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INTRODUCTION

These guidelines were created to assist new and continuing Kapi’olani Community College (Kapi’olani CC) students who are already on campus or coming to campus for the Fall 2020 semester. The guidelines are based upon various sources of information from leading agencies, including the Centers for Disease Control and the World Health Organization. In addition, guidance from both the University of Hawai’i COVID-19 Guidelines (Interim) and the University of Hawai’i Community Colleges Guidelines were used to formulate campus specific protocols.

The Kapi’olani CC campus remains closed to the public and will likely remain so throughout the Fall 2020 semester. No one should come to campus unless they are required to conduct business (e.g. to work or attend class) or use campus resources. This restriction will help us to keep the campus safe.

Maintaining and protecting the health and safety of all members of our campus community is our primary goal. All students are expected to fully comply with the protocols and guidelines outlined in this document. We kindly ask for your understanding and kōkua in helping us to protect the health and safety of the campus.

This document should be kept available for your review. Please note that these guidelines may change based upon several factors including new knowledge of the COVID-19 virus as well as the approach that federal, state, and county governments take to counter the virus. Mahalo for your kōkua in helping us to keep the Kapi’olani CC community safe.
COVID-19

COVID-19 is a disease caused by a new strain of coronavirus. COVID-19 is a respiratory disease and spreads more efficiently than influenza. In March 2020, the World Health Organization (WHO) and the Centers for Disease Control (CDC) classified the COVID-19 coronavirus strain as a pandemic.

COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. The CDC is still learning about how the virus spreads and the severity of illness it causes.

Much has been written about COVID-19, for the most up-to-date and accurate information on the virus and the pandemic, please visit the COVID-19 CDC website.

For up-to-date and reliable information on the COVID-19 outbreak and what you can do to protect yourself and your family, contact our partners at Aloha United Way 2-1-1.

There are multiple ways to reach them from 7:00 AM to 10:00 PM:

- CALL 2-1-1
- TEXT at 877-275-6569 (include your ZIP code)
- CHAT at www.auw211.org
- EMAIL at info211@auw.org
- Or SEARCH their online database 24/7 at auw211.org/Search.aspxi
CAMPUS PREVENTION STRATEGIES

Kapi‘olani Community College’s goal is to maintain the safety of our students to the best of our ability. We will do so through developing guidelines and implementing 4 strategies:

1. Requiring the use of face coverings, face masks, and, when required, personal protective equipment (PPE)
2. Adhering to strict social (or physical) distancing
3. Promoting proper hand hygiene and sanitization
4. Requiring the campus community to perform self-monitoring checks before coming to campus each day

All students are required to adhere to the guidelines for these strategies when on campus. Failure to do so puts the entire Kapi‘olani CC campus community at risk and may result in an even larger infectious spread throughout the University of Hawai‘i and the State.

FACE COVERINGS AND PPE

All individuals on campus must wear a face covering. In some programs, such as nursing, students may be required to wear personal protective equipment (PPE). This campus requirement mirrors Governor David Ige’s ninth emergency proclamation. Individuals should develop a habit of checking to ensure that they have their face covering with them before leaving home or their vehicle.

Cloth face coverings should be worn for one day at a time, and then properly laundered before use again. Having a one-week supply of cloth face coverings can help reduce the need for daily laundering. Please see the table below to determine which types of face covering are most appropriate.

Disposable masks will be provided by Kapi‘olani CC, depending on supplies, only in those circumstances when you may have forgotten your mask. Disposable masks may only be worn for one day and then must be placed in the trash.

If you need a mask, please go to the Office of Student Activities, ‘Iliahi 126, or the Vice Chancellor of Student Affairs office, in ‘Ilima 206.
INDIVIDUAL REQUIREMENTS FOR FACE COVERINGS

Wearing a face covering will protect others in case you are infected but do not have symptoms. Remember, you can spread COVID-19 to others even if you do not feel sick or have symptoms.

• Face coverings must be worn by everyone on campus.
  o If you refuse to wear a face covering while on campus, you may be asked to leave.
  o If you cannot wear a face covering for medical reasons, please inform your instructor, counselor or supervisor (for student employees).
• Face coverings must be worn by anyone on campus and in shared (or common) areas where other social distancing measures are difficult to maintain (e.g., classrooms, student service areas, etc.).
• Face coverings must be worn in both indoor and outdoor settings.
  o You may only remove your face covering if you are alone and in a private space.
• Face coverings are not a substitute for social distancing. As much as possible, you must still maintain at least 6 feet of space between others, 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” before leaving home or your vehicle. If you do not have a mask, you may be able to get one from the Office of Student Activities in ‘Iliahi 126 or Vice Chancellor for Student Affairs Office in ‘Ilima 206; however, if there are no available supplies or you cannot find one, you may be asked to depart campus.
# Type and Intended Use of Face Covering/Masks

