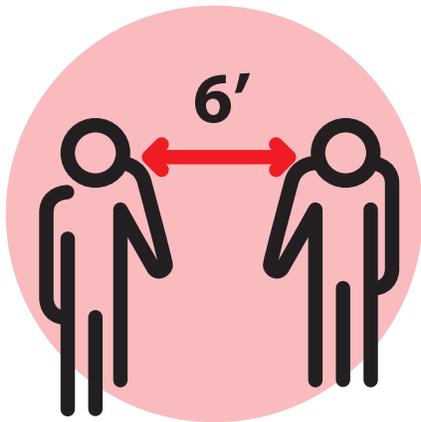


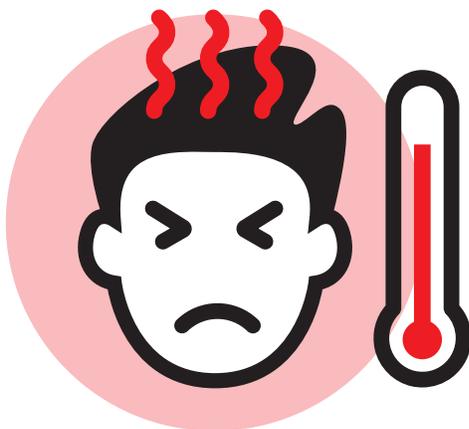
Please Kōkua...



Observe
face covering
requirements



Maintain 6 feet
between people



Stay home if
you're feeling sick



UNIVERSITY of HAWAII®
HAWAII
COMMUNITY COLLEGE



This plan provides guidance to students and employees returning to the Hawai'i Community College campuses to resume on-site delivery of classes, advising, student services, research, and other activities. The information can be applied to the wide range of units and programs and is presented in the following sections:

- Reopening Phases
- Required Prevention Measures
- Mandatory Daily Screening and Self-Monitoring
- LumiSight UH Application
- Reporting Cases of COVID-19
- Environmental Adjustments
- Facilities & Spaces
- Not Permitted on Campus
- Campus Access Restrictions
- Travel Restrictions
- Managing Stress and Coping
- Resources
- Appendix

The [UH System COVID-19 Guidelines \(Interim\)](#) revised August 5, 2020 serves as a framework of guidelines upon which the College developed its own Phased Reopening Plan (Interim) that takes into consideration its unique location, facilities, program needs and available resources. The Phased Reopening Plan shall remain in effect until revoked by the Chancellor of Hawai'i Community College.

Ultimately, all members of the campus community—students, faculty, staff and visitors alike—must also take responsibility for their own health and safety and act in a manner that demonstrates respect and consideration for those around them. No community, particularly one as large and complex as the University of Hawai'i, can guarantee an environment completely free of COVID-19. However, the measures described in these guidelines seek to apply the latest national, state and local guidance for making our environment and activities as safe as possible and healthy as can be with the current understanding of the COVID-19 pandemic.

The College will closely monitor local conditions and surroundings and be prepared to alter operations and services in a timely and appropriate manner in response to COVID-related situations or circumstances. Additionally, the University of Hawai'i continues to work closely with County and State officials to operate in accordance with government orders, recommendations from the Hawai'i Department of Health, and CDC Guidelines.

REOPENING PHASES

In developing our Phased Reopening Plan, we have aligned with the phases as outlined in the State Roadmap to Recovery and Resilience. The College will take into account the various factors that go into the decision making process to move to the next phase. The State has indicators that are informed by subject matter experts, which will in turn inform the College's response. All decisions will be facilitated through the Office of the Chancellor in consultation with the Reopening Committee team members.

How do we move to the next phase?

- Minimum of 14 days of observation between decision points before moving to the next impact level.
- Decisions to be made by the Governor and Mayors, informed by subject matter experts.
- Depending on health, economic, and community-based indicators, the Governor and Mayor may consider stricter response measures.
- Impact levels may vary by county.

PHASE 1 - Stabilization

- Governor Ige announced a “**Stay at Home**” order beginning on March 25, 2020 that would remain in effect through April 30, 2020. On April 25, 2020, Governor Ige extended the state-at-home order across the State through May 31, 2020.
- On May 14, 2020, the Governor announced that the “**Safer at Home**” order will be extended through June 30, 2020.

PHASE 2 - Reopening **(We Are Here)**

The “**Act with Care**” (minor disruption) impact level anticipates some new COVID-19 cases which are manageable along with improved capacity utilization for testing, hospitals, contact tracing.

