These guidelines are interim only and are subject to revision, until we 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 Coronavirus Disease 2019 (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These Guidelines shall remain in effect until and unless superseded or revoked by the UH Hilo Chancellor and/or the President of the UH System.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 2020 and will be updated as circumstances change. Additional information for employees is available at the University Office of Human Resources website https://www.hawaii.edu/ohr/covid-19-info/.

The following publications have served and will continue to serve as valuable resources:

- CDC Guidance for Cleaning and Disinfecting (Public Spaces, Workplaces, etc.) https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html,
- CDC Considerations for Institutes of Higher Education, Guidelines for Opening Up America Again https://www.whitehouse.gov/openingamerica/,
- a person at your worksite tests positive for COVID-19 https://health.hawaii.gov/coronavirusdisease2019/files/2020/05/What-to-Do-if-a-Person-at-Your-Worksite-has-COVID-19.pdf or you have been tested for COVID-19,

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.
II. Personal Safety Practices

University of Hawaiʻi 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 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.
- If you have been identified through contact tracing to be tested for COVID-19, stay at home until you receive a negative test result.
- If a member of your household has tested positive for or you have been notified that you had close contact with a person with COVID-19 then stay at home.
- If you are sick at all, stay at home, 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 about options for telework or available leave.
- 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.

B. Hygiene and Respiratory Etiquette

- Wash your hands 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.
- Do not touch your face with your hands.
- Cough or sneeze into your elbow or a disposable tissue or cloth.
- Avoid sharing or using communal items (such as office supplies) and objects that are not easily cleaned or disinfected (such as fabric).

C. Face Coverings

Face coverings (cloth face coverings at a minimum) are required in public settings where physical distancing measures are difficult to maintain, including outdoor spaces in densely populated areas (lanai, walkway, lobbies, etc.).

Face coverings shall be worn indoors (classrooms, laboratories, computer labs, public office spaces, meeting rooms, restrooms, etc., not to include individual office spaces or non-public office areas).

Face coverings are not required for employees if you are working in isolation and are able to practice safe physical distancing.

Face coverings 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.

Where face coverings are required, face shields are not permitted to be worn as the only face covering, and must be used in combination with correctly worn face coverings.

- 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.
- The university recognizes that there are certain instances where wearing a face covering may not be feasible or, if you have a medical condition or disability, where wearing a face covering poses a health or safety risk. Reasonable accommodations will be made in those instances. Children under the age of 5 are not required to wear face masks.
- Faculty who teach in person and employees providing direct service to customers (in which physical distancing is not easy to manage, such as at a customer service window) will be provided face shields. Face Shields should only be used in combination with and not as a substitute for face coverings. The CDC does not recommend use of face shields for normal everyday activities in place of cloth or disposable face coverings. For those using a face shield as an accommodation, additional measures
should be in place such as increased distancing.

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

Definitions

- ** Cloth face covering** includes manufactured or homemade masks, 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.

- **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](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134AppD) must be provided.

D. Practice Physical Distancing

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs.

Physical distancing and maintaining space between individuals is one of the best tools we have to avoid being exposed to the virus. In all shared spaces, there shall be protocol to provide at least six feet of separation between individuals.

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

- Physical distancing best practices include:
  - 6 feet of separation
  - Removing seating
  - Adjusting walking traffic patterns
  - Remote learning or working
  - Limiting large meetings and gatherings
  - Adjusting schedules and shifts
E. Avoid All Non-Essential Travel

- As travel restrictions are subject to change at any moment, be prepared for unanticipated quarantine requirements, which may prevent you from returning to campus.

F. Get a Flu Shot

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

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 should 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, 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. In the case of students in on-campus Housing, student residents will be placed in quarantine in a designated residence hall room.

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.

The campus COVID-19 Coordinator will contact the employee and student to inform them to remain at home/dormitory 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 potential 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).

UH Hilo 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.

The Coordinator will remain the point of contact with the individual for daily check-in. The Coordinator in conjunction with the DOH will determine when the individual meets the criteria to end residence hall or home isolation, consistent with DOH and CDC guidelines. Individuals should not return to campus or report to work until they have clearance from the Coordinator.

Persons with COVID-19 who have positive or symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
• At least 10 days\(^1\) have passed since symptom onset and
• At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
• Other symptoms have improved.

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

• UH Hilo protocols for cleaning and disinfecting areas substantially used by a person who has or is suspected of having COVID-19 include waiting at least 24 hours before cleaning and disinfecting or, if 24 hours is not feasible, waiting as long as possible.

Deep Cleaning:

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

If it has been more than 7 days since the employee/student used the facility/area, additional cleaning and disinfection is not necessary and routine cleaning and disinfecting will continue.


\(^1\) A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts. See Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings (Interim Guidance) at https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html
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 of Hawai‘i Systems has developed a device-based application (APP) called NOVID Campus that queries students and employees about common COVID-19 symptoms or current quarantine. The University will require all UH students and employees to complete NOVID Campus before arriving on campus. Thus, in conjunction with selective testing, pre-symptomatic cases may be quickly identified when they become symptomatic and asymptomatic cases may be identified within groups of individuals in contact with newly diagnosed cases.

- 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.
- Screening procedures are mandatory and apply to all students, employees and invited visitors.
- Any individual who refuses to complete screening will not be allowed onsite.
- Testing will be conducted in collaboration with governmental health officials in accord with applicable rules, regulations and guidance.

Scheduled Campus Test Days

As a campus and community service, regularly scheduled testing events will occur on campus for surveillance testing. Given the growing body of testing knowledge related to +/- symptomology, testing ranging from a weekly to monthly basis will be scheduled.

Priority for testing will be as follows:

1. Students/employees exhibiting positive symptoms
2. Those identified as contacts from active cases
3. Those assessed by a primary care provider to undergo testing after symptom screening at the test site

Testing is subject to the availability of clinical laboratory COVID-19 testing capacity. It is anticipated that results will be returned within 24 hours but may vary given supply chains for the labs and results are given to the care provider. In some cases, the care provider may be the testing organization. Point-of-Care (POC) testing may become available and is only useful for individuals with symptoms. In the case of POC, results would return in approximately 15 minutes at which time, the tester would need to immediately convey a positive result to the DOH and in accordance with these guidelines.

Availability of Testing Sites

The COVID-19 Campus Coordinator will maintain a daily list of East Hawai‘i sites that offer testing for those individuals reporting symptoms. This list is made available by the Hawai‘i County Civil Alert. The list will be listed on the UH Hilo COVID-19 web page and will be available by the Coordinator.

