

COVID-19 PREPAREDNESS PLAN

Ka Ipu Kukui



**ENSURING SAFETY FOR OUR
FELLOWS AND COMMUNITY**



Ka Ipu Kukui Fellows

AUGUST 2021

To Our Community

Aloha,

The Ka Ipu Kukui Board of Directors is pleased to share our Covid-19 Preparedness Plan with our fellows and Maui Nui community. We share in our kuleana to ensure safety and minimize risks during these challenging times.

Our goal is to develop future leaders for Maui Nui. This Plan is meant to serve as a roadmap for gathering safely and leading by example. The following pages provide our guiding principles, goals, criteria, and safety protocols for hālāwai events, travel, and community engagement. We want to ensure experiential learning opportunities while following the CDC, State of Hawai'i, and Maui County guidelines.

We ask our community partners to review this Plan in advance of every hālāwai to ensure safety protocols are met. We understand that Covid-19 is a new disease, and new scientific data is continually emerging. As we learn more about the disease, and as new information is available, our Plan will be updated.

If you have any questions regarding our Plan, please direct them to our board member, Lianne Yoshida (lianne.yoshida@gmail.com). We look forward to collaborating safely and staying connected to our community during this time.

In Safety and Health,
Ka Ipu Kukui Board of Directors



Disclaimer

The intent of the Ka Ipu Kukui Covid-19 Preparedness Plan is to provide our leadership fellows and the Maui Nui community with guidance on best practices for reducing the risk of disease transmission while conducting fellow hālāwai, travel, gathering, and community engagement. The information included in this report does not guarantee success for every event, as there is not a "zero risk" situation with the current Covid-19 pandemic. The users of this Plan acknowledge that the information presented in the Plan may not apply to every situation. In addition, the Plan does not override guidance from federal, state, or health organizations, including the Hawai'i Department of Health, the Centers for Disease Control and Prevention, the United States Government, or the World Health Organization. It is not inclusive of all Covid-19 safety measures nor exclusive of others. The information contained in this Plan is a reflection of available data when the report was created. New scientific and governmental data is changing regularly, and we recognize that future revisions to this Plan may be required. We do not warrant the completeness of the data and guidance herein and assume no responsibility for injury to persons related to the use of this Plan or for any errors or omissions.



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Guiding Principles

CORE PUBLIC HEALTH PRINCIPLES

PROTECTION

We seek to utilize best practices for protecting our community from Covid-19. This includes creating safe and healthy work spaces, buildings, air quality, and disease prevention protocols.

PROMOTION

We promote healthy behaviors within and outside of the organization, such as mask-wearing, social distancing, and hand-washing.

PREVENTION

We employ tested prevention techniques to help control the spread of Covid-19. This may include Covid-19 tests and vaccines.

PRECAUTIONARY PRINCIPLE

Following the Precautionary Principle means using science to define the best practices for reducing harm. With Covid-19, our goal is to create a safe environment for our fellows and community by implementing preventative measures that reduce the chance of transmission as much as possible and always err on the side of caution. We also recognize that there is currently no 'zero risk' scenario.

SHARED KULEANA

Ka Ipu Kukui believes that controlling the spread of Covid-19 is a shared responsibility in the Maui Community. Our fellows are leaders in the community that lead by example and work toward creating a safe environment for everyone. We share in the roles and responsibilities among each of our members for managing all of our engagements.



Guiding Principles

CENTERS FOR DISEASE CONTROL AND PREVENTION GUIDELINES

Ka Ipu Kukui adheres to the Center for Disease Control (CDC) and Prevention's Covid-19 federal guidelines.

- Stay at least 6 feet away from others.
- Cover your mouth and nose with a mask. See CDC Guidelines [here](#).
- Wash your hands often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid crowded indoor spaces and ensure indoor spaces are properly ventilated by bringing in outdoor air as much as possible.
- Stay home and isolate from others when sick.



Key Definitions

EPIDEMIC

A disease that affects a large number of people within a community, population, or region.

PANDEMIC

An epidemic that is spread over multiple countries.

INFECTIOUS DISEASE

A process caused by an agent, often a type of microorganism, that impairs a person's health. In many cases, infectious disease can be spread from person to person, either directly (e.g., via skin contact) or indirectly (e.g., via contaminated food or water).

