



wipes, cloth face coverings (as feasible), face shields (as feasible and appropriate) and no-touch/foot-pedal trash cans.

B. Ventilation

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

C. Modified Layouts

- Wherever practical, campuses should modify all occupied spaces, including classrooms and other instructional facilities to meet the following recommendations:
 - Space seating/desks at least 6 feet apart.
 - Where furniture is fixed, block off and clearly mark seating that should not be utilized to allow physical distancing.
 - Where furniture is moveable, block off and clearly mark furniture that should not be utilized to allow physical distancing; unused chairs or tables should be moved to the room perimeter or removed from the room.
 - Consider turning desks to face in the same direction (rather than facing each other), or have seats arranged on only one side of tables.
 - Consider using a staggered layout (each row offset by 50%) to potentially increase capacity where furniture is moveable.
 - Configure rooms to allow at least a 6-foot buffer between the instructor and first row of students and consider using unoccupied seating/tables to provide a physical buffer.
- There will be situations where physical distancing cannot be maintained. Each campus is responsible for evaluating such instances on a case-by-case basis and determining whether a classroom or office activity should continue with appropriate alternatives to physical distancing.

D. Physical Barriers and Guides

- Where feasible, campuses should consider installing physical barriers, such as clear sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart and/or at public-facing transaction counters (*e.g.*, student services, mail delivery, bathroom sinks).
- Where feasible, campuses should consider controlling the flow of foot-traffic in common areas to mitigate face-to-face contact or exchanges and to minimize pedestrian traffic congestion. Where lines typically form, campuses should designate with signage, tape, or by other means six-foot spacing for people in line to maintain appropriate distance.

V. Scheduling of Classes

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

- Students should have as much opportunity as is practicable to learn in person with other students and faculty.



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

VI. Housing, Services and Events

A. Student Housing

- Residential capacity will be limited as necessary to reduce the density in living spaces and to adhere to social distancing requirements.
- Move-in procedures will be phased and the pace of move-in will be dependent on logistical considerations.
- Recognizing the special circumstances in student housing, testing protocols must be developed for residents and employees to respond to instances of COVID-19 in a timely manner.
- Isolation/quarantine protocols that comply with DOH guidance (*i.e.*, what to do if [you test positive for COVID-19](#),³⁰ [a person at your worksite tests positive for COVID-19](#),³¹ or [you have been tested for COVID-19](#)³²) must be developed for residents or employees who test positive or have been notified of close contact with a positive COVID-19 case.
- Each campus should assess whether common areas in residence halls should be closed or have access limited by physical distancing protocols, group size requirements, and cleaning protocols.
- Shared restrooms and communal kitchens in the residence halls will be cleaned and sanitized daily by custodial staff.
- Halls in which students are responsible for their own shared areas (bathrooms, kitchens, living rooms), must be cleaned and sanitized by the residents of the unit.
- Room assignments and room layouts required to comply with the above requirements are for the Fall 2020 semester. Assignments and room arrangements for the Spring 2021 semester will be announced at a later date.

³⁰ https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Test-Positive-For-COVID19_040120.pdf

³¹ <https://health.hawaii.gov/coronavirusdisease2019/files/2020/05/What-to-Do-if-a-Person-at-Your-Worksite-has-COVID-19.pdf>

³² https://health.hawaii.gov/coronavirusdisease2019/files/2020/04/What-To-Do-If-You-Have-Been-Tested-For-COVID19_040120.pdf



B. Food Service

- If seating for dining is available, follow the guidance for modified layouts set forth in [Facilities and Spaces, Modified Layouts \(Section IV.C\)](#) to adhere to physical distancing.
- Use disposable food service items (*e.g.*, utensils, dishes) whenever feasible. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should [wash their hands](#)³³ after removing their gloves or after directly handling used food service items.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils.
- Where lines typically form, campuses or vendors shall designate with signage, tape, or by other means 6-foot spacing for people in line to maintain appropriate distance.

C. Student Services

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

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

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

³³ <https://www.cdc.gov/handwashing/when-how-handwashing.html>



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

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

VII. Office Spaces and Staffing

A. Office Spaces

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

B. Staffing

- Campuses and offices are encouraged to seriously consider when possible an employee's request to voluntarily telework, where job functions are suitable to be performed remotely and the employee can be as functional and productive as when they are in the workplace.
- The university encourages units to maximize telework for employees who are members of high-risk populations as defined by the CDC. In addition, the university will provide reasonable accommodations upon request to all disabled employees that will enable the employee to perform their essential job functions.

VIII. Non-Discrimination/Harassment and Behavioral Health

A. Non-Discrimination/Harassment

- The university values and is committed to fostering a diverse academic environment. Discrimination, harassment, and intimidation based on one's race, national origin, ethnicity, genetic information, or any other protected characteristic, is strictly prohibited. Reports of any incident of discrimination, harassment or intimidation should follow [University procedures](#).³⁴

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](#)³⁵ (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](#)³⁶ (24 hours a day, 7 days a week)
 - 1-800-799-SAFE (7233); TTY 1-800-787-3224
- [Child & Family Services Domestic Abuse Hotlines](#)³⁷
 - O'ahu: (808) 841-0822; West Hawai'i: (808) 322-7233; East Hawai'i: (808) 959-8864
- O'ahu - PACT 24-Hour Crisis Hotline: (808) 526-2200
- Maui - Women Helping Women 24-Hour Crisis Hotline: (808) 579-9581

³⁴ <https://www.hawaii.edu/offices/eeo/complaint-procedures/>

³⁵ <https://domesticviolenceactioncenter.org/>

³⁶ <https://www.thehotline.org/>

³⁷ <https://www.childandfamilyservice.org/programs/dvshelters/>



- Kaua'i - YWCA of Kaua'i
 - Domestic Violence 24-Hour Crisis Hotline: (808) 245-6362
 - Sexual Assault 24-Hour Crisis Hotline: (808) 245-2144
- Moloka'i – Moloka'i Community Service Council 24-Hour Hotline: (808) 567-6888

IX. Promoting Wellness and Mental Health

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

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

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

A. Coping with Stress

- Be Informed About the Facts of COVID-19.
 - Understanding the risk and receiving accurate information about the pandemic can reduce stress.
 - [Hawai'i State Department of Health COVID-19 Website](#)³⁸
- Care for Personal Wellness
 - There are ways individuals can cope with stress, including by eating well, getting enough sleep, avoiding alcohol and drugs, engaging in relaxing activities, and talking with others.
 - [CDC Guidance on Coping with Stress](#)³⁹

B. Mental Health Resources

- If you are experiencing an emergency or believe you are a danger to yourself and/or others, please call 911 or go to the nearest emergency room.
- The [university's Employee Assistance Program](#)⁴⁰
 - O'ahu: 808-543-8445; Neighbor Islands: 1-800-994-3571
- [National Suicide Prevention Lifeline](#)⁴¹
 - 1-800-273-8255
- [State CARES Hotline](#)⁴² (24 hours a day, 7 days a week)
 - O'ahu: (808) 832-3100; Neighbor Islands: 1-800-753-6879
- [The Disaster Distress Helpline](#)⁴³
 - 1-800-985-5990 or Text TalkWithUS to 66746

³⁸ <https://hawaiiicovid19.com/>

³⁹ <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

⁴⁰ <https://www.hawaii.edu/ohr/benefits-leave/benefit/employee-assistance-program-eap/>

⁴¹ <https://suicidepreventionlifeline.org/>

⁴² <https://health.hawaii.gov/amhd>

⁴³ <https://www.samhsa.gov/find-help/disaster-distress-helpline>