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/](https://hilo.hawaii.edu/covid19/)
  - Emails (UH Broadcast, Campus Listserv)
  - Website Banner
  - Campus Virtual Brown Bag Discussions
  - Social Media:
    - [uhhilo on Facebook](https://www.facebook.com/uhhilo)
    - [uhhilo on Instagram](http://www.instagram.com/uhhilo/)
    - [uhhilo on Twitter](https://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 6’ 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 6’ spacing, and stanchions will be 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 one person at fountains and floor markings to indicate 6’ distance for lines.

- General circulation – Signage to keep 6’ apart.
IV. Facilities and Spaces

A. Cleaning and Disinfection

Functional and Common Spaces will have a schedule for increased routine cleaning and disinfection, 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, at least four times daily
- 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, at least four times daily
- 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 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 a 6’ separation between seats, reducing seating 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 a 6' separation.
• Front rows will be spaced 6' from the instructor. Where rows are immovable, they will be blocked off to provide 6' 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 6' separation between stations.

Office Spaces

• Open office formats should ensure a 6' 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 6' 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 6' 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 6' 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 6' 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 6' spacing should lines develop.

Outdoor Seating

- Tables will be rearranged to allow for 6' separation.
- Tables with non-fixed seating will have chairs removed to limit the number of seats per table to allow for 6' distancing.
- 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 6' separation.

Food Services

- Provide alternate pick-up sites for food to decrease concentration of people.
- Provide grab and go options.
- Establish cashless transactions.
- All customers shall sanitize hands at entry. Hand sanitizing stations shall be available at each entrance.
- To assist with lines, signage or floor marking will be placed on floors to indicate 6' distancing and pathways.
- Cafeteria tables will be arranged to allow for 6' separation, with excess tables and chairs removed.
- Public-facing transaction counters will be modified to the extent reasonable to provide at least 6' 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.

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 6 feet apart and/or at public-facing transaction counters (e.g., student services, mail delivery, bathroom sinks).
V. Scheduling of Classes

UH Hilo shall follow the Guidance for Campuses on Scheduling Fall 2020 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 2020. Each campus will inform students about changes to the format or schedule of courses for which they have registered and ensure this information is available to students making decisions about their schedules.
- Decisions about which classes will be scheduled with an in-person format will be made 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:

- Limited residential capacity to reduce the density in living spaces and adhere to physical distancing requirements.
- Reduced overall capacity in the residence halls from a maximum capacity of 937 beds to 616 beds for the Fall 2020 semester.
- Four-person units will now accommodate two residents only.
- Two-person units will now accommodate one resident only.

Check-In

Resident Check-In Day for Fall 2020 is Tuesday, August 18, 2020. 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 may 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 [https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Test-Positive-For-COVID19_040120.pdf], a person at your worksite tests positive for COVID-19 [https://health.hawaii.gov/coronavirusdisease2019/files/2020/05/What-to-Do-if-a-Person-at-Your-Worksite-has-COVID-19.pdf], or you have been tested for COVID-19 [https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Have-Been-Tested-For-COVID19_040120.pdf]) are in development for residents or employees who test positive or have been notified of close contact with a positive COVID-19 case.

- A small number of rooms have been set aside to serve as isolation spaces for students who get sick or require self-isolation during the semester.

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 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-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.

- Persons using sinks where more than one sink is located will be physically distanced.

- Urinals will not be available for use.

- 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 from within the same hall or apartment.
  - 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 https://www.cdc.gov/handwashing/when-how-handwashing.html after removing their gloves or after directly handling used food service items.

- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils.
- Where lines typically form, campuses or vendors shall designate with signage, tape, or by other means 6-foot spacing for people in line to maintain appropriate distance.

C. Student Services

- Consistent with the university’s commitment to access, the services provided to students will be accessible to the greatest extent possible whether students are on campus or are studying remotely. Remote access to students should provide the same level of service as in-person offerings.
- The university provides a digital platform (STAR Balance) that allows students to make appointments with 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 for Fall 2020. 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 of 10 or more people 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 of at least 6 feet between people, wear face coverings, use outdoor, 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 – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- Pursue options to convene sporting events and participation in sports activities in ways that minimize the risk of transmission of COVID-19 to players, coaches, staff, audiences and communities.
- Units seeking to hold non-classroom activities of 10 or more people must obtain approval from the Vice Chancellor for Administrative Affairs.
  - Academic Affairs: Prior approval obtained from Dean and Vice Chancellor for Academic Affairs
  - Student Affairs: Prior approval obtained from Directors and Vice Chancellor for Student Affairs.
  - Chancellor’s Units: Prior approval obtained from Director and Chancellor.

Guidelines for Special Facilities https://hilo.hawaii.edu/covid19/distancing-guidelines.php#special (Athletics, ‘Imiloa Astronomy Center, Student Life Center, Campus Center, Performing Arts Center) may be found on the UH Hilo COVID site.

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

- External parties that are granted permission to share or use university facilities shall also follow these guidelines.
VII. Office Spaces and Staffing

A. Office Spaces

- Wherever possible, employees should work at least 6 feet from other people. To achieve this, furniture and other office equipment should be reconfigured to maximize the use of space.
- If 6-foot distancing cannot be maintained within existing space, then supervisors are encouraged to consider relocation, alternating the work force between working from campus and working from home.

B. Staffing

- UH Hilo and offices are encouraged to seriously consider when possible an employee’s request to voluntarily telework, where job functions are suitable to be performed remotely and the employee can be as functional and productive as when they are in the workplace.
- UH Hilo encourages units to maximize telework for employees who are members of high-risk populations as defined by the CDC. In addition, the university will provide reasonable accommodations upon request to all disabled employees that will enable the employee to perform their essential job functions.
VIII. 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 https://www.hawaii.edu/offices/eeo/complaint-procedures/.

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 https://domesticviolenceactioncenter.org/ (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 http://www.thehotline.org/ (24 hours a day, 7 days a week)
  - 1-800-799-SAFE (7233); TTY 1-800-787-3224
- Child & Family Services Domestic Abuse Hotlines http://www.childandfamilyservice.org/programs/dvshelters/
  - 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)
IX. Promoting Wellness and Mental Health

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

- anxiety
- depression
- feeling overwhelmed or sad
- fear and worry about the health of you and your friends and family
- changes in sleep or eating patterns
- difficulty sleeping or concentrating
- worsening of chronic health problems and mental health conditions
- increased use of alcohol or drugs

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.
- 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.

