



DKICP COVID-19 POLICIES

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General Safety Guidelines

Please adhere to all recommended handwashing, sanitizing of your personal work and eating spaces, physical distancing and face covering guidelines, both in and out of the workplace. Recent clusters in our State, have been related to gyms, family or social gatherings or going to restaurants without sufficient physical distancing or wearing of face coverings. Clusters in healthcare facilities around the State have been related to employees exposing others in break rooms or other enclosed spaces.

If you decide to engage in public activities, the Centers for Disease Control and Prevention (CDC) recommends that you continue to protect yourself by practicing everyday preventive actions including washing your hands often, following physical distancing recommendations to stay at least 6 feet away from people who live outside of your household, wearing a face covering or mask, and monitoring your health daily for symptoms. This includes carpooling with someone NOT in your household- please wear a mask at all times, including being in a car, for everyone's safety.

Daily Health Checks

Prior to coming to campus, individuals must self-screen for symptoms using the [UH self-screening app](#) LumiSight UH Campus.

Faculty may ask to see your LumiSight submission prior to entering the lecture halls or participating in other on-campus activities.

[UHH Mandatory Daily Screening](#)

Required Personal Protection Equipment (PPE)

[UHH Policy on Face coverings](#)

Face coverings must be worn at all times, both indoors and outdoors, while at DKICP. Face coverings (cloth face masks at a minimum) are required in public settings where physical distancing measures are difficult to maintain, including outdoor spaces in densely populated areas (e.g.; walkway, breezeway, stairwell, lanai, etc.). Face coverings shall be worn indoors (e.g.; lecture halls, breakout rooms, compounding lab, mock pharmacy, simulation lab, research laboratories, public office spaces, meeting rooms, restrooms, etc., with exception of individual office spaces and non-public office areas).

If you forget a mask, please call Cara Ikeda (808) 932-7700, Daryl Masanda (808) 932-7134, Kristy Fujii (808) 932-7140, or Tracey Niimi (808) 932-7139 in Student Services and DKICP will provide you with one.

Physical distancing

The seating in the student break-out rooms on the 1st-floor and the lanai area on the 2nd-floor have been altered to adhere to the 6-foot requirement. For everyone's safety, please do not move any chairs or tables. If you use a break-out room, please disinfect your area before and after use with the cleaning supplies provided.

Eating while on campus

The student lounge with the microwaves and refrigerators will be closed during the fall semester. There will be NO eating allowed in the lecture halls and breakout rooms. Students may eat on the 2nd floor lanai. ONLY one student will be allowed per table. Trash will need to be thrown in the outside receptacles.

Cleaning

UH Hilo Auxiliary services will clean DKICP on a daily basis.

Cleaning supplies (e.g. disinfectant wipes, disinfectant spray bottles, paper towels, etc.) will be provided to faculty, staff, and students to wipe down common areas throughout the day. This is a shared responsibility.

General Communication Protocol

This communication protocol related to COVID-19 is meant to further clarify DKICP-specific processes in accordance with the [UHH COVID Interim Guidelines](#). This protocol applies to all DKICP employees and learners, including those working in a clinical training site. Per UHH guidelines as well as Hawaii State Department of Health, COVID-19 is a mandatory reportable disease during this current public health emergency. The safety of our entire DKICP and UHH ohana, including our own family members and patients that we care for are of utmost importance. Due to the significant impact that the COVID-19 pandemic is currently having on our community, we must do our part to minimize exposure to and slow the spread of COVID-19 at DKICP and in the community. For those of us working in a healthcare setting, we have an even higher level of professional responsibility to keep everyone safe. We ask that everyone follow the following guidelines related to safety measures, illness or symptom response, notification of potential COVID-19 exposures and actions regarding positive test results for COVID-19.

Illness or Symptom

Stay home if you are sick and seek medical care as needed. Cover your coughs and sneezes. Drink plenty



of water and other clear liquids to prevent dehydration. Stay in your own room if at all possible. Wash your hands for at least 20-seconds or clean your hands often with a hand sanitizer that contains at least 60% alcohol.

If you are experiencing symptoms that could be consistent with COVID-19, as indicated below, please contact your primary care physician to determine if testing is recommended.

- Fever (>100.4 F) or feeling feverish (chills, cold sweats)
- Cough
- Shortness of breath or difficulty breathing
- Sore throat, nasal congestion, runny nose
- Unexplained muscle or body aches, headache, fatigue
- New loss of taste or smell
- Diarrhea, nausea, vomiting
- Unexplained skin rash
- Chest pain or pressure

See UH Hilo symptom/exposure guidelines.

<https://hilo.hawaii.edu/covid19/guidelines/>

<https://hilo.hawaii.edu/covid19/guidelines/appendix-a.php>

What does it mean to self-isolate?

- Self-isolation means staying at home in a specific room away from other people and pets, and using a separate bathroom, if possible.
- Self-isolation is critical to protecting those who you live with as well as your community.
- Self-isolation helps slow the spread of COVID-19 and can help keep your friends and neighbors healthy.
- If you need support or assistance while self-isolating, then your health department or community organizations may be able to provide assistance.