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Intended Use</th>
<th>Use</th>
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<tr>
<td>Cloth Face Covering</td>
<td>Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions</td>
<td>Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6’ social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).</td>
<td>Required in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6’ social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).</td>
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<tr>
<td>Disposable Mask</td>
<td>Commercially manufactured masks that help contain wearer’s respiratory emissions</td>
<td>FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer’s respiratory emissions</td>
<td>For healthcare workers and other approved areas with task-specific hazards determined by the DOH.</td>
</tr>
<tr>
<td>Surgical Mask</td>
<td>FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer’s respiratory emissions</td>
<td>These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by the DOH.</td>
<td>For healthcare workers and other approved areas with task-specific hazards determined by the DOH.</td>
</tr>
<tr>
<td>N95 Respirator</td>
<td>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions</td>
<td>These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by the DOH.</td>
<td>For healthcare workers and other approved areas with task-specific hazards determined by the DOH.</td>
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Taken from Duke University “Guide for Returning to the Workplace”, May 19, 2020
SOCIAL DISTANCING

Social (also referred to as Physical) Distancing is mandatory. Individuals should always consider their spatial location within the physical environment and in relation to others. Care should be taken that there is 6 feet between other people.

Individual requirements to ensure social distancing:

- Maintain at least 6 feet (approximately 2 arms length) between other people. Always observe the 6 feet distance unless your activity requires physical spacing closer than 6 feet.
- Be aware, observe and heed all signage for directions, elevator use, and room capacity.
- Do not gather in groups of 10 or more; and,
- Stay out of crowded places and avoid mass gatherings.
- High traffic areas will place markings on the floor where people can stand in line to be 6 feet apart. This includes outside spaces as well.

PROPER HAND HYGIENE

All individuals on campus are encouraged to wash their hands regularly. Restroom facilities will be available and portable hand washing stations will be placed in several places throughout the campus.

According to the CDC (Why and How to Safely Wash Your Hands), washing your hands prevents illnesses and spread of infections to others. Handwashing with soap removes germs from hands. This helps prevent infections because:

- People frequently touch their eyes, nose, and mouth without even realizing it. Germs can get into the body through the eyes, nose and mouth and make people sick.
- Germs from unwashed hands can get into foods and drinks while people prepare or consume them. Germs can multiply in some types of foods or drinks, under certain conditions, and make people sick.
- Germs from unwashed hands can be transferred to other objects, like handrails, table tops, or tools, and then transferred to another person’s hands.
- Removing germs through handwashing, therefore, helps prevent diarrhea and respiratory infections and may even help prevent skin and eye infections.
With specific regard to COVID-19, the CDC considers hand hygiene to be an important part of the U.S. response to the international emergence of COVID-19. Practicing hand hygiene, which includes the use of alcohol-based hand rub (ABHR) or handwashing, is a simple yet effective way to prevent the spread of pathogens and infections in healthcare settings. CDC recommendations reflect this important role.

(CDC Hand Hygiene Guidelines)
SELF-MONITORING

All Kapi‘olani CC students must complete the following COVID-19 self-check BEFORE coming to any University of Hawai‘i campus each day.

SELF-CHECK QUESTIONS

Please review and answer each question YES or NO.

1. Have you been exposed (face to-face contact OR in close contact) with an individual who has or is suspected of having COVID-19 in the last fourteen (14) days?

2. Have you traveled out of state within the last fourteen (14) days?

3. Has a medical provider or the State Department of Health asked you to quarantine/isolate?

4. Do you currently have a new sign of one of the symptoms below? If you regularly have one of these symptoms or suffer from a chronic condition, you should still run through the self-check questions and consider your current conditions in light of your common or chronic ailments.
   a. Fever of 100.4 °F or above
   b. Coughing
   c. Shortness of breath or difficulty breathing
   d. Fatigue
   e. Sore throat
   f. Loss of sense of taste or smell
   g. Muscle pain or body aches
   h. Body Chills
   i. Chills with shaking
If you answer YES to any question
If you answered yes to any question, do NOT come to campus. Please inform your instructor, counselor, or supervisor (for student employees) of your condition. Your instructor, counselor, or supervisor will inform the proper campus authority of the situation. Please await communication from the campus for further instruction. If you are having a medical emergency, do not wait to hear from the campus; contact 911 or your health care provider for medical assistance. To ensure that you receive proper care and prevent the spread of a virus, do NOT go to the Emergency Room or doctor’s office without first informing them of your situation.

Answering “yes” to questions and staying home when uncertain will NOT penalize your grades.