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.
  - Hilo Medical Center, (808) 932-3000, 1190 Waianuenue St, Hilo, HI 96720
  - Urgent Care, (808) 969-3051, 670 Kekuanaoa St, Hilo, HI 96720
  - Hale Hoʻola Hamakua, (808) 932-4100, 45-547 Plumeria St, Honokaʻa, HI 96727
  - Kaʻu Hospital, (808) 932-4200, 1 Kamani St, Pahala, HI 96777
  - North Hawaiʻi Community Hospital, (808) 885-4444, 67-1125 Mamalahoa Hwy, Kamuela, HI 96743
  - Kohala Hospital, (808) 889-6211, 54-383 Hospital Road, Kapaʻau, HI 96755
  - Kona Community Hospital, (808) 322-9311, 79-1019 Haukapila St, Kealakekua, HI 96750
- The University's Employee Assistance Program https://www.hawaii.edu/ohr/benefits-leave/benefit/employee-assistance-program-eap/
  - 1-800-994-3571
  - 1-800-273-8255
- National Suicide Prevention Lifeline https://suicidepreventionlifeline.org/
- State CARES Hotline https://health.hawaii.gov/amhd (24 hours a day, 7 days a week), Oʻahu: (808) 832-3100; Neighbor Islands: 1-800-753-6879
- Crisis Text Line, Text “HELLO” or “ALOHA” to 741-741
- The Disaster Distress Helpline http://www.samhsa.gov/find-help/disaster-distress-helpline, 1-800-985-5990 or Text TalkWithUS to 66746
Appendix A - Situational Guidelines –
Symptoms or Positive case

A. Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these newly developed symptoms may have COVID-19:

- 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

This list does not include all possible symptoms. CDC will continue to update this list [https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) as we learn more about COVID-19.

B. Employee comes to work with COVID-19 positive test

1. Supervisor Actions
   a. Immediately separate Employee from other employees, students, and invited visitors and send Employee home.
      i. Take action with empathy and understanding.
      ii. Encourage Employee to seek immediate medical advice from their healthcare provider.
      iii. Designate a separate area where the Employee can wait for transportation (if they are unable to leave immediately).
   b. Immediately notify Campus Security dispatch: (808) 974-7911 (on campus extension 7911). Campus Security is a 24/7 operation.
   c. Campus Security notifies COVID Coordinator (when established; VCA during interim)

2. Coordinator Actions (on behalf of DoH)
   a. Notify VCA to initiate cleaning protocol.
   b. Notify Human Resources.
   c. Contact Employee:
      i. Inform to remain at home and seek immediate medical advice from their healthcare provider.
      ii. Inform of community resources if the Employee does not have a primary healthcare provider.
   d. Follow up with Employee, 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.
i. Identify areas the Employee was in for prolonged periods of time (15 or more minutes) in the last 14 days.

e. Communicate potential exposure to the close contact individuals but does not identify the name of the affected Employee.

f. Notify and send home any individuals who came into close contact with the affected Employee.

i. Advise individuals that feel ill to follow [CDC-recommended steps](https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html).

ii. Advise affected Employee and individuals to self-quarantine for a 14-day period, self-monitor, and seek immediate medical advice from their healthcare provider.

iii. Advise individuals who are not considered in close contact and exposed to self-monitor for symptoms and remain at work. If they develop symptoms, they should notify their supervisor and stay home.

3. **VCA Actions**

a. Inform Campus Security of pending actions and restrictions to areas.

b. Coordinate with Auxiliary Services and Environmental Health and Safety to initiate cleaning protocol.

c. Coordinate with supervisor of area to clear the area(s):

i. The area(s) that have been disinfected will be reopened the next business day following conclusion of the deep cleaning.

d. Initiates messaging to campus.

i. Mindful to respect the confidentiality of the affected Employee and others identified.

1. Example: “An individual has reported a positive test for COVID-19 on [date] and is now self-isolating and seeking medical attention. Close contacts to the individual have been informed and have been asked to leave the workplace and self-isolate/self-monitor. If you were not already told you were a close contact, then you are not one. If you have questions about COVID-19 or your situation, please call your doctor and look to the CDC guidance”


e. Informs UH Hilo University Relations and UH System Communications Office

4. **Auxiliary Services Actions**

a. Initiate deep cleaning of affected area(s).

i. Restrict access to areas used by the Employee, using caution tape or other means.

ii. 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.

iii. Clean and disinfect all areas used/touched by the Employee

iv. Cleaning staff should clean and disinfect all areas:

1. Used or touched by the Employee; and

2. 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.

v. Cleaning process:

1. Cleaning solution will be applied using a fogger.

2. Allow solution to set for at least 15 minutes

3. Initiate thorough wipe down of affected area, apply additional cleaning solution as needed.
4. 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.

5. Continue routine cleaning and disinfection.
   vi. Upon completion, remove caution tape or other barriers to reopen access to the affected areas, and notify Coordinator, VCA, and Campus Security.

5. **Environmental Health and Safety Actions**
   a. Monitors compliance of health and safety protocol.

6. **Campus Security Actions**
   a. Enforces restricted area while on regular patrol

7. **Human Resources Actions**
   a. Contact impacted employees and provide information on COVID-19 related leave, and other applicable benefits if applicable.

8. **Return of Employee**
   a. The Coordinator will remain the point of contact with the Employee for daily check-in.
   b. The Coordinator in conjunction with the DOH will determine when the Employee meets the criteria to end home isolation, consistent with DOH and CDC guidelines. The Employee should not return to campus or report to work until they have clearance from the Coordinator.
   c. **Persons with COVID-19 who have positive or symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:
      i. At least 10 days\(^2\) have passed since symptom onset and
      ii. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
      iii. Other symptoms have improved.
   d. Employers should not require sick employees to provide a COVID-19 test result or healthcare provider’s note to validate their illness, qualify for sick leave, or return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.

C. **Employee reports they tested positive for COVID-19 and Employee is not at work**

1. **Supervisor Actions**
   a. Notifies Employee to remain at home.
      i. Supervisor takes action with empathy and understanding.
      ii. Encourage Employee to seek immediate medical advice from their healthcare provider to determine whether testing is appropriate.
   b. Immediately notify Campus Security dispatch: (808) 974-7911 (on campus extension 7911). Campus Security is a 24/7 operation.
   c. Campus Security notifies COVID Coordinator (when established; VCA during interim)

2. **Coordinator Actions**
   a. Notify Human Resources.
   b. Contact Employee:

\(^2\) A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts. See Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings (Interim Guidance) at https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html
i. Inform to remain at home and seek immediate medical advice from their healthcare provider.
ii. Inform of community resources if the Employee does not have a primary healthcare provider.
iii. Follow up with the Employee to determine when the test was taken and when the Employee was last at work.