Experiential Safety Guidelines

See Experiential COVID Guidelines



DKICP Building

Restrooms

- Where possible, doors will be left open to limit touching of the doors and door handles.
- Signage or marking on the floor to indicate 6' spacing should lines develop.
- Do not gather in the restrooms. Use the paper towels provided; do not use the hand dryers.

Lecture Halls A and B

Access to DKICP Lecture Hall A and B will be during normal business hours, Monday - Friday only.

Health Checks: Prior to coming to campus, individuals must self-screen using the UH self-screening app and scan the QR code.

1. Use only marked doors for Entry and Exit. Door may be propped open at the beginning and at the end of class.
2. All faculty and students must wear a mask at all times (may unmask to drink water ONLY)
3. NO EATING allowed in the lecture halls.
4. Hands must be sanitized upon entry into the classroom.
5. Classroom is currently set up for no more than 45 *students* in Lecture Hall A and no more than 47 *students* in Lecture Hall B.
6. Maintain proper 6 feet spacing between seats.
7. Students must sit in their assigned seat.
8. Do not move chairs or tables.
9. For Assessments- students may only bring what is needed for the assessment into the lecture hall (Student ID, laptop, charger, pencil, clear water bottle, calculator if needed).
10. **Faculty are responsible** for disinfecting/cleaning common areas, such as: computer equipment; see # 11 and #13 below.(supplies located in a yellow bin in the lecture hall).
11. Computer equipment, microphone, and TV remote can be cleaned using sanitizing wipes or by spraying rubbing alcohol onto a napkin then wiping the equipment.
12. IF needed, tables (non-porous) may be cleaned with disinfectant wipes and/or alcohol of at least 70% with paper towels.
13. Document date/time/faculty name on Cleaning Log clipboard.

1st Floor Community Center and Breakout rooms

Health Checks: Prior to coming to campus, individuals must self-screen using the UH self-screening app.

Entrance/Exit: Please use specific doors marked for entry and exit.



Printers:

- There are two (2) printers for student use in the first floor lounge.
- Students are responsible for bringing their own paper
- Please sanitize hands before using printers (hand sanitizer will be provided)

Community Center seating and Break-out Room access:

- Please scan QR code or type url when using a breakout room
- Cleaning : Cleaning supplies will be provided to students to wipe down tables

*NOTE the student lounge will be closed and there is no food/eating allowed on the first floor.

Elevator

Signage to limit occupancy, unless in the same family or household, and encourage stairs where able. Please call 932-8120 if you need to use the elevator.

2nd Floor Mock Pharmacy/Retail Lab

Procedures: Both staff and students will be responsible for maintaining a clean environment within the Retail Lab.

Before and after all workshops and activities are performed in the Retail Lab staff will sanitize furniture (in the waiting area) and workbenches, place directional signage of workflow and place 6 foot distancing markers designated to students.

Students will enter into the front door of the MTM Suite/Retail Lab and exit out the back door. A bottle of hand sanitizer will be placed at the door. Students will be required to sanitize upon entering and exiting the Retail Lab. Please wait, physically distanced on the 2nd floor lanai prior to your retail lab. Someone will let you in through the 2nd floor double doors.

While performing activities in the Retail Lab, students will be required to sanitize their hands before selecting medications from the shelves. After completing activities, students will be required to wipe down all their supplies (basket, counting tray, etc.), workbench space and all equipment used (computer).



2nd Floor Simulation (Sim) Lab Room 233

Procedures: Both staff and students will be responsible for maintaining a clean environment while performing activities in the Sim Lab.

Students will enter in and exit out of the front door of the Sim Lab. A bottle of hand sanitizer will be placed at the door. Students will be required to sanitize upon entering and exiting the Sim Lab.

Students will rotate in and out of the Sim Lab in groups of 3 to measure blood pressure on the Sim Man.

- Students will use their personal stethoscope during the activity
- Students will demonstrate how to correctly choose appropriate cuff and how to place cuff on
 - Provided BP cuffs (small, medium and large) will be sprayed with disinfectant after every student
- 2 students will be in the room standing 6 feet apart
 - There will be tape in an “X” shape on the floor to designate where to stand
- 1 student will be standing at a folding table outside the door
 - The table will be sanitized by each student after every use

The Sim Man’s body will be sprayed with disinfectant after every student, by a faculty member.

Both the Sim Man’s arm and the cuff around his arm will be wiped down with an antibacterial swab after every student performs their activities, by a faculty member.

2nd Floor Compounding Lab

Students will enter the 2nd floor through the back service door. Please use marked entry and exit doors to the compounding lab.

Students will also have assigned lab seats. Students may place belongings at their seats.

Students will be informed of the cleaning protocol of individual workspace prior to the start of in-person labs.

2nd Floor Student Services, Administration Suite, Faculty Offices

The 2nd floor entrance doors will be locked.

Meetings

- Virtual meetings are recommended.