EPIDEMIOLOGY

The study of the incidence, distribution, and possible control of diseases and other factors relating to health.

VACCINE

A product that stimulates a person's immune system to produce immunity to a specific disease, protecting the person from that disease.



Mandate

COVID VACCINE IS REQUIRED TO PARTICIPATE FOR THE 2021-2022 COHORT

Ka Ipu Kakui regards the health of our fellows and community participants seriously. The recent rise in COVID cases due to the Delta variant required an additional review. Since our cohorts participate in many large group gatherings, which are often held indoors, our board made the decision to mandate vaccines for all fellows and participants in the program for the 2021-2022 cohort. We believe that this is the most effective way to ensure the safest experience for our fellows and community.

We understand and respect that some potential candidates may not be vaccinated. In that situation, we will add those candidates to the beginning of the list for the following cohort year in 2022-2023.

For participants in the 2021-2022 cohort, proof of vaccination is required to participate and attend group gatherings and hālāwai.



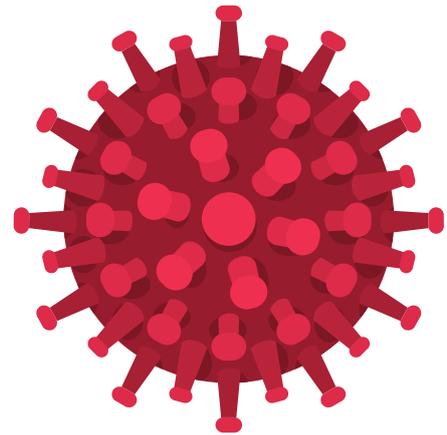
About Covid-19

Background Information

WHAT IS CORONAVIRUS?

Coronavirus is a large family of viruses that can cause illness in animals or humans. It is not new. There are several known coronaviruses in humans that cause respiratory infections.

Coronaviruses range from the common cold to more severe diseases, such as severe acute respiratory syndromes that have emerged over the last several decades.



WHAT IS COVID-19?

Covid-19 is a new strain of coronavirus that was first reported in 2019. The word, Covid-19, is derived from: Co=Corona, Vi=Virus, D=Disease, and 19=2019.

WHEN AND WHERE DID IT START?

Covid-19 was first discovered in December 2019. It began with a cluster of pneumonia cases of unknown origin in Wuhan, China. It was reported to have a link to a large seafood and live animal market. Covid-19 is related to Severe Acute Respiratory Syndrome Coronavirus (SARS-CoV) and Middle East Respiratory Syndrome Coronavirus (MERS-CoV). Covid-19 is considered less severe than SARS-CoV or MERS-CoV, but it is more contagious.

Several months after the initial discovery, clusters of Covid-19 were first reported in the United States, mostly in nursing homes. The disease continued to spread rapidly around the world and was declared a pandemic by the World Health Organization in March 2020.



About Covid-19

Transmission

HOW IS COVID-19 TRANSMITTED?

Covid-19 is transmitted through several mechanisms:

- **Person to Person Transmission:** Droplets are transferred through coughing, sneezing, talking, or breathing when a person is within 6 feet of another person. Droplets are inhaled or deposited on mucous membranes, such as those that line the inside of the nose and mouth. This is considered the highest form of transmission.
- **Airborne Transmission:** Airborne transmission is a lower form of transmission but can occur due to inadequate ventilation.
- **Contaminated Surfaces:** Covid-19 can be transmitted from touching surfaces that have been recently touched by someone infected with Covid-19. This is considered a lower risk of transmission.

