



## **Leeward Community College**

### **Interim Plan for Reopening, Fall 2020**

Version 2  
August 10, 2020



UNIVERSITY of HAWAII®  
**LEeward**  
COMMUNITY COLLEGE

**Leeward Community College**  
**Interim Plan for Reopening, Fall 2020**  
**August 10, 2020**

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The Campus Reopening Plan follows these guiding principles:

- **Health & Safety First.** We will make every effort to diminish the risks to the safety and well-being of our campus community.
- **Flexibility & Adaptability.** We will plan to return to a new way of providing service to our community. We will continue to be flexible and adaptable as health conditions and state and federal guidelines related to the virus evolve.
- **Mission-Focused.** We will make decisions consistent with our college mission and sustain the quality and accessibility of our academic programs and student support services while remaining agile and adaptive.

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## Envisioning a Safe Return to Campus: Fall 2020

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In March 2020, the global COVID-19 pandemic created unprecedented adaptations in campus operations. To protect our community's health and safety to the extent possible, Leeward Community College followed University of Hawai'i guidance and moved all instruction and services to remote delivery. Faculty and staff learned from the abrupt disruption and used that experience to shape and inform plans for Fall 2020. In May 2020, Chancellor Carlos Peñaloza created Leeward's Envisioning Team to help the campus prepare for a new way of operating in a COVID-19 aware world and to promote a safe reopening for Fall 2020.

Working Groups developed reopening strategies that would allow Leeward to reopen and provide high-quality, equitably accessible education in a manner aligned with informed practices for higher education. The Working Groups included:

The **Facilities working group** reviewed and identified the necessary physical reconfiguration of classrooms, learning spaces, and work areas to support safe distance between people and prevent transmission of the virus.

The **Instruction working group** identified, inventoried, and recommended a process to schedule classes by developing different instructional models based on social distancing, various pedagogical/andragogical models of instruction, and the capacities determined by the Facilities workgroup.

The **Campus Services working group** identified all areas and offices on campus that provide services. It developed a unified plan to provide service while maintaining current public health guidelines (physical distancing, disinfecting, wearing of masks, etc.).

The **Technology working group** inventoried existing campus equipment and technology then recommended technological solutions to assist the Instruction working group in meeting their charge.

The **Interim Plan for Reopening** is the result of the diligent work of the members of all the working groups. The plan is intended to promote the safety, health, and welfare of students, faculty, staff, and approved visitors as Leeward reopens its facilities during the current COVID-19 pandemic. Due to the evolving nature of COVID-19, the plan is subject to updates as we are directed by the UH System, and our local and state government.

The protocols contained in our plan were developed under guidance issued by local, state and federal authorities, and government agencies, including the Centers for Disease Control and Prevention ("CDC"), the Occupational Safety and Health Administration, and [University of Hawai'i System Guidelines \(Interim\)](#) and will remain in effect until further notice by the Chancellor of Leeward Community College or the President of the UH System.

## Personal Commitment to Prevention and Well-Being

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Health and safety are our primary concerns. The following protocols promote safety for everyone. All students, employees, and visitors are expected to follow the rules and protocols described in the plan. We ask that everyone show respect and kindness to each other during these challenging times.

**WEAR A FACE COVERING** when on campus, around others, or in a public setting (common workspaces, public spaces, hallways, stairwells, elevators, offices, meeting rooms, classrooms, break-rooms, outdoor spaces, restrooms, etc.). The face mask or covering needs to cover your mouth and nose. Details on face coverings are included in Appendix A.

**AVOID CLOSE CONTACT.** Stay at least six-feet apart when standing in line and maintain the social distancing requirement in classrooms, labs, all learning environments, offices, dining facilities, outdoor areas, lounges, and other public spaces. Six feet is about two arms' length. Follow capacity and distance instructions on signage in all campus areas.

**MANAGE COUGHS & SNEEZES.** Safe respiratory etiquette includes covering your mouth and nose with a tissue when coughing or sneezing, or using the inside of your elbow. Used tissues should be thrown in the trash. You should immediately wash your hands with soap and water for at least 20 seconds.

**WASH HANDS** frequently and for at least 20 seconds with soap and water. If soap and water are not readily available, use hand sanitizer with a minimum of 60% alcohol.

**STAY HOME** if you are feeling sick or have flu-like symptoms (such as fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea). Get plenty of rest, check with a health-care provider as needed, and contact your instructor (for students) or your supervisor (for employees).