If Employee was at the work site within 14 days of test:

i. Coordinator contacts 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.
   1. Communicate potential exposure to the close contact individuals but does not identify the name of the affected Employee.
   2. Notify and send home any individuals who came into close contact with the affected Employee.
   3. Advise affected individuals employees that feel ill to follow CDC-recommended steps [link](https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html).
   4. Advise affected individuals to self-quarantine for a 14-day period, self-monitor, and seek immediate medical advice from their healthcare provider.
   5. Advise Employees not considered in close contact and exposed to self-monitor for symptoms and remain at work. If they develop symptoms, they should notify their supervisor and stay home.

ii. Notify VCA to initiate cleaning protocol.

If Employee was not at the work site within 14 days of test, no additional action is necessary.

VCA Actions (per 2.c.ii)

a. Inform Campus Security of pending actions and restrictions to areas.
b. Coordinate with Auxiliary Services and Environmental Health and Safety to initiate cleaning protocol.
c. Coordinate with supervisor of area to clear the area:
   i. The areas that have been disinfected will be reopened the next business day following conclusion of the deep cleaning.
d. Initiates messaging to campus.
   i. Mindful to respect the confidentiality of the affected Employee and others identified.

   Example: “An individual has reported a positive test for COVID-19 on [date] and is now self-isolating and seeking medical attention. Close contacts to the individual have been informed and have been asked to leave the workplace and self-isolate/self-monitor. If you were not already told you were a close contact, then you are not one. If you have questions about COVID-19 or your situation, please call your doctor and look to the CDC guidance.”

e. Informs UH Hilo University Relations and UH System Communications Office

Auxiliary Services Actions

a. If it has been more than 7 days since the Employee visited or used the facility/area, additional cleaning and disinfection is not necessary.
b. If it has been 7 days or less since the Employee visited or used the facility/area, then initiate deep cleaning and disinfection of affected area(s).
   i. Restrict access to areas used by the Employee, using caution tape or other means.
ii. 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.

iii. Cleaning staff should clean and disinfect all areas:
   1. Used or touched by the Employee; and
   2. 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.

iv. Cleaning process:
   1. Cleaning solution will be applied using a fogger.
   2. Allow solution to set for at least 15 minutes
   3. Initiate thorough wipe down of the affected area(s), apply additional cleaning solution as needed.
   4. 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.
   5. Continue routine cleaning and disinfection.

   c. Upon completion, remove caution tape or other barriers to reopen access to the affected areas, and notify Coordinator, VCA, and Campus Security.

5. Environmental Health and Safety Actions
   a. Monitors compliance of health and safety protocol.

6. Security Actions
   a. Enforces restricted area while one regular patrol

7. Human Resources Actions
   a. Contact impacted employees and provide information on COVID-19 related leave, and other applicable benefits if applicable.

8. Return of Employee
   a. The Coordinator will remain the point of contact with the Employee for daily check-in.
   b. The Coordinator in conjunction with the DOH will determine when the Employee meets the criteria to end home isolation, consistent with DOH and CDC guidelines. The Employee should not return to campus or report to work until they have clearance from the Coordinator.
   c. Persons with COVID-19 who have positive or symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
      i. At least 10 days have passed since symptom onset and
      ii. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
      iii. Other symptoms have improved.
   d. Employers should not require sick employees to provide a COVID-19 test result or healthcare provider’s note to validate their illness, qualify for sick leave, or return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.

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1 A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts. See Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings (Interim Guidance) at https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html
D. Employee comes to work and displays symptoms pending confirmation of COVID-19

1. Supervisor Actions
   a. Immediately separate Employee from other employees, students, and invited visitors and send Employee home.
      i. Take action with empathy and understanding.
      ii. Encourage Employee to seek immediate medical advice from their healthcare provider to determine whether testing is appropriate.
      iii. Designate a separate area where the Employee can wait for transportation if they are unable to leave immediately.
   b. Immediately notify Campus Security dispatch: (808) 974-7911 (on campus extension 7911). Campus Security is a 24/7 operation.
   c. Campus Security notifies COVID Coordinator (when established; VCA during interim)

2. Coordinator Actions
   a. Notify VCA to initiate cleaning protocol.
   b. Notify Human Resources.
   c. Contact Employee:
      i. Inform to remain at home and seek immediate medical advice from their healthcare provider.
      ii. Inform of community resources if the Employee does not have a primary healthcare provider.
      iii. Maintain contact with Employee to determine if Employee is positive for COVID-19.
   d. Follow up with Employee, 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.
   e. If Employee reports a positive test:
      i. Communicate potential exposure to the close contact individuals but does not identify the name of the affected Employee.
      ii. Notify and send home any individuals who came into close contact with the affected Employee.
         1. Advise individuals that feel ill to follow CDC-recommended steps https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html.
         2. Advise affected Employee and individuals to self-quarantine for a 14-day period, self-monitor, and seek immediate medical advice from their healthcare provider.
      iii. Advise individuals who are not considered exposed should self-monitor for symptoms. If they develop symptoms, they should notify their supervisor and stay home.
   f. If Employee reports a negative test:
      i. Continue self-quarantine and return to work in line with Return to Work protocol.
      ii. Inform individuals in close contact with the Employee that COVID-19 was not confirmed for the Employee.

3. VCA Actions
   b. Coordinate with Auxiliary Services and Environmental Health and Safety to initiate cleaning protocol.
   c. Clearing the Area:
      i. The areas that have been disinfected will be reopened the next business day
following conclusion of the deep cleaning.

d. Initiates messaging to campus.
   i. Mindful to respect the confidentiality of the affected Employee and others identified.
      1. Example: “An individual reported symptoms for COVID-19 on [date] and is now self-isolating and seeking medical attention. Close contacts to the individual have been informed and will self-monitor. If you were not already told you were a close contact, then you are not one. If you have questions about COVID-19 or your situation, please call your doctor and look to the CDC guidance.”

e. Informs UH Hilo University Relations and UH System Communications Office

4. **Auxiliary Services Actions**
   a. Initiate deep cleaning of affected area(s).
   b. Restrict access to areas used by the Employee, using caution tape or other means.
   c. 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.
   d. Clean and disinfect all areas used/touched by the Employee
   e. Cleaning staff should clean and disinfect all areas:
      i. Used or touched by the Employee; and
      ii. 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.
   f. Cleaning process:
      i. Cleaning solution will be applied using a fogger.
      ii. Allow solution to set for at least 15 minutes
      iii. Initiate thorough wipe down of affected area, apply additional cleaning solution as needed.
      iv. 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.
      v. Continue routine cleaning and disinfection.
   g. Remove caution tape or other barriers to reopen access to the affected areas, and notify Coordinator, VCA, and Campus Security.