FIGURE 1: DROPLET VS. AIRBORNE

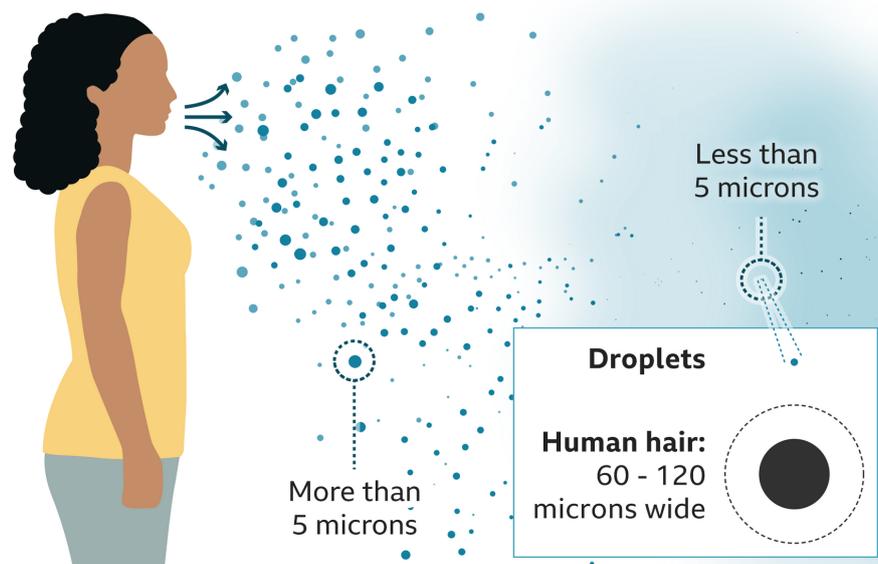
The difference between droplet and airborne transmission

Droplet transmission

Coughs and sneezes can spread droplets of saliva and mucus

Airborne transmission

Tiny particles, possibly produced by talking, are suspended in the air for longer and travel further



Source: WHO

BBC



About Covid-19

Exposure and Risk

WHAT FACTORS DETERMINE EXPOSURE?

INTENSITY OF EXPOSURE

Exposure to Covid-19 may be minimized by increasing physical distance. The closer an individual is to someone who is infected, the higher their risk of exposure. To reduce exposure, increase physical distance from other people.

FREQUENCY OF EXPOSURE

Exposure to Covid-19 may be minimized by reducing the frequency with someone who is potentially in close contact with individuals outside the home who may be infectious.

DURATION OF EXPOSURE

Exposure to Covid-19 may be minimized by spending less overall time in close contact with others.

WHAT FACTORS DETERMINE RISK?

HIGHEST RISK

Close contact with someone infected with Covid-19.

INTERMEDIATE RISK

Group gatherings or indoor crowds.

LOWEST RISK

Areas with community transmission.

OTHER RISK FACTORS

If infected, age, gender, pre-existing conditions, environmental factors, and genetics can affect the risk of more serious complications with the Covid-19.



About Covid-19

Symptoms, Thresholds and Measures

WHAT ARE THE SYMPTOMS OF COVID-19?

2-14 DAYS AFTER EXPOSURE, AN INDIVIDUAL TYPICALLY EXPERIENCES:

2+ of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Or 1 of the following symptoms:

- Cough
- Shortness of breath
- Difficulty breathing
- New loss of taste or smell
- Clinical or radiographic evidence of pneumonia,
- Acute respiratory distress syndrome (ARDS)

To conduct a self-checker, [click here](#).

COVID-19 MEASURES AND VARIANTS

REPORTED CASES

A key measure of risk is the number of reported daily cases per 100,000 population. The CDC provides an integrated Maui County view of the 7 day moving average of reported cases. It is considered low incidence if there are 10 or fewer daily cases per 100,000 people. Daily reports can be found [here](#).

COVID VARIANTS

COVID-19 has mutated into multiple variants, including [Alpha, Beta, Delta, and Gamma](#), which all have increased transmissibility. Currently, the Delta Variant is spreading rapidly and is of high concern in the State of Hawaii.



KIK Covid-19 Safety Goals

- Form a Ka Ipu Kukui COVID-19 team that plans for each hālāwai.
- Establish clear roles, responsibilities, and authorities for screening, documenting, cleaning, disinfecting, and ensuring protocols are followed.
- Create and reinforce a culture of health, safety, and shared kuleana.
- Provide pre-event checklist and forms that all participants must complete and sign.
- Prioritize staying home when sick.
- Promote viral testing.
- Ensure safety protocols are communicated and adhered to.
- Follow CDC guidelines for Covid-19 symptoms or positive test results.



Criteria for Hālāwai

The criteria for holding fellow hālāwai is dependent upon state and county compliance requirements, vaccination of participants, and low incidence thresholds. Additional requirements may follow and will be