- As of July 1, 2020, this is the phase we are currently in.
- The Required Prevention Measures below will remain in effect.
- College maintains standard operations/services while continuing to prioritize safety.
- Develop and implement our Phased Reopening Plan. Continue to assess, evaluate, and modify the plan based on evolving practices and recommended guidelines.
- Review University of Hawai'i COVID-19 Guidelines (Interim) for recommendations.
- Establish policies, protocols, operational plans, and training for all College employees.

- Prepare for the return to work transition - Supervisors work with administrators to assess office setup (in consultation with the Facilities working group), employee work schedules and plan for a return in phases.
- Procurement of CARES Act budget requests on qualified items that are needed to reopen the campuses.
- Facilities Use by external groups will remain restricted. Internal facilities use for groups of 10 people or less will depend on the availability of a space that is large enough to accommodate the group using physical distancing requirements of 6ft between people.
- Effective August 11, 2020 through August 31, 2020, travelers to Hawai'i Island are subject to a 14-day quarantine per [Governor Ige's Eleventh Supplementary Proclamation Related to the COVID-19 Emergency](#). **DO NOT** report to campus if you are subject to a quarantine.

PHASE 3 - Long-term Recovery

The trigger to move to phase 3 should be when the State moves into the “**Recovery**” (minimal disruption) impact level. This occurs when new COVID-19 cases indicate sporadic activity and optimized capacity utilization for testing, hospitals, and contact tracing.

- The Required Prevention Measures below will remain in effect.
- Limited face-to-face classes allowed pending UH System approval.
- College maintains standard operations/services while continuing to prioritize safety.
- Facilities Use by external groups will remain restricted. Internal facilities use for groups of 50 people or less will depend on the availability of a space that is large enough to accommodate the group using physical distancing requirements of 6ft between people.

PHASE 4 - Resilience

The trigger to move to phase 4 should be when the State moves into the “**New Normal**” (no disruption) impact level. This occurs when we have adjusted to living with COVID-19 through a potential combination of effective treatments and containment methods, natural “herd immunity,” and/or vaccines.

- The Required Prevention Measures below will remain in effect.
- All face-to-face classes to resume pending UH System approval.
- College maintains standard operations/services while continuing to prioritize safety.

Facilities Use by external groups will be allowed provided they follow our Required Prevention Measures. Internal facilities use for groups of 50 people or more will depend on the availability of a space that is large enough to accommodate the group using physical distancing requirements of 6ft between people.

REQUIRED PREVENTION MEASURES

The most important thing we can do to protect ourselves and others is to follow the **required** prevention measures below. Doing so will allow us to reduce the transmission of COVID-19 on our campuses as much as possible.

1. Observe **face covering** requirements
2. Maintain **6 feet** between people
3. Wash your hands frequently
4. Cover your cough or sneeze
5. **Stay home if you're feeling sick**

Face Coverings

As a public health measure to combat the spread of COVID-19, face coverings* are required as set forth in [UH Personal Safety Practices](#). In addition, Governor Ige's [Ninth Supplemental Proclamation Related to the COVID-19 Emergency](#), as well as Mayor Kim's [Emergency Rule No. 10](#) both require the use of face coverings.

- All employees, students and visitors are required to wear face coverings as recommended by the CDC when interacting in-person with others onsite.
- Employees, students and visitors are expected to wear face coverings as recommended by the CDC 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 are not a substitute for physical distancing.
- Where face coverings are required, face shields are not permitted to be worn as a substitute and must be used in combination with correctly worn face coverings.
 - 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.
 - **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.

- Face coverings shall be [worn correctly](#) and [washed correctly](#).
 - Wear a mask that covers your nose and mouth to provide maximum protection for yourself and others.
 - **Don't** put the mask around your neck or up on your forehead.
- The College recognizes that there may be unique and individual circumstances, as indicated by a medical condition or disability, where wearing a face covering poses a health or safety risk. Students or employees seeking a reasonable accommodation should contact the College to discuss accommodations prior to reporting to campus.
 - **Students** contact the Disability Services Coordinator at 808-934-2725.
 - **Employees** contact the EEO/AA Officer at 808-934-2526.

* Definitions

- **Cloth face covering** includes manufactured or homemade masks 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 College 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.
- **Face shield** refers to a clear plastic shield with a headband that covers the entire face.
- **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 D17 must be provided.

NOTE: Face coverings, masks, or respirators with exhalation valves are not permitted, as they do not protect others from expelled respiratory droplets and aerosols.