5. **Environmental Health and Safety Actions**
   a. Monitors compliance of health and safety protocol.

6. **Campus Security Actions**
   a. Enforces restricted area while one regular patrol

7. **Human Resources Actions**
   a. Contact impacted employee(s) and provide information on COVID-19 related leave, and other applicable benefits if applicable.

8. **Return of Employee**
   a. The Coordinator will remain the point of contact with the Employee for daily check-in.
   b. The Coordinator in conjunction with the DOH will determine when the Employee meets the criteria to end home isolation, consistent with DOH and CDC guidelines. The Employee should not return to campus or report to work until they have clearance from the Coordinator.
   c. **Persons with COVID-19 who have positive or symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:
i. At least 10 days⁴ have passed since symptom onset and
ii. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
iii. Other symptoms have improved.
d. Employers should not require sick employees to provide a COVID-19 test result or healthcare provider’s note to validate their illness, qualify for sick leave, or return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.

E. Employee reports they have symptoms pending confirmation of COVID-19 and Employee is not at work

1. Supervisor Actions
   a. Notifies Employee to remain at home.
      i. Supervisor takes action with empathy and understanding.
      ii. Encourage Employee to seek immediate medical advice from their healthcare provider to determine whether testing is appropriate.
   b. Immediately notify Campus Security dispatch: (808) 974-7911 (on campus extension 7911). Campus Security is a 24/7 operation.
   c. Campus Security notifies COVID Coordinator (when established; VCA during interim)

2. Coordinator Actions
   a. Notify Human Resources.
   b. Contact Employee:
      i. Inform to remain at home and seek immediate medical advice from their healthcare provider.
      ii. Inform of community resources if the Employee does not have a primary healthcare provider.
      iii. Maintain contact with Employee to determine if Employee is positive for COVID-19.
   c. If Employee was at the work site within 14 days of symptoms:
      i. Follow up with Employee, 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.
         1. If Employee reports a positive test:
            a. Communicate potential exposure to the close contact individuals but does not identify the name of the affected Employee.
            b. Notify and send home any individuals who came into close contact with the affected Employee.
               i. Advise individuals that feel ill to follow CDC-recommended steps https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html.
               ii. Advise affected Employee and individuals to self-quarantine for a 14-day period, self-monitor, and seek immediate medical advice from their healthcare provider.

⁴ A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts. See Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings (Interim Guidance) at https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html
c. Advise individuals who are not considered exposed should self-monitor for symptoms. If they develop symptoms, they should notify their supervisor and stay home.

   d. Notify VCA to initiate cleaning protocol.

2. If Employee reports a negative test:
   a. Continue self-quarantine and return to work in line with Return to Work protocol.
   b. Inform individuals in close contact with the Employee that COVID-19 was not confirmed for the Employee.
   c. If Employee was not at the work site within 14 days of test, no additional action is necessary.

3. VCA Actions
   b. Coordinate with Auxiliary Services and Environmental Health and Safety to initiate cleaning protocol.
   c. Clearing the Area:
      i. The areas that have been disinfected will be reopened the next business day following conclusion of the deep cleaning.
   d. Initiates messaging to campus.
      i. Mindful to respect the confidentiality of the affected Employee and others identified.
      ii. “An individual reported symptoms for COVID-19 on [date] and is now self-isolating and seeking medical attention. Close contacts to the individual have been informed and will self-monitor. If you were not already told you were a close contact, then you are not one. If you have questions about COVID-19 or your situation, please call your doctor and look to the CDC guidance.”
   e. Informs UH Hilo University Relations and UH System Communications Office

4. Auxiliary Services Actions
   a. If it has been more than 7 days since the Employee visited or used the facility/area, additional cleaning and disinfection is not necessary.
   b. If it has been 7 days or less since the Employee visited or used the facility/area, then initiate deep cleaning of affected area(s).
      i. Restrict access to areas used by the Employee, using caution tape or other means.
      ii. 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.
      iii. Clean and disinfect all areas used/touched by the Employee
   iv. Cleaning staff should clean and disinfect all areas:
      1. Used or touched by the Employee; and
      2. 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.
   v. Cleaning process:
      1. Cleaning solution will be applied using a fogger.
      2. Allow solution to set for at least 15 minutes
      3. Initiate thorough wipe down of affected area, apply additional cleaning solution as needed.
      4. 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
These guidelines are interim only and are subject to revision, until we can complete consultation with the unions.

5. Continue routine cleaning and disinfection.

   c. Remove caution tape or other barriers to reopen access to the affected areas, and notify Coordinator, VCA, and Campus Security.

5. Environmental Health and Safety Actions
   a. Monitors compliance of health and safety protocol.

6. Security Actions
   a. Enforces restricted area while one regular patrol

7. Human Resources Actions
   a. Contact impacted employees and provide information on COVID-19 related leave, and other applicable benefits if applicable.

8. Return of Employee
   a. The Coordinator will remain the point of contact with the Employee for daily check-in.
   b. The Coordinator in conjunction with the DOH will determine when the Employee meets the criteria to end home isolation, consistent with DOH and CDC guidelines. The Employee should not return to campus or report to work until they have clearance from the Coordinator.
   c. Persons with COVID-19 who have positive or symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
      i. At least 10 days\(^5\) have passed since symptom onset and
      ii. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
      iii. Other symptoms have improved.
   d. Employers should not require sick employees to provide a COVID-19 test result or healthcare provider’s note to validate their illness, qualify for sick leave, or return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.

F. Employee reports they may have been exposed to COVID-19 but are not showing symptoms

Individuals may have been exposed if they are a “close contact” of someone who is infected, which is defined as being within about 6 feet of a person with COVID-19 for 15 minutes or longer (as of June 5, 2020 guidance).