## Self-Monitoring

The Check-In App: Before coming to campus

To promote the health and safety of all, the university is requiring the use of a check-in app to help everyone in our college community monitor their health status daily. The app developers are making sure everyone's personal information is protected and that all privacy laws are followed. The app will be available at the App Store and the Google Play Store (links to be provided), and online for those who prefer not to download the app.

*Completing the daily check-in will be required to gain access to campus facilities.* All students, employees, and visitors must complete the questions before coming to campus each day.

The check-in app will ask a series of questions, such as:

- Have you been exposed to a member of your household with COVID-19 or suspected to have COVID-19?
- Do you exhibit COVID-19 symptoms, such as fever over 100.4° F, shortness of breath, dry cough, congestion or runny nose, diarrhea, headache, nausea/vomiting, recent loss of smell or taste, chills, body aches?
- Have you tested positive for COVID-19?
- Have you recently traveled out of state in the past two weeks?
- Are you subject to government-issued or a healthcare provider's orders to quarantine?
- Have you been identified through contact tracing for COVID-19 testing and not yet received a confirmation that you do not have COVID-19?

If you answer "YES" to any of the questions:

- Stay or go home. Do NOT come to campus.
- Students: Inform your instructor(s). Staying home when uncertain will not penalize your grades.
- Employees: Inform your supervisor.
- You will be contacted by a member of the campus COVID Operations Team.
- If you are experiencing a medical emergency, call 911 or your healthcare provider; do not wait to hear from the campus.

If you answer "NO" to all questions

- You are cleared to come to campus.
- You will see a "You May Report to Campus" screen message.
- You may be asked to show the message to access services on campus.

While on campus: Developing Symptoms

If you develop any of the COVID-19 symptoms listed in the prior section while on campus:

- Students must notify a faculty member or campus official immediately.
  - The student must report via the Online COVID RISK FORM (link to be provided)

- The student will be safely isolated and required to leave campus. The student will be instructed to go to an isolation room if they need to wait for transportation (LA 232A on the Pearl City campus; Office 121 at Wai‘anae Moku). Campus personnel will maintain a safe distance at all times.
- The student should seek medical care.
- Information collected from the COVID RISK FORM will be kept confidential.
- The student will be contacted with a list of questions to assess potential exposure of others on campus.
- The student must report to the campus COVID Operations Team if they test positive for COVID-19.
- Employees must notify their supervisor (this includes student employees) immediately.
  - The employee must report via the [Online COVID RISK FORM](#) (link)
  - The employee will be safely isolated and required to leave campus. The employee will be taken to an isolation room if they need to wait for transportation (LA 232A on the Pearl City campus; Office 121 at Wai‘anae Moku). Campus personnel escorting employee will maintain a safe distance at all times.
  - Employee should seek medical care.
  - Information collected from the COVID RISK FORM will be kept confidential.
  - The employee will be contacted with a list of questions to assess potential exposure of others on campus.
  - The employee must report to the campus COVID Operations Team if they test positive for COVID-19.

#### While on campus: Observing Symptoms

No one with symptoms of COVID-19 should be on campus. If an employee observes anyone (including but not limited to employees, students, visitors, or vendors) developing or exhibiting symptoms of COVID-19 onsite, notify your supervisor immediately.

If a student observes anyone developing or exhibiting symptoms of COVID-19 onsite, notify a faculty member, counselor, or college staff immediately. Call 808-455-0611 or email [leecovid@hawaii.edu](mailto:leecovid@hawaii.edu)

The individual with observed symptoms will follow the steps outlined under “While on Campus: Developing Symptoms.”

## Reporting COVID-19 on Campus

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

Any student, employee, vendor, or contractor working on campus needs to notify the Leeward COVID Operations Team via the campus COVID RISK FORM if they:

- test positive for COVID-19;
- are suspected of having COVID-19 based on prolonged contact with an individual who has tested positive for COVID-19; or
- are subject to quarantine.

All information will remain confidential. The college will not disclose the identity of any employee or student who has or who is suspected of having or diagnosed of having COVID-19, except on a need-to-know basis. The college 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.

Students, employees, and the public will be made aware if and when confirmed COVID-19 cases are present on campus. Any campus closures or any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation) will be communicated via the [College COVID-19 webpage](#) or via UH Announce.

The Vice Chancellor of Administrative Services (VCAS) serves as the campus primary point of contact (POC) for receiving all information that may result in a potential case of COVID-19. The primary POC will coordinate communication and guidance with the UH and UHCC System offices.