Practice Physical Distancing at 6 Feet

- Wherever possible, the following physical distancing practices shall be adhered to:
 - [Stay at least 6 feet \(about 2 arms' length\) from other people](#)
 - Avoid gathering in groups or crowds
 - If using an elevator, limit occupancy to 2 individuals

- Remember that some people without symptoms may be able to spread the virus.
- Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#).

Frequent Handwashing

- [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.
- [Avoid touching your eyes](#), nose and mouth with unwashed hands.
- Avoid sharing or using communal items (such as office supplies) and objects that are not easily cleaned or disinfected (such as fabric).

Respiratory Etiquette

- Cover your cough or sneeze with a tissue and throw the tissue away.
- If a tissue is not available, cough or sneeze into your elbow.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Monitor Your Health Daily

- Educate yourself on [how COVID-19 spreads](#).
- [Be alert for symptoms](#). Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
 - Especially important if you are going into the office or classroom, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- Take your temperature if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.
- **Stay at home when you are sick.**

MANDATORY DAILY SCREENING AND SELF-MONITORING

The University will deploy a daily check-in app called [LumiSight UH](#) to support the CDC recommended daily self-screening of everyone who will be on University property.

Students, employees, and visitors who plan to enter any University property will be expected to complete the self-screening questionnaire prior to arriving on-site.

- All employees, students and visitors are required to monitor their own health 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 visitors reporting to campus.
- Daily screening will include a brief, mandatory questionnaire for all students, employees and visitors who plan to be onsite.
- Any individual who refuses to complete screening will not be allowed onsite.

LUMISIGHT UH APPLICATION

LumiSight UH is an application developed for UH by DataHouse, and operated as a service to the UH community to give an easy method for individuals to provide a daily self-attestation of their health status prior to coming onto any UH campus. Daily self-attestation of individual health is strongly recommended by the CDC as an integral part of an institutional strategy to support and encourage safe behavior by the UH community. The app can be accessed via a web browser or mobile app (Android or [iOS](#)) and can be set to provide reminder notifications by email or mobile phone push notifications.

More information about the app and [FAQs](#) can be found on the [ITS COVID-19 Resources](#) website, such as:

- How does the push notification work?
- What is “geofencing”?
- What if my cell phone doesn't have texting capability or I don't want to use my personal cell phone?
- What data is being stored by the app?
- How will the information be used?
- Why can I submit more than one check-in per day?

REPORTING CASES OF COVID-19

The College has designated campus contacts to report confirmed positive COVID-19 cases or potential exposures to someone who tested positive for COVID-19.

Designated Campus Contacts

Student Contact:

Vice Chancellor for Student Affairs
Dorinna Cortez
Phone: (808) 934-2510
Email: hawcovid@hawaii.edu

Faculty & Staff Contact:

Vice Chancellor for Administrative Services
Ken Kaleiwahea
Phone: (808) 934-2508
Email: hawcovid@hawaii.edu

Students and employees should self-report to their Designated Campus Contact if:

- You [tested positive for COVID-19](#);
- You suspect you have COVID-19 based on [symptoms](#), travel history or history of prolonged contact with an individual who has tested positive for COVID-19, among other indicators; or
- Are subject to a quarantine.

Protocol for Students to self-report:

1. The student must notify the **Vice Chancellor for Student Affairs (VCSA)** as their respective **Designated Campus Contact**. Student employees shall also notify their **Supervisor** immediately.
2. The student will not be permitted on campus and shall remain at home to seek medical advice from a healthcare provider.
3. If the student is on site, they must leave the campus immediately or wait in an area designated by the VCSA to safely isolate while waiting for transportation if the student is unable to leave immediately.
4. The Designated Campus Contact shall then report this information to the **Vice Chancellor for Administrative Services** to follow-up on the proper contact tracing, monitoring, and communications protocol.

Protocol for Employees to self-report:

1. The employee must notify the **Vice Chancellor for Administrative Services (VCAS)** as their respective **Designated Campus Contact**. Employees shall also notify their **Supervisor** immediately.
2. The employee will not be permitted on campus and shall remain at home to seek medical advice from a healthcare provider.
3. If the employee is on site, they must leave the campus immediately or wait in an area designated by the VCAS to safely isolate while waiting for transportation if the employee is unable to leave immediately.
4. The **Vice Chancellor for Administrative Services** will follow-up on the proper contact tracing, monitoring, and communications protocol.

