

**Hawai'i Conference / Hawaii Conference Foundation Personnel**  
Office Reopening  
Draft 2  
June 3, 2020

Protecting the health and well-being of our employees is our top priority. To be safe and maintain operations, the following plan has been developed to slowly reopen our workplace. This plan is subject to change as new Emergency Orders or other regulating guidelines unfold.

**Prior to Reopening**

- Nisei will do a deep clean of the office prior to reopening.
- Ensure there is enough hand sanitizer and disinfectant wipes available.
- Restock office supplies.
- Cameras will be purchased for online meetings as needed.

**Soft Opening**

Beginning June 15, there will be a slow reopening of the office.

**I. Employees must:**

- Complete a Return to Workplace Questionnaire
- Continue to maintain good hygiene by
  - Regularly washing your hands with soap and water for at least 20 seconds. If handwashing is not possible, employees should regularly use a hand sanitizer containing at least 60% alcohol.
  - Avoid touching your face (especially eyes, nose and mouth).
  - Practice good respiratory hygiene by covering your mouth and nose with a bent elbow or tissue upon coughing/sneezing. Used tissues should be disposed of immediately.
- Stay home if experiencing any symptoms of a respiratory infection (e.g., cough, runny nose, fever, difficulty breathing) until you have been symptom-free for twenty-four (24) hours.
- Notify your supervisor if anyone in your household gets sick with respiratory symptoms. Depending on the situation, you may be required to self-quarantine for up to 14 days and/or obtain clearance from a healthcare provider before returning to work.
- Maintain 6 feet distancing from co-workers.
  - No one will be allowed to enter anyone's office. If a conversation needs to take place, it can be done by phone or in either the Lokelani Room or the Board Room. Be sure to wipe down the chair and table that were occupied during the meeting.
- Wear face masks when leaving your office and going into the common areas such as the kitchen and work areas.
  - Anyone entering the building will be subject to a temperature check.

## **II. Effective immediately, and until further notice, the Conference/Foundation will:**

- Only allow Staff into the office. Exceptions will be made on a case by case basis.
- Limit the number of Staff people in the office.
  - A schedule will be made as to when Staff will be in the office. Staff will be notified what days they are scheduled to be in the office.
- Provide additional cleaning for common physical surfaces (e.g., doorknobs, restrooms, etc.).
- Provide employees with disposable wipes to clean commonly used surfaces.
- At the front desk, each Staff person must have a temperature check with a non-contact thermometer before going further. Anyone with a temperature of 100.4 or higher will be asked to leave.
- Send home employees displaying visible symptoms of a respiratory infection (e.g. cough, runny nose, fever, difficulty breathing).
- Notify employees of exposure if an employee is confirmed to have COVID-19 while maintaining the confidentiality of employee health information pursuant to applicable law.
- Meetings such as Council, Boards, Committees, will continue to be via Zoom or other audio/video platform.
  - Outside groups such as the Oahu Association, Transition House and Pu‘a Foundation will not be able to hold their meetings in the office until further notice.
- Neighbor Island travel is case-by-case and must be approved by your supervisor. Staff returning from neighbor islands will work from home for 2 days following their return, and if symptoms consistent with the COVID-19 virus manifest, then the Staff member will need a note from their doctor before returning to the office.
- Mainland or international travel remains on hold.
- Lori Yamashiro will continue to serve as the point of contact within the Conference/Foundation Staff for questions about COVID-19 to ensure a coordinated and consistent response.

### **Guidelines for Specific Areas**

#### **I. Lunchroom**

- Staff will bring their own cups/mugs, plates/bowls and utensils. Disposable individually packaged utensils will be available in the lunchroom. Please dispose of entire package and contents when done.
- Lunch/food is to be consumed in your office only. Food, food containers, etc. need to be disposed of in the covered kitchen rubbish bin.
- Communal coffee, hot water and water pitcher will not be available.
- Ice maker will be turned off.

- Shared snacks are discouraged unless they are pre-packaged for individual servings.
- After using the microwave oven or toaster, please wipe down the handles, knobs, keypads, etc.

## **II. Work Area**

- Copier
  - Please use the soft tip of a stylus pen to enter information on the keypad.
  - As much as possible please refrain from using your fingers on the keypad. If you do, please wipe the keypad when you're done.
- Postage machine
  - Please the soft tip of a stylus pen to enter information on the keypad.
  - As much as possible, please refrain from using your fingers on the keypad. If you do, please wipe the keypad when you're done.
- Typewriter – wipe down the typewriter when you're done.
- Paper Cutter – wipe down the paper cutter when you're done.
- Shredder – wipe down the shredder when you're done.

## **III. Individual Offices**

- You are not required to wear a face mask in your own office.
- Please respect the Receptionist's space and do not enter her work area.
- If you need to talk with someone in another office, please call them or speak to them from outside their office. Please be sure you both are wearing face masks.
- If a confidential conversation needs to take place, please use the Kaunaoa Room or the Lounge, remembering to wear a mask and keep 6 feet distancing.
- If a meeting with more than 2 staff people needs to take place, please use the Kukui Room or the Lokelani Room, remembering to wear a mask and keep 6 feet distancing.

While we hope that circumstances will change for the better, we continue to ask for your understanding, flexibility and support in this fluid situation.