8 a.m. to 5 p.m.
 - a. Employee Assistance of the Pacific: 808-597-8222 or Toll-Free (877) 597-8222
- [National Suicide Prevention Lifeline](#)⁴⁷
 - a. 1-800-273-8255
- [State CARES Hotline](#)⁴⁸ (24 hours a day, 7 days a week)
 - a. O'ahu: (808) 832-3100; Neighbor Islands: 1-800-753-6879
- Crisis Text Line
 - a. Text "HELLO" or "ALOHA" to 741-741
- [The Disaster Distress Helpline](#)⁴⁹
 - a. 1-800-985-5990 or Text TalkWithUS to 66746

⁴⁶ <https://www.hawaii.edu/ohr/benefits-leave/benefit/employee-assistance-program-eap/>

⁴⁷ <https://suicidepreventionlifeline.org/>

⁴⁸ <https://health.hawaii.gov/amhd>

⁴⁹ <https://www.samhsa.gov/find-help/disaster-distress-helpline>