NOTE: No one with [symptoms of COVID-19](#) should be present onsite. If you observe anyone (including but not limited to students, employees, visitors or vendors) developing or exhibiting symptoms of COVID-19 onsite, notify the respective Designated Campus Contact immediately.

Isolation Protocol

The College will have transitional space for symptomatic or COVID-19 exposed students and employees who need to be isolated from the rest of the campus. During the isolation, the Campus Official will brief the student or employee on the requirements to remain at home and seek immediate medical advice from their healthcare provider. A list of community resources will be provided if the student or employee does not have a primary healthcare provider. The Vice Chancellor for Administrative Services will be notified to initiate the contact tracing, monitoring and communications protocol as well as the proper cleaning and disinfecting of the area(s) as needed. The student or employee will also be advised on the requirements to return to campus after isolation.

Protocol to Return to Campus After Isolation:

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:

1. At least 10 days have passed since COVID symptom onset, **and**
2. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
3. Other symptoms have improved.

The Vice Chancellor for Student Affairs will remain the point of contact for the student for daily check-ins, and the Vice Chancellor for Administrative Services will remain the point of contact for employees.

The Vice Chancellor for Administrative Services, in conjunction with the Department of Health and consistent with official guidelines, will determine when the student or employee meets the criteria to end home isolation. The student or employee **shall not** return to campus until they have clearance from the VCAS.

Privacy and Confidentiality

The reporting of positive COVID-19 cases or potential exposures to people who tested positive for COVID-19 is a confidential matter that must be treated with respect for personal privacy, as well as compliance with [Federal guidance](#) to protect their health information.

The Designated Campus Contacts, Supervisors, Deans/Directors and anyone involved in the reporting of these cases are required to maintain privacy and confidentiality of any reported information. These parties shall not disclose the identity of the student or employee to anyone who does not have a need to know.

In the event of a confirmed positive COVID-19 case on campus, the Vice Chancellor for Administrative Services will work with public health authorities to balance the need for privacy with the health and safety interests of the campus community on a need to know basis.

Communications Protocol

- Communication protocols shall be in accordance with [health information sharing regulations for COVID-19](#) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Americans with Disabilities Act (“ADA”) or Family Educational Rights and Privacy Act (“FERPA”).
- The College 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 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.
- As appropriate, 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) may be communicated in a manner that balances privacy with health and safety interests.

ENVIRONMENTAL ADJUSTMENTS

The following environmental adjustments are precautionary measures to ensure a safe learning environment and workplace for our College campus:

- Phased Reopening
- Capacity restrictions in classrooms, workspaces, and common areas, etc.
- Sneeze guard barriers for workspaces and person-to-person service areas
- Signage for handwashing, face coverings and physical distancing guidelines
- Enhanced disinfecting protocols
- Hand sanitizer dispensing stations
- Event cancellations or postponements

The environmental adjustments will be continuously assessed and evaluated as needed to determine what modifications are necessary. In the event of a transmission within our campus, a critical response plan will be implemented accordingly.

FACILITIES & SPACES

Cleaning and Disinfection

- Routine [cleaning and disinfection](#), especially for frequently touched surfaces (e.g., door handles, elevator buttons, faucets, paper towel dispensers) will be performed on campus at least daily or between use as much as possible. Use of shared objects (e.g., lab equipment, computers) should be limited when possible, or cleaned between use.
- The College will use products that meet [EPA disinfection criteria](#) and shall be mindful of any storage and ventilation considerations.
- To promote healthy hygiene behaviors, the College will provide adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), face shields (as feasible and appropriate) and no-touch/foot-pedal trash cans. Programs and Units will be responsible for cleaning and disinfecting their own shared surfaces such as microwaves, refrigerators, copy machines, file cabinets, etc.
- In the event of a confirmed positive COVID-19 case on campus, the cleaning and disinfecting protocol will include:
 - 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.
 - Cleaning and disinfecting areas substantially used by a person who has or is suspected of having COVID-19 should include waiting at least 24 hours before

cleaning and disinfecting or, if 24 hours is not feasible, waiting as long as possible.

- A third-party contractor specializing in COVID-19 cleaning and disinfecting may be brought in to provide a deep clean of the areas needed using specialized equipment designed to kill viruses.

Modified Layouts

- Wherever practical, the College will 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' 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 instance will be reviewed on a case-by-case basis and a determination on whether a classroom or office activity should continue will be made. The College will consult with the UHCC System Office in determining appropriate alternatives to physical distancing.