If you are off campus
1. Stay or go home; do not come to campus
2. Contact your instructor, counselor or supervisor to report your self-check results
3. The symptoms of COVID-19 can vary greatly and you are encouraged to contact a medical provider to assess your current condition

If you are on campus
1. You should contact your instructor, counselor or supervisor and leave campus if you can safely depart and arrive home
2. If you cannot get home safely or need to wait for a ride home, please let your instructor, counselor or supervisor know. We do not advocate that you use public transportation if you are not well
3. Once home, please follow the instructions under these guidelines
4. The symptoms of COVID-19 can vary greatly and you are encouraged to contact a medical provider to assess your current condition

When to Return to Campus
You should not return to campus, or any University of Hawai‘i campus, until:
- You show no symptoms and you do not have a fever (without the use of medication) for 72 hours (3 days), OR
- A medical provider has officially cleared you from self-isolation or quarantine.
If you have returned from another country

1. Stay home and self-monitor for 14 days from the time you left the country you were visiting. Do not go to school and do not go to work.
2. Take your temperature with a thermometer two times a day and watch for cough or difficulty breathing (see instructions in this booklet).
3. Keep your distance from others (about 6 feet or 2 meters).
4. If you get sick with fever, cough, or trouble breathing contact your medical provider or call 911 if it is a medical emergency.
5. If you need to seek medical care for other healthcare reasons, such as dialysis, call ahead to your doctor and tell them about your recent travel.

Taken in part from, “CDC CARE” guidance document, version 3, 3/11/20

PROCEDURES FOR POTENTIAL COVID-19 EXPOSURES OR ILLNESSES

The following procedures shall be followed whenever there is a report on campus by individuals who believe they have been infected by, exposed to, or suspects that they have COVID-19.

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

Kapi’olani CC students who:

- Have tested positive for COVID-19;
- Are suspected of having COVID-19 based on their symptoms, travel history or history of prolonged contact (exposure) with an individual who tested positive for COVID-19, among other indicators; or
- Are subject to quarantine;
Must inform either their instructor, counselor, or supervisor of their health condition.

All reports received will remain confidential. The case will be managed in conjunction with the Department of Health and the UH System, as necessary. Efforts taken will be based upon ensuring that the campus and the general public has the necessary information to keep themselves safe.

**Campus Points of Contact**

**For Student Reporting:**
Vice Chancellor of Student Affairs
ʻIlima Building, Rm 205
808-734-9522
Or contact campus security at 734-9900

For the purposes of COVID-19 reporting you may also email: kapcovid@hawaii.edu

**Information for Students who have reported a COVID-19 related health issue:**

- For your safety we recommend that you contact a medical provider immediately to discuss your current health condition.
- If you are sick and have a positive COVID-19 test result, your grades will not be penalized as long as you communicate with your instructors and they know of your condition. If you are a student employee, you will not lose your on-campus job as long as you maintain close communication with your campus supervisor.
- If you are sick and have a positive COVID-19 test result, you will not be allowed to return to campus until you receive a documented negative COVID-19 result from your medical provider.
- Before coming back to campus, please contact either the Vice Chancellor of Student Affairs (734-9522), or email kapcovid@hawaii.edu, to provide your test results and receive approval to return to campus.

If you have any questions, we recommend going to:

State of Hawai'i COVID Information
CLEANING AND DISINFECTING SCHEDULE

COVID-19 has brought many challenges and changes to the campus, including janitorial services. Below is a summary of changes to our cleaning schedules:

- Restrooms will be cleaned and disinfected 2x per day
- Classrooms will be cleaned and disinfected 1x per day either at the end of the day or in the morning before classes begin
- Classroom cleaning supplies, such as wipes or disinfecting spray, will be checked 1x per day.
- Shared interior spaces (such as ‘Ōhi’a 1st floor, ‘Iliahi 1st floor, etc) will be cleaned and disinfected 1x per day
- Handrails and high traffic door handles will be disinfected 2x per day

All classrooms and labs will have 1) hand sanitizer and 2) wipes or disinfecting spray placed in a basket in each room. If larger size hand sanitizer dispensers are available, they will be placed in the main areas of buildings, such as hallways, and may replace the classroom sanitizer bottle.
CLASSROOM SAFETY RECOMMENDATIONS:

Classroom Safety:

- Attendance will be taken each day.
- Hand sanitizer will be made available in each classroom or in nearby central areas, such as main hallways and corridors.
- Disinfecting wipes or disinfecting spray and paper towels will be provided in each classroom. When entering the classroom, between breaks, and upon leaving the classroom, students and instructors should use these sanitizing wipes to clean their own high touch surfaces.
- Travel patterns in classrooms will be clearly identified using floor markings and signage.
- When a classroom has two doors, one will be identified as the entry to the classroom and the other designated as an exit. Please note that this rule does **not** apply in the case of an emergency.
- When a classroom has one door, students and employees will enter and exit using social distancing guidelines.
- Social distancing requirements will be clearly identified in student learning and working spaces.
- When possible, all seating will be facing the same direction. If the room or seating/equipment arrangement requires students to face each other, particular attention will be placed on maintaining greater than 6 ft of distance.
- Students will be instructed to place their personal belongings on the floor and not on other furniture, such as vacant desks, to avoid contamination of surfaces.
- Personal items such as pens, pencils, and textbooks should not be shared.
- Shared supplies and equipment should be kept to a minimum when possible.
INSTRUCTIONAL DELIVERY

COURSE MODALITY DEFINITIONS

Face-to-Face (In person)
All class meetings are held in person at scheduled times.

- Classes must accommodate physical distancing of 6 feet
- Instructional faculty, or staff, and students must wear a face covering in classrooms
- Sharing of books, tools, equipment should be eliminated or minimized
- Students should be prepared for a possible change in course delivery to online format if the State of Hawai‘i’s impact level changes and the change affects University business.

Online
All class activities will be completed online through one of the following methods:

1. Synchronous - This class is conducted at the scheduled day and time using online software and may require participation in additional unscheduled online learning activities.

2. Asynchronous - The class does not have a regularly scheduled meeting time. Students are required to participate in unscheduled online learning activities.

- Instructional faculty will use Laulima to communicate the following to students:
  - Course syllabus
  - Course schedule
  - Contact information of faculty and office hours via ZOOM, Google Meet, or STAR Balance
  - Post student grades
Hybrid
Class will have scheduled one or more face-to-face meeting times during the semester but with the rest of the meetings online. Faculty will indicate the specific days and times when a classroom will be needed.

- Instructional faculty will use Laulima to communicate the following to students:
  - Course syllabus
  - Course schedule
  - Contact information of faculty and office hours via ZOOM, Google Meet, or STAR Balance
  - Post student grades
- Classes must accommodate physical distancing of 6 feet
- Instructional faculty and students must wear a face covering in classrooms
- Sharing of books, tools, equipment should be eliminated or minimized
- Students should be prepared for a possible change in course delivery to online if a resurgence of COVID-19 occurs

ADDITIONAL RESOURCES

Off - Campus Activities
Include field trips, internships, service learning, etc.

- Students will receive appropriate preparation and guidance regarding safety protocols for activities such as field trips, projects, teamwork, internships or clinical placements. In addition to normal safety procedures, guidance should include information about social distancing, face coverings, hand washing, bus/carpool protocol.
- Students must sign waiver forms before attending any off-campus activities.

Library

- The Library will be open with social distancing measures in place per CDC guidelines (Fall hours TBA).
- Library users must sign-in and sign-out when entering/Exiting the building.
• Services available will depend on the COVID-19 phase of the State of Hawaiʻi.
• Remotely delivered library workshops can be requested by emailing kapccref@hawaii.edu.
• No meeting or group study rooms will be available.
• Library users must sanitize their own space. Cleaning supplies will be available.
• For updated information, please visit: https://guides.library.kapiolani.hawaii.edu/covid19

Testing Center
• The Testing Center has reduced capacity due to social distancing measures.
• In-person placement testing, accommodations testing, and make-up testing will be available on an appointment-only basis as long as the state of Hawaiʻi is in the “Act With Care” phase or better.
• Test takers must sanitize their own space. Cleaning supplies will be available.
• For updated information, please visit: http://www2.hawaii.edu/~kcctest/

Tutoring, Peer Mentors, and Academic Coaching Services
• Tutoring will remain online for Fall 2020 (hours TBA).
• Ka Pōhaku Kihi Pa’a Peer Mentoring (https://www.kapiolani.hawaii.edu/native-hawaiian-academic-advancement-program-nhaa/) - Online Appointments Only
• ‘Imi Na’auao STEM Peer Mentoring Program (https://www.kapiolani.hawaii.edu/departments/stemprogram/stem-program-peer-mentor/) - Online Appointments Only
• The Study Hub (https://www.kapiolani.hawaii.edu/the-study-hub/) & Hoʻā Academic Peer Coaches - Online Appointment Only
• TRiO Student Support Services (for TRIO students only) (https://www.kapiolani.hawaii.edu/campus-life/student-services/trio/) - Online Appointment Only
• Kōpiko Learning Center peer mentors/tutors for ACC, ITS, and LAW will be online and hours and appointment system will be shared with students by the program directors.