### **Campus Points of Contact**

The official points of contact are

#### **For Student Reporting**

Kami Kato, Interim Dean of Student Services

808-455-0260, DH-A 105

[leecovid@hawaii.edu](mailto:leecovid@hawaii.edu)

Or Campus Security at 808-455-0611

#### **For Employees, Vendors, Contractors**

Mark Lane, Vice Chancellor of Administrative Services

808-455-0213, AD 112

[leecovid@hawaii.edu](mailto:leecovid@hawaii.edu)

Or Campus Security at 808-455-0611

## **Information Gathering and Notifications**

Upon receiving a report regarding a potential case, the primary POC will:

1. Compile pertinent information for each reported case. This information shall be kept confidential and include the following:
  - a. Name of the individual(s);
  - b. Contact information (address, telephone #) for the individual(s);
  - c. Information on any other people on campus the person may have come into direct contact with in prolonged (more than 15 minutes) and close proximity (less than 6 feet) within the 48-hour period before symptoms started;
  - d. When the person's symptoms began; and,
  - e. How the person believes they may have become infected.
2. If the individual reported is an employee, the VCAS shall ensure records are kept in the Human Resources office regarding the exposure or illness to meet Occupational Safety and Health Administration (OSHA) reporting and recordkeeping requirements.
3. The POC, or a designee, will notify potentially exposed employees, students, and third parties (i.e., vendors, contractors, etc.) of the possibility of exposure, without identifying the infected individual.
4. The POC will notify and coordinate with the UH and UHCC System offices.
5. The POC will work with the UH and UHCC System offices to determine if the cancellation of classes, events, and/or closure of buildings/facilities is warranted.

Once a report is confirmed as a COVID-19 case, the POC will immediately send a timely announcement informing the campus community that there is a case of COVID- 19, while maintaining the confidentiality of the individual in accordance with the Family Educational Rights and Privacy Act (FERPA), HIPAA (Health Insurance Portability and Accountability Act), and Americans with Disabilities Act (ADA). Information in the message may include date, time, and specific location; names or personally identifiable information will not be included.

## **Area Containment and Cleaning**

In the event there is a confirmed COVID-19 case, the affected area(s) will be:

- Closed off and will remain closed for 24 hours, where feasible.
- Cleaned and disinfected (after the 24 hours have passed).
- Assessed to ensure that it is ready for use again (upon completion of cleaning).

No one will be allowed in a potentially contaminated environment.



## **Returning to Campus**

Symptomatic and/or ill students and visitors should not return until they have met [CDC's criteria to discontinue home isolation](#). Employees are asked to provide medical clearance documentation to return to work.

### Employees

Employees must inform their supervisor prior to returning to work. The Vice Chancellor of Academic Affairs or the Vice Chancellor of Administrative Services must approve an employee's return to work if the employee is not showing signs of illness and the quarantine period has ended. If an employee is confirmed to have COVID-19, the employee will be asked to provide medical clearance documentation to return to work.

### Students

Students returning to campus: reports to (TBD). Any student 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 DOH or have met the [CDC's criteria to discontinue home isolation](#). Students are asked to provide medical clearance documentation to return to campus.

## Safety in Operations

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Protection of the health and well-being of the Leeward community requires a long-term sustained effort of commitment, cooperation, and teamwork. Creating and maintaining a healthy and safe environment requires specific guidelines for the various spaces on campus. Due to the variety of areas and functions, the detailed list of protocols are contained in the [Complete Facilities and Space Operational Plan](#).

This section provides basic protocols that will be enforced. Students are reminded that elements of the protocols outlined below are included in the **UH Student Conduct Code Addendum** (approval in process, link to be provided).

### **General Safety Protocols**

The following protocols will be followed for all spaces:

1. Face masks/coverings must be worn at all times by all individuals when interacting in-person with others. Individuals are expected to wear face coverings when indoors and where physical distancing is not possible. Face shields may be worn in addition to face masks; shields alone are not sufficient. Please see Appendix A for details on masks and face coverings.
2. Furniture will be arranged to help individuals maintain 6 feet of separation.
3. Physical barriers such as plexiglass partitions or stanchions will be installed in areas where it might be challenging to remain at 6 feet apart.
4. Signage, such as floor decals, fliers, colored tape, or signs, will indicate seating or spacing guidelines.
5. Posters and fliers will be mounted throughout the campus to describe how to reduce the spread of germs, remind everyone of safety protocols, and create community spirit to fight COVID-19.
6. One-way directional signage will be used in large open spaces with multiple throughways to increase distance between individuals moving through the area.
7. Faculty who are delivering face-to-face instruction may remove their face mask/covering to teach provided they wear a face shield and are located within a delineated teaching area that is no less than 10 feet from students.
8. The use of shared items, such as pens, sign-in sheets, equipment, etc., will be minimized.
9. Cleaning kits will be provided in all spaces.