1. Supervisor Actions
   a. Notify Employee to remain at home or in a comparable setting and practice safe physical distancing for 14 days.
      i. Take action with empathy and understanding.
      ii. Encourage Employee to seek immediate medical advice from their healthcare provider to determine whether testing is appropriate.
   b. Immediately notify Campus Security dispatch: 974-7911 (on campus extension 7911). Campus Security is a 24/7 operation.
   c. Campus Security notifies COVID Coordinator (when established; VCA during interim)

2. Coordinator Actions

\(^5\) A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts. See Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings (Interim Guidance) at https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html
a. Notify VCA to assess whether cleaning protocol is initiated.
b. Notify Human Resources
c. Contact Employee:
   i. Inform to remain at home and seek immediate medical advice from their healthcare provider.
   ii. Inform of community resources if the Employee does not have a primary healthcare provider.
   iii. Maintain contact with Employee to determine if Employee is positive for COVID-19.
d. If Employee was at the work site within 14 days of exposure:
   i. Follow up with Employee, 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.
      1. If Employee reports a positive test:
         a. Communicate potential exposure to the close contact individuals but does not identify the name of the affected Employee.
         b. Notify and send home any individuals who came into close contact with the affected Employee.
            i. Advise individuals that feel ill to follow CDC-recommended steps [https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html].
            ii. Advise affected Employee and individuals to self-quarantine for a 14-day period, self-monitor, and seek immediate medical advice from their healthcare provider.
         c. Advise individuals who are not considered exposed should self-monitor for symptoms. If they develop symptoms, they should notify their supervisor and stay home.
         d. Notify VCA to initiate cleaning protocol.
      2. If Employee reports a negative test:
         a. Continue self-quarantine and return to work in line with Return to Work protocol.
         b. Inform individuals in close contact with the Employee that COVID-19 was not confirmed for the Employee.
         c. If Employee was not at the work site within 14 days of test, no additional action is necessary.

3. VCA Actions
   b. Notify Auxiliary Services to continue routine cleaning and disinfecting.
   c. Initiates messaging to campus.
      i. Mindful to respect the confidentiality of the affected Employee and others identified.
      1. “An individual reported possible exposure to COVID-19 on [date] and is now self-isolating and seeking medical attention. Close contacts to the individual have been informed and will self-monitor. If you were not already told you were a close contact, then you are not one. If you have questions about COVID-19 or your situation, please call your doctor and look to the CDC guidance.”
   d. Informs UH Hilo University Relations and UH System Communications Office

4. Auxiliary Services Actions
5. Human Resources Actions
   a. Contact impacted employees and provide information on COVID-19 related leave, and other applicable benefits if applicable.

6. Return of Employee
   a. The Coordinator in conjunction with the DOH will determine when the Employee meets the criteria to end home isolation, consistent with DOH and CDC guidelines. The Employee should not return to campus or report to work until they have clearance from the Coordinator.
   b. Persons with COVID-19 who have positive or symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
      i. At least 10 days\(^6\) have passed since symptom onset and ii. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and iii. Other symptoms have improved.
   c. Employers should not require sick employees to provide a COVID-19 test result or healthcare provider’s note to validate their illness, qualify for sick leave, or return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.

G. Student reports a COVID-19 positive test

1. Student Actions
   a. Notify Campus Security dispatch: (808) 974-7911 (on campus extension 7911). Campus Security is a 24/7 operation.
   b. Campus Security notifies COVID Coordinator (when established; VCA during interim)

2. Coordinator Actions (on behalf of DoH)
   a. Contact Student:
      i. Take action with empathy and understanding.
      ii. Determine whether student is on- or off-campus resident.
      iii. If on-campus resident, inform Housing.
         1. Inform to return to dorm and/or remain at dorm in isolation for self-quarantine for a 14-day period, to self-monitor and seek immediate medical advice from their healthcare provider.
         2. Refer to Student Medical Services or inform of community resources if the student does not have a primary healthcare provider.
         3. Coordinator works with Housing to provide safe transport plan to medical care.
      iv. If off-campus resident:
         1. Inform to return home and/or remain at home in isolation for self-quarantine for a 14-day period, to self-monitor and seek immediate medical advice from their healthcare provider.
         2. Refer to Student Medical Services or inform of community resources if the student does not have a primary healthcare provider.
   v. Determine people and areas the student was in close contact (within 6 feet for

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\(^6\) A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts. See Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings (Interim Guidance) at https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html
a prolonged period of time, 15 or more minutes) in the last 14 days.

b. Notify Vice Chancellor for Student Affairs and/or Associate Vice Chancellor for Student Affairs

c. Notify VCA to initiate cleaning protocol.

d. Follow up with individuals 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.
   i. Identify areas the student was in for prolonged periods of time (15 or more minutes) in the last 14 days.

3. **VCA Actions**

   a. Inform Campus Security of pending actions and restrictions to areas.
   b. Coordinate with Auxiliary Services and Environmental Health and Safety to initiate cleaning protocol.
   c. Coordinate with building staff to clear the area(s):
      i. The area(s) that have been disinfected will be reopened the next business day following conclusion of the deep cleaning. In the case of Housing, areas will be reopened immediately upon completion of cleaning protocols.
   d. Initiates messaging to campus.
      i. Mindful to respect the confidentiality of the affected Employee and others identified.
         1. Example: “An individual has reported a positive test for COVID-19 on [date] and is now self-isolating and seeking medical attention. Close contacts to the individual have been informed and have been asked to leave the workplace and self-isolate/self-monitor. If you were not already told you were a close contact, then you are not one. If you have questions about COVID-19 or your situation, please call your doctor and look to the CDC guidance”
   e. Informs UH Hilo University Relations and UH System Communications Office

4. **Auxiliary Services Actions**

   a. Initiate deep cleaning of affected area(s).
      i. Restrict access to areas to be cleaned using caution tape or other means.
      ii. 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.
      iii. Clean and disinfect all areas determined to be in close contact with the student.
      iv. Cleaning process:
          1. Cleaning solution will be applied using a fogger.
          2. Allow solution to set for at least 15 minutes
          3. Initiate thorough wipe down of affected area, apply additional cleaning solution as needed.
4. 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.

5. Continue routine cleaning and disinfection.
   v. Upon completion, remove caution tape or other barriers to reopen access to the affected areas, and notify Coordinator, VCA, and Campus Security.

5. Environmental Health and Safety Actions
   a. Monitors compliance of health and safety protocol.

6. Campus Security Actions
   a. Enforces restricted area while on regular patrol

7. Return of the Student
   a. The Coordinator will remain the point of contact with the student for daily check-in.
   b. The Coordinator in conjunction with the DOH will determine when the student meets the criteria to end residence hall or home isolation, consistent with DOH and CDC guidelines. The student should not return to campus or report to work until they have clearance from the Coordinator.
   c. Persons with COVID-19 who have positive or symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
      i. At least 10 days have passed since symptom onset and
      ii. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
      iii. Other symptoms have improved.