Physical Barriers, Guides and Signage

- The College will post signs that describe how to [stop the spread of germs](#) and to [stay home when sick](#) in highly visible locations, including in all classrooms, computer labs, learning labs, libraries, common areas/shared student spaces, restrooms, and high traffic areas (hallways, stairwells, elevators, etc.), and as needed in offices and other common areas or shared spaces.
- Where feasible, the College will 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., Paepae Haumana, Hale Kea, Mailroom, etc).
- Where feasible, the College will 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 shall designate with signage, tape, or by other means six-foot spacing for people in line to maintain appropriate distance.

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 feet spacing should lines develop.
- All restrooms have soap and sinks where people may wash their hands.

Outdoor Seating

- Tables will be rearranged to allow for 6 feet separation.
- Tables with non-fixed seating will have chairs removed to limit the number of seats per table to allow for 6 feet distancing.
- Tables with fixed seating that cannot be removed will have appropriate signage to limit seating.

UH Hilo Library

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

NOT PERMITTED ON CAMPUS

Across all campuses, the university requires the following personal safety practices for all employees, students and visitors:

- 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 Department of Health.
- 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: 1) cough; 2) shortness of breath; 3) sore throat; 4) diarrhea; 5) loss of smell or taste; 6) fever (>100.4° F) or feeling feverish; 7) chills; and/or 8) body aches. Contact your medical provider and follow their advice including about when to return to campus.
- All students, employees and visitors to whom this section applies must follow the reporting procedure set forth in the **Reporting Cases of COVID-19** section above.
- If you are an employee required to stay at home under these guidelines, contact your supervisor regarding telework options or available leave.
- Any student, employee or 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 State Department of Health.

CAMPUS ACCESS RESTRICTIONS

- The campuses remain closed to the public until August 24, 2020 or further notice.
- Parking lot gates will be closed at 10:30pm and opened at 5:00am daily to restrict vehicular traffic on the campuses
- Employees will work their normal schedules, however, the hours of operation for the public/student services will be limited to 8:00am to 4:00pm weekdays unless a holiday or planned closure falls during these hours.
- External groups will not be allowed to use campus facilities until Phase 4, unless otherwise approved by administration.
- Students, employees, and visitors who plan to enter any University property will be expected to complete the self-screening questionnaire prior to arriving on-site.
- If the [LumiSight UH](#) screening app instructs you to stay home, **DO NOT** report to campus. Contact your supervisor and Designated Campus Contact for more information.

TRAVEL RESTRICTIONS

- A freeze on all out-of-state travel with GF or TSFS funds will remain in place even after travel restrictions associated with the COVID-19 crisis may be lifted.
- Inter-island travel is restricted until further notice.
- Travel using extramural funds are exempt and must be consistent with applicable contracts, grants and guidelines.

- Employees are encouraged to avoid personal travel, especially to countries with a CDC Level 2 or Level 3 [Travel Health Notice](#) related to COVID-19.
- As travel restrictions are subject to change at any moment, be prepared for unanticipated quarantine requirements, which may prevent you from returning to campus.
- Employees shall additionally consult the University's [Travel FAQ](#).

MANAGING STRESS AND COPING

Many people are experiencing stress from the COVID-19 pandemic, and resources are available to help. Stress can manifest in various forms, including:

- Fear and worry about your own health and the health of your loved ones
- Your financial situation or job, or loss of support services you rely on
- Feeling anxious, overwhelmed or sad
- Changes in sleep or eating patterns
- Difficulty sleeping or concentrating
- Feeling isolated and lonely
- Feeling of loss (grief) that persists or worsens over time
- Worsening of chronic health problems
- Worsening of mental health conditions
- Increased use of tobacco, and/or alcohol or other substances.

If any of these issues apply to you or those you know, please see mental health resources below for further mental/behavioral health resources. You are not alone and we are here to help you.