## **Specific Areas**

In addition to the General Safety Protocols outlined in the previous section, several areas will follow specific protocols. All the information for these areas are detailed in the [Complete Facilities and Space Operational Plan](#).

- Offices, Work Spaces and Receiving Areas
- Restrooms
- Elevators
- Conference Rooms
- Common Areas
- Public Spaces

## **Service Areas**

Section to come.

### Campus Access, Gatherings, Events

1. The College remains closed to the general public until further notice. Only employees, students, and approved visitors will have access to facilities until further notice.
2. Virtual group events, gatherings, activities, or meetings are highly recommended.
3. Where in-person gatherings are unavoidable, maintain 6-foot physical distancing, wear face masks/coverings, use outdoor areas or well-ventilated areas whenever possible, and limit group size to the extent possible.
4. In-person gatherings or events, regardless of size, by Non-University guests are not allowed until further notice.
5. Changes to gatherings and events, to include size restrictions, will be communicated as developments warrant, following University, State, and local authority guidelines.

## Facility Modifications and Enhancements

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Modifications create the optimal environment to promote health and safety and to mitigate the impact of COVID-19. They include:

- A. Furniture rearranged to facilitate 6 feet physical distancing in all campus spaces.
- B. Maximum allowable occupancy limits identified (to meet physical distancing requirements).
- C. Plexiglass or other barriers installed where people must face each other and are unable to be 6 feet apart and in highly-visited areas such as reception desks and check-in points.
- D. Appropriate signage displayed at entrances indicating how to proceed.
- E. A limited supply of face coverings will be available to students and employees.
- F. Cleaning kits will be placed in classrooms, labs, and office environments for individuals to clean their areas before and after use.
- G. Reusable kitchen items (flatware, dishes, and cups) and cleaning tools (sponges, brushes, towels) will be replaced with single-use options.
- H. Shared appliances replaced with single-use or no-touch options (coffee makers, ice/water dispensers).
- I. High touch items such as shared pens will be minimized.
- J. Hand sanitizer stations placed at all high-traffic areas.
- K. Touchless paper towel dispensers and touchless soap dispensers installed wherever paper towel and soap dispensers exist.
- L. Signage, visual aids, digital displays, and other means throughout the College will promote health and safety protocols.

## Cleaning and Disinfection Protocols

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Due to COVID-19 and the challenges in maintaining a safe and healthy environment for our students, employees, and visitors, the Operations and Maintenance team has created a comprehensive list of cleaning services and the frequency with which they will be performed. The efforts to keep the campus as clean as possible involves everyone.

The new cleaning protocol includes disinfecting all high touch areas and an increase in the number of times areas such as bathrooms are cleaned. The intensified cleaning and disinfecting efforts are in direct response to the COVID-19 pandemic.

In addition to the space-based cleaning plans, the janitorial staff will clean and disinfect high-touch surfaces throughout each school day. A cleaning log will be posted and visible in all restrooms to document when cleanings have occurred each day.

Cleaning kits will be distributed to classrooms, labs, and office spaces. Each cleaning kit will contain:

- Spray bottle with disinfectant cleaning solution
- Disinfectant wipes
- Gloves
- Face masks
- Paper towels
- Hand sanitizer
- Container for all contents of the cleaning kit
- An instructional pamphlet on appropriate use of the disinfectant spray and COVID-19 health and wellness tips

Janitorial staff will replenish the cleaning kits with supplies on an as-needed basis or upon request. Supplies used for cleaning and disinfecting will meet EPA disinfection criteria and will be stored following storage and ventilation guidelines.

A detailed listing of all cleaning scheduled at all sites is in the [Detailed Cleaning Schedule](#).

Examples of cleaning checklist:

- Clean and disinfect all high-touch surfaces
- Sweep and/or dust mop
- Vacuum carpet (where applicable)
- Wet mop on a spot check basis
- Spot clean floor
- Clean whiteboards and chalkboards
- Empty trash containers

## Instruction Modalities

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The Instructional Work Group, a sub-group of the Envisioning Team, was led by the Faculty Senate leadership and included deans, division chairs, campus governance groups' representatives, Educational Media Center staff, Distance Education Committee leadership, and faculty. Through presentations, collaborations, meetings and virtual discussions, Leeward faculty worked with division chairs to create an appropriate schedule of Fall 2020 classes that would ensure our commitment to quality, accessible education, offered in a safe environment.

The approach to course modalities follows the Guidance for Campuses on Scheduling Fall 2020 Courses issued by the Office of the Vice President for Academic Planning and Policy.

At Leeward, academic divisions and the interim Vice Chancellor for Academic Affairs collectively made the decisions on classroom assignments. Priorities were set by considering factors such as the following:

- Quality of instruction. While face-to-face instruction may be a preferred mode of delivery, priority access to classrooms should be given to subjects and courses that might be canceled if not delivered face-to-face or where the quality of instruction would be seriously impacted by using an alternative mode.
- Accreditation and Licensure. Some program accreditation and licensing organizations require that all or some components of the program be offered face-to-face.
- Specialized Resource Needs. Courses with learning outcomes requiring laboratory, culinary, technology, or clinical equipment may be too specialized or cost prohibitive for students to access remotely.
- Special population needs. Campus planning must consider the needs of students requiring accommodations and those subject to federal restrictions on the number of online courses they may take, such as veterans and international students.

### **Description of Course Delivery**

Online

**Online unscheduled:** Your class is totally online. These are the typical online classes that do not require you to come to campus.

**Online at a scheduled time:** Your class is totally online, but you “attend” at a specific time. You will not be required to come to campus, but you’ll need to log on to your online class at the scheduled time.

**Hybrid** – a blend of online and in-person

**Hybrid Online Scheduled:** Your class is delivered online at a scheduled time, with some on-campus meetings that maintain social distancing guidelines.

**Hybrid Online Unscheduled:** Your class is delivered online without specific meeting times, with some on-campus meetings that maintain social distancing guidelines.

**Split Hybrid** – a blend of online and in-person, with classes divided into groups

**Split Hybrid Unscheduled:** Your class becomes two groups, each attending an in-person session on campus on different days. The remaining class time will be completed online without specific meeting times.

**Split Hybrid Scheduled:** Your class becomes two groups. The groups will alternate between in-person and web conferencing for each class at the specified class time. Example: Your class meets Tuesday and Thursday at 9-10:15 am. Group A attends in person on Tuesday, with Group B attending via web conferencing. On Thursdays, the groups switch with Group A joining by web conferencing and Group B attending in person.

Face-to-Face

In-person classes scheduled in a classroom or lab at specific times. Seating or labs will be arranged to ensure safe physical distancing between students.

Offsite Instruction

- Faculty will provide students with the appropriate preparation and guidance regarding safety protocols (physical distancing, face masks, bus/car protocol) for activities such as field trips, projects, teamwork, internships or clinical placements.
- Students must sign waiver forms prior to attending any off-campus activities.

## Employees: Schedules and Staffing

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All Leeward employees are guided by the [UH System COVID-19 Employee FAQs](#) (log in required).

Employees who have concerns about returning to work on-campus due to a medical condition that places them in a higher risk group, those who are pregnant, and those who seek ADA Reasonable Accommodation to return to campus should contact their direct supervisor and/or Human Resources to consider available work options.

### Phased-In Staffing

Supervisors will monitor and manage the number of employees in each office or work space. In areas where work space is shared, this may require flexible work schedules, alternating work days with work from home, or staggered start and end times.

Employees will be returning to work onsite in phases to reduce the risk of COVID-19 transmission on campuses. This “phased-in” process will provide better monitoring and control for a return to campus while mitigating risks to the college community.

Each unit in consultation with its supervisor is responsible for determining the employees who will be reentering the onsite workforce and the timing of their entry.

### Work Schedule Modifications

Each unit will recommend a revised staffing and/or scheduling to limit the number of people working on site and meet physical distancing requirements at their facilities. All modifications must be reviewed and approved by (TBD).

Examples of such measures include and are not limited to:

- Flexible work schedules.
- Staggered work shifts to allow for physical distancing.
- Telework for those within "[high risk](#)" populations who cannot achieve physical distancing while working onsite and whose work can be performed at home (subject to the University's Telework Policy and telework requirements implemented by the unit).
- Alternating telework with onsite work (subject to the University's Telework Policy and telework requirements implemented by the unit).



## In-Person Meetings

In-person meetings are discouraged, and employees should hold conferences via video or phone as much as possible. Where in-person meetings are necessary, participants should maintain required physical distance, wear face coverings and utilize outdoor or well-ventilated areas. The number of participants shall not exceed the maximum specified by federal, state, and local authorities.

## Employee Responsibility

Safety is the responsibility of every employee of the Leeward community. To help reduce the spread of COVID-19, employees are responsible for keeping their working space/office safe for coworkers, other staff, and visitors. We ask all employees to:

- Clean and maintain the work area/office following set protocols.
- Physically distance within the workspace.
- Encourage all visitors to workspace to wear face coverings and when using campus public areas.
- Wash or sanitize hands before and after when using any shared or supplies.

## Training

UH System will be providing online COVID-19 training for employees returning and working on campuses, which should be completed in accordance with the State of Hawai'i Occupational Safety and Health requirements. Training will cover a general overview of COVID-19, control measures to prevent or minimize transmission, and other specific procedures/resources for University personnel.

## **Wellness**

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Section to be added.

## Campus Communication

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Communication plays an important role in campus operations during these challenging times. Communication with faculty, staff, and students will be handled via email, and the following communication channels:

- College Website
  - The website serves as a repository of announcements, resources, and campus messages archives. COVID-related pages and information includes:
    - Alert banner on top of all pages with a direct link to Campus COVID Information page
    - [Campus COVID Information](#)
    - [Updates on Fall 2020](#)
    - [Resources for Students](#)
    - [Resources for Faculty and Staff](#)
- An archive of Campus Messages to document campus-wide communications
- Emails (UH Announce and internal listservs)
- Social Media
- [Leeward's YouTube Update Playlist](#) of recorded Campus Update Meetings via Zoom
- On-site signage to promote awareness of safety protocols and reminders of CDC guidelines. Examples in Appendix B.

## Contingency Plans in Case of COVID19 Resurgence

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Faculty are strongly encouraged to plan and build flexibility into their courses as a new wave of COVID-19 shelter-in-place orders or changes to campus operations could occur. Such occurrences could necessitate an immediate and sudden shift to remote delivery or modified course/campus operations.

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## APPENDIX A: Face Masks and Coverings

These Guidelines are interim only and are subject to revision. These guidelines are based on the University of Hawaii's COVID-19 Guidelines (Interim).

- All employees, students and visitors are required to wear face coverings onsite when interacting in-person with others.
- Face coverings are not a substitute for social distancing. At least 6 feet of space must be maintained between others at all times, even if you are wearing a face covering.
- Do not forget to bring your face covering to campus. Get into the habit of doing a “mask check” prior to leaving home or your vehicle. Masks will be available on campus, in each classroom and office, on a limited basis.
- Those who are in a facility which requires the use of personal protective equipment, such as N95 masks, should follow the proper protocols of the program, facility, or job.
- Face coverings, masks, or respirators with exhalation valves should be avoided as they do not protect those around you from expelled respiratory droplets and aerosols.
- Employees, students and visitors are expected to wear face coverings when indoors (e.g., classrooms, laboratories, shops, and common spaces such as hallways and elevators) and where physical distancing is not possible.
- Employees and students are not required to wear face coverings where they are able to practice safer physical distancing AND are working or studying in isolation or are outdoors in uncrowded areas.
- Face coverings should be worn and made in accordance with the CDC guidelines on [how to wear a mask](#) and [suitable mask materials](#).
- The college 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, mostly because there is not enough evidence that the face shield alone prevents the spray of respiratory particles via a cough, sneeze, speaking loudly, etc. from spreading outside the face shield.
  - For those using a face shield as an accommodation, additional measures should be in place such as increased distancing.

### [UH FAQs for Face Coverings](#)

## Definitions

**Cloth face covering** includes manufactured or homemade masks, bandanas, gaiters, or scarves that cover the nose and mouth with at least two layers of fabric and do not have an exhalation valve (raised plastic cylinder meant for easy exhalation). Cloth face coverings should be made from washable materials and should be laundered regularly. In support of sustainability efforts, the University encourages use of reusable face coverings.

**Disposable mask** includes non-surgical, surgical or dust masks that cover the nose and mouth. Disposable masks do not include masks with exhalation valves (raised plastic cylinders meant for easy exhalation).

**Face covering** refers to cloth face coverings and disposable masks.

**N95 mask** 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](#) must be provided.

Students who fail to wear a face covering onsite violate the **Student Conduct Code**. (*UH Conduct Code Addendum is going through system approvals*)

APPENDIX A: Sample signs and posters

12" x 18" Classroom Sign



8.5" x 11" Restroom Sign