- If an in-person meeting is necessary, please make an appointment.
 - Please call the faculty or staff who you are meeting with when you arrive outside the 2nd floor. They will meet you and open the door for you. Meetings may take place outside if appropriate, in personal offices that allow for 6' physical distancing, or by reservation of the MTM consult rooms (rooms 222A and 222B in the MTM suite- max of 2 people). Faculty/staff may reserve the rooms using this [link](#).

2nd Floor - Other areas

- Dean's Conference Room- currently closed
- Room 221 - max 4 people; reservation only
- Room 222A and 222B - max 2 people, reservation only.
- Seminar Rooms 248/249- currently closed
- Consult Zoom room 231- max 1 person, faculty/staff may reserve using this [link](#).
- Kitchenette Room - max 1 person at a time, door propped open, please use cleaning supplies to wipe down common touch areas, (microwave/refrigerator handles)

Reservation of above specified rooms will allow for 15 minutes in between meetings to allow for cleaning (done by faculty/staff reserving the room).



Modular Pharmaceutical Research Laboratories

Only approved personnel will be allowed access to this laboratory space and must adhere to the following guidelines at all times.

Health Checks: Prior to coming to work, individuals must self-screen for any of the following new or worsening signs or symptoms of possible COVID-19: cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit, or known close contact with a person who is lab-confirmed to have COVID-19. If you have any of the symptoms on any work day, do not come on campus. Contact your immediate supervisor as soon as reasonably possible.

Contact Tracing: Every individual must maintain and regularly update a list of substantive and known face-to-face contacts that they have had during the preceding two weeks (i.e., lab members they interact with on a daily basis, human subjects they came in contact with during study procedures, family members, friends, etc.). In the case of a coronavirus infection, this list should be made available to the PI.

PPE will be provided by the Principal investigators for the Research Group. NOTE: For students or laboratory personnel who are not able to wear face masks, precautions will be taken to allow the person to use the laboratory space alone, and a plastic face shield may be used instead of a cloth face mask.

Intern/students who wish to participate in face-to-face experiences must complete an online COVID-19 training provided by the UH advisor or program manager, or review of CDC and State of HI COVID websites for guidance. Our goal is to equip the student/intern with knowledge of the principles of safety and risk reduction, and empower them should they feel their site is not meeting the principles/expectations of safety.

1. **Protect Yourself and Others:** CDC guidelines of social distancing of 6 feet or greater, hand-washing (minimum of 20 seconds with soap), covering mouth and nose, cough etiquette, cleanliness, and sanitization should be rigorously practiced. Frequent 20-second hand-washing should be adhered to throughout the time period in the lab.
2. All door knobs, handles and keypads at the entrance of Building will be disinfected every morning before any lab members are allowed to enter the lab. In addition, all common equipment (e.g. pipettors, instrument displays/touch screens, computer keyboards, refrigerator/freezer handles) that are frequently touched will be disinfected with 75% alcohol before starting work.
3. Only 1-2 people are allowed in laboratory space at any given time. Social distancing must be practiced at all times, keep 6 feet or more between yourself and any other person.



4. Each person must only use their designated lab bench, use your designated equipment (e.g. pipettors, pipette tips, etc). See #4 regarding google calendars for shared laboratory equipment.
5. Access is restricted to authorized researchers. Do not allow other laboratory personnel to use your keycard to access the lab.
6. Everyone will be required to use the Google Calendar to sign up for days and times you want to access the lab and use equipment.
7. Everyone is required to wear a laboratory coat, eye protection and face masks at all times while performing tasks in the labs.
8. Upon entering the room, wash hands with soap and hot water for at least 30 seconds. Do not touch your hair, eyes, nose, mouth (any part of your face), ears after you wash your hands, and do not touch door knobs with hands unless doorknobs have been sanitized. If at any time after washing your hands you touch your hair, eyes, nose, mouth, face, ears or unsanitized door knobs or surfaces, you are required to wash your hands again with soap and hot water for at least 30 seconds.
9. Immediately don nitrile gloves. Spray your gloves with 75% alcohol. You should spray your gloved hands every time you touch something that is not sterile. If in doubt, spray it.
10. If you cough or sneeze while in the lab, you should sneeze or cough into a bandana, paper towel or your shirt sleeve. Do not cough or sneeze into your hands. Spray your gloves with 75% alcohol again before continuing your work. If you sneeze into your gloved hands, you should remove gloves, put on new gloves, and spray with 75% alcohol.
11. Minimize your time in the laboratory spaces. All other activities (e.g. data analysis, checking emails, etc) should be performed in an alternate location such as your home.
12. After you have completed your work, please wipe the workspace (everything you have touched) with 75% alcohol and paper towels.
13. Leave lab coats in the lab. Throw away your gloves in the waste bin by the door before leaving the lab.
14. Wash hands with soap and hot water for at least 20-30 seconds before leaving the lab.
15. You may remove eye protection and face masks after you leave Building if you are at least 6 feet away from other people.
16. Lab coats should be washed every week.
17. Common Areas: People are discouraged from eating together or gathering in common areas, such as kitchens or break rooms and these areas, including appliances, must be cleaned regularly.