H. Student reports COVID-19 symptoms

1. Student Actions
   a. Notify Campus Security dispatch: (808) 974-7911 (on campus extension 7911). Campus Security is a 24/7 operation.
   b. Campus Security notifies COVID Coordinator (when established; VCA during interim)

2. Coordinator Actions (on behalf of DoH)
   a. Contact Student:
      i. Take action with empathy and understanding.
      ii. Determine whether student is on- or off-campus resident.
      iii. If on-campus resident, inform Housing.
         1. Inform to return to dorm and/or remain at dorm in isolation for self-quarantine for a 14-day period, to self-monitor and seek immediate medical advice from their healthcare provider.
         2. Refer to Student Medical Services or inform of community resources if the student does not have a primary healthcare provider.
         3. Coordinator works with Housing to provide safe transport plan to medical care.
      iv. If off-campus resident:
         1. Inform to return home and/or remain at home in isolation for self-quarantine for a 14-day period, to self-monitor and seek immediate medical advice from their healthcare provider.

7 A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts. See Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings (Interim Guidance) at https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html
University of Hawai‘i at Hilo COVID-19 Interim Guidelines, Published August 4, 2020.
These guidelines are interim only and are subject to revision, until we can complete consultation with the unions.

medical advice from their healthcare provider.

2. Refer to Student Medical Services or inform of community resources if the student does not have a primary healthcare provider.

v. Determine people and areas the student was in close contact (within 6 feet for a prolonged period of time, 15 or more minutes) in the last 14 days.

b. Notify Vice Chancellor for Student Affairs and/or Associate Vice Chancellor for Student Affairs

c. Notify VCA to initiate cleaning protocol.

d. Follow up with individuals 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.

i. Identify areas the student was in for prolonged periods of time (15 or more minutes) in the last 14 days.

e. Communicate potential exposure to the close contact individuals but does not identify the name of the affected student.

f. Notify and send home any individuals who came into close contact with the affected student.

i. Advise individuals that feel ill to follow CDC-recommended steps

ii. Advise affected individuals to self-quarantine for a 14-day period, self-monitor, and seek immediate medical advice from their healthcare provider.

iii. Advise individuals who are not considered in close contact and exposed to self-monitor for symptoms, and they may continue to come to campus. If they develop symptoms, they should notify the Coordinator thru Campus Security and stay home.

3. VCA Actions

a. Inform Campus Security of pending actions and restrictions to areas.

b. Coordinate with Auxiliary Services and Environmental Health and Safety to initiate cleaning protocol.

c. Coordinate with building staff to clear the area(s):

i. The area(s) that have been disinfected will be reopened the next business day following conclusion of the deep cleaning. In the case of Housing, areas will be reopened immediately upon completion of cleaning protocols.

d. Initiates messaging to campus.

i. Mindful to respect the confidentiality of the affected Employee and others identified.

1. Example: “An individual reported symptoms for COVID-19 on [date] and is now self-isolating and seeking medical attention. Close contacts to the individual have been informed and will self-monitor. If you were not already told you were a close contact, then you are not one. If you have questions about COVID-19 or your situation, please call your doctor and look to the CDC guidance.”

e. Informs UH Hilo University Relations and UH System Communications Office

4. Auxiliary Services Actions

a. Initiate deep cleaning of affected area(s).

b. Restrict access to areas to be cleaned using caution tape or other means.

c. 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.

d. Clean and disinfect all areas determined to be in close contact with the student.

e. Cleaning process:

i. Cleaning solution will be applied using a fogger.
These guidelines are interim only and are subject to revision, until we can complete consultation with the unions.

ii. Allow solution to set for at least 15 minutes
iii. Initiate thorough wipe down of affected area, apply additional cleaning solution as needed.
iv. 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.
v. Continue routine cleaning and disinfection.
f. Upon completion, remove caution tape or other barriers to reopen access to the affected areas, and notify Coordinator, VCA, and Campus Security.

5. Environmental Health and Safety Actions
   a. Monitors compliance of health and safety protocol.

6. Campus Security Actions
   a. Enforces restricted area while on regular patrol.

7. Return of the Student
   a. The Coordinator will remain the point of contact with the student for daily check-in.
b. The Coordinator in conjunction with the DOH will determine when the student meets the criteria to end residence hall or home isolation, consistent with DOH and CDC guidelines. The student should not return to campus or report to work until they have clearance from the Coordinator.
c. **Persons with COVID-19 who have positive or symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:
   i. At least 10 days\(^6\) have passed since symptom onset and
   ii. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
   iii. Other symptoms have improved.

I. Student reports they may have been exposed to COVID-19 but are not showing symptoms

Individuals may have been exposed if they are a “close contact” of someone who is infected, which is defined as being within about 6 feet of a person with COVID-19 for 15 minutes or longer (as of June 5, 2020 guidance)

1. Student Actions
   a. Notify Campus Security dispatch: (808) 974-7911 (on campus extension 7911). Campus Security is a 24/7 operation.
b. Campus Security notifies COVID Coordinator (when established; VCA during interim)

2. Coordinator Actions (on behalf of DoH)
   a. Contact Student:
      i. Take action with empathy and understanding.
      ii. Determine whether student is on- or off-campus resident.
      iii. If on-campus resident, inform Housing.

\(1\) Inform to return to dorm and/or remain at dorm and practice safe physical distancing for a 14-day period, to self-monitor and seek immediate medical advice from their healthcare provider to determine

\(6\) A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts. See Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings (Interim Guidance) at https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html
whether testing is appropriate.
2. Refer to Student Medical Services or inform of community resources if the student does not have a primary healthcare provider.
3. Coordinator works with Housing to provide safe transport plan to medical care if needed.

iv. If off-campus resident:
1. Inform to return home and/or remain at home and practice safe physical distancing for a 14-day period, to self-monitor and seek immediate medical advice from their healthcare provider to determine whether testing is appropriate.
2. Refer to Student Medical Services or inform of community resources if the student does not have a primary healthcare provider.

v. Determine people and areas the student was in close contact (within 6 feet for a prolonged period of time, 15 or more minutes) in the last 14 days.

b. Notify Vice Chancellor for Student Affairs and/or Associate Vice Chancellor for Student Affairs
c. Notify VCA to assess whether cleaning protocol is initiated.
d. Follow up with individuals 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.
e. Identify areas the student was in for prolonged periods of time (15 or more minutes) in the last 14 days.
i. If student reports a positive test:
   1. Communicate potential exposure to the close contact individuals but does not identify the name of the affected student.
   2. Notify and send home any individuals who came into close contact with the affected student.
      b. Advise affected individuals to self-quarantine for a 14-day period, self-monitor, and seek immediate medical advice from their healthcare provider.
      c. Advise individuals who are not considered in close contact and exposed to self-monitor for symptoms, and they may continue to come to campus. If they develop symptoms, they should notify the Coordinator thru Campus Security and stay home.
   3. Notify VCA to initiate cleaning protocol.

ii. If student reports a negative test:
   1. Continue self-quarantine and self-monitoring, and return to campus in line with the Return of the Student protocol.
   2. Inform individuals in close contact with the student that COVID-19 was negative for the student.
   3. If student was not on campus within 14 days of the test, no additional action is necessary.