Mental Health Resources:

1. If you are experiencing an emergency or believe you are a danger to yourself and/or others, please call 911 or go to the nearest emergency room.
 - a. Hilo Medical Center, (808) 932-3000, 1190 Waianuenue St, Hilo, HI 96720
 - b. Urgent Care, (808) 969-3051, 670 Kekuanaoa St, Hilo, HI 96720
 - c. Hale Ho'ola Hamakua, (808) 932-4100, 45-547 Plumeria St, Honoka'a, HI 96727
 - d. Ka'u Hospital, (808) 932-4200, 1 Kamani St, Pahala, HI 96777
 - e. North Hawai'i Community Hospital, (808) 885-4444, 67-1125 Mamalahoa Hwy, Kamuela, HI 96743
 - f. Kohala Hospital, (808) 889-6211, 54-383 Hospital Road, Kapa'au, HI 96755
 - g. Kona Community Hospital, (808) 322-9311, 79-1019 Haukapila St, Kealahou, HI 96750

2. Enrolled students may contact the Hawai'i Community College [Mental Wellness and Personal Development Service](#) at (808) 934-2706.
3. Employees may take advantage of the [Employee Assistance Program](#) (EAP) to seek confidential help on their own by calling toll-free (800) 994-3571.
4. [National Suicide Prevention Lifeline](#) 24 hours a day, 7 days a week by calling toll-free (800) 273-8255 or [Lifeline Crisis Chat](#).
5. [Hawai'i CARES Hotline](#) 24 hours a day, 7 days a week by calling toll-free (800) 753-6879.
6. [Crisis Text Line](#) 24 hours a day, 7 days a week. Text "ALOHA" to 741741.
7. [The Disaster Distress Helpline](#) by calling toll-free (800) 985-5990 or text "TalkWithUS" to 66746.

RESOURCES

- **Centers for Disease Control and Prevention (CDC)**
 - [Get the Facts About Coronavirus](#)
 - [Guidelines for Reopening Colleges and Universities](#)
 - [Considerations for Institutions of Higher Education](#)
 - [Guidance for Cleaning and Disinfecting \(Public Spaces, Workplaces, etc.\)](#)
 - [Coping with Stress](#)
 - [Travel Health Notices](#)
- **Occupational Safety and Health Administration (OSHA)**
 - [COVID-19](#)
 - [Guidance on Preparing Workplaces for COVID-19](#)
- **State of Hawai'i**
 - [Beyond Recovery: Reopening Hawai'i](#)
 - [Governor Ige's Ninth Supplementary Proclamation Related to the COVID-19 Emergency on the Face Covering Requirement](#)
 - [Governor Ige's Eleventh Supplementary Proclamation Related to the COVID-19 Emergency on the Interisland Travel Quarantine](#)
- **State of Hawai'i - Department of Health - Disease Outbreak Control Division**
 - [COVID-19](#)
 - [What to do if you have been tested for COVID-19](#)
 - [What to do if you test positive for COVID-19](#)
 - [What to do if a person at your worksite has COVID-19](#)
 - [Travelers' Health](#)

- **County of Hawai'i**
 - [Mayor's COVID-19 Emergency Rule No. 4](#)
 - [Mayor's COVID-19 Emergency Rule No. 10](#)

- **United States Environmental Protection Agency (EPA)**
 - [List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)

APPENDIX

- Phased Reopening Plan Grid

Reopening Strategy for Hawaii Community College

State Roadmap to Recovery and Resilience Phases

REVISED - 8/6/2020

<i>Healing Hawai'i</i> Phase 1: Stabilization	<i>Kama'āina Economy</i> Phase 2: Reopening	<i>Renew & Rebuild</i> Phase 3: Long-term Recovery	<i>Stronger Hawai'i</i> Phase 4: Resilience
--	---	--	---



REQUIREMENTS & GUIDELINES

	STAY AT HOME (Major Disruption)	SAFER AT HOME (Moderate Disruption)	ACT WITH CARE (Minor Disruption)	RECOVERY (Minimal Disruption)	NEW NORMAL (No Disruption)
Face Coverings required when interacting in-person onsite	✓	✓	✓	✓	✓
Physical distancing of 6ft or more	✓	✓	✓	✓	✓
Handwashing with soap and water for 20 seconds	✓	✓	✓	✓	✓
Do not touch your eyes, nose, and mouth	✓	✓	✓	✓	✓
Cover your cough or sneeze with a tissue and throw away	✓	✓	✓	✓	✓
Monitor your health daily - Stay at home when sick	✓	✓	✓	✓	✓
Infection control measures & disinfecting	✓	✓	✓	✓	✓
Face-to-Face classes with 6ft physical distancing	✓	✓	✓	✗	✗
Non-essential support services done virtually	✓	✓	✓	✗	✗
Non-essential support services in person	✗	✗	✗	✓	✓
Gatherings of 10 or less people	✓	✓	✓	✗	✗
Gatherings up to 50 people	✗	✗	✗	✓	✗
Gatherings of 50+ people (including external groups)	✗	✗	✗	✗	✓