3. VCA Actions
   a. Inform Campus Security of pending actions and restrictions to areas.
   b. Notify Auxiliary Services to continue routine cleaning and disinfecting.
   c. Initiates messaging to campus.
      i. Mindful to respect the confidentiality of the affected Employee and others identified.
         1. Example: “An individual reported possible exposure to COVID-19 on
[date] and is now self-isolating and seeking medical attention. Close contacts to the individual have been informed and will self-monitor. If you were not already told you were a close contact, then you are not one. If you have questions about COVID-19 or your situation, please call your doctor and look to the CDC guidance.”

d. Informs UH Hilo University Relations and UH System Communications Office

4. Auxiliary Services Actions
   a. Maintain routine cleaning and disinfecting.

5. Return of the Student
   a. The Coordinator will remain the point of contact with the student for daily check-in.
   b. The Coordinator in conjunction with the DOH will determine when the student meets the criteria to end residence hall or home isolation, consistent with DOH and CDC guidelines. The student should not return to campus or report to work until they have clearance from the Coordinator.
   c. **Persons with COVID-19 who have positive or symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:
      i. At least 10 days\(^9\) have passed since symptom onset \textbf{and} 
      ii. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications \textbf{and} 
      iii. Other symptoms have improved.

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\(^9\) A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts. See Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings (Interim Guidance) at https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html
### Appendix B - Area Hospitals and Clinics

The following is a list of area hospitals and clinics if care is necessary (Aug. 3, 2020)

<table>
<thead>
<tr>
<th>Hospitals and Clinics</th>
<th>Address</th>
<th>Phone Number</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH Hilo Student Medical Services</td>
<td>200 W. Kawili St. CC Rm. 212, Hilo, HI 96720</td>
<td>808-932-7369</td>
<td>By appointment only, no walk-ins, or please contact your PCP.</td>
</tr>
<tr>
<td>Hilo Medical Center</td>
<td>1190 Waianuenue Ave., Hilo, HI 96720</td>
<td>808-932-3000</td>
<td></td>
</tr>
<tr>
<td>North Hawai‘i Community Hospital</td>
<td>67-1125 Mamalahoa Hwy., Waimea, HI 96743</td>
<td>808-885-4444</td>
<td></td>
</tr>
<tr>
<td>Ka’u Hospital &amp; Rural Health Clinic</td>
<td>1 Kamani St., Pahala, HI 96777</td>
<td>808-932-4200</td>
<td></td>
</tr>
<tr>
<td>Kona Community Hospital</td>
<td>79-1019 Haukapila St., Kealakekua, HI 96750</td>
<td>808-322-9311</td>
<td></td>
</tr>
<tr>
<td>Hale Ho’ola Hamakua</td>
<td>45-547 Plumeria St., Honokaa, HI 96727</td>
<td>808-932-4100</td>
<td></td>
</tr>
<tr>
<td>Kohala Hospital</td>
<td>54-383 Hospital Rd., Kapa’a, HI 96755</td>
<td>808-889-6211</td>
<td></td>
</tr>
<tr>
<td>Kaiser Permanente Hilo Clinic</td>
<td>1292 Waianuenue Ave., Hilo, HI 96720</td>
<td>808-934-4000</td>
<td></td>
</tr>
<tr>
<td>Kaiser Permanente Kona Medical Office</td>
<td>74-517 Honokohau St., Kailua-Kona, HI 96740</td>
<td>808-334-4400</td>
<td></td>
</tr>
<tr>
<td>Bay Clinic Hilo Family Health Center</td>
<td>1178 Kinoole St. Bldg. B, Hilo, HI 96720</td>
<td>808-333-3600</td>
<td></td>
</tr>
<tr>
<td>Bay Clinic Hilo Women’s Health Center</td>
<td>73 Puuhonu Pl. Suite 204, Hilo, HI 96720</td>
<td>808-333-3600</td>
<td></td>
</tr>
<tr>
<td>Bay Clinic Kea’au Family Health &amp; Dental Center</td>
<td>16-192 Pili Mua St., Kea’au, HI 96749</td>
<td>808-333-3600</td>
<td></td>
</tr>
<tr>
<td>Bay Clinic Ka’u Family Health &amp; Dental Center</td>
<td>95-5583 Mamalahoa Hwy., Naalehu, HI 96772</td>
<td>808-333-3600</td>
<td></td>
</tr>
<tr>
<td>Hilo Urgent Care Center</td>
<td>670 Kekuanaoa St., Hilo, HI 96720</td>
<td>808-969-3051</td>
<td></td>
</tr>
<tr>
<td>Kauka Express Urgent Care Clinic</td>
<td>2100 Kanoeluhua Ave #B9, Hilo, HI 96720</td>
<td>808-981-1700</td>
<td></td>
</tr>
<tr>
<td>Kea’aú Urgent Care</td>
<td>16-590 Old Volcano Rd. #B Kea’aú, HI 96749</td>
<td>808-966-7942</td>
<td></td>
</tr>
<tr>
<td>Waimea Urgent Care</td>
<td>65-1230 Mamalahoa Hwy Ste A10, Waimea, HI 96743</td>
<td>808-885-0660</td>
<td></td>
</tr>
<tr>
<td>Aloha Kona Urgent Care</td>
<td>75-5995 Kuakini Hwy #213, Kailua-Kona, HI 96740</td>
<td>808-365-2297</td>
<td></td>
</tr>
<tr>
<td>Urgent Care of Kona</td>
<td>77-311 Sunset Dr., Kailua-Kona, HI 96740</td>
<td>808-327-4357</td>
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<tr>
<td>Keauhou Urgent Care Center</td>
<td>78-6831 Alii Dr #416, Kailua-Kona, HI 96740</td>
<td>808-322-2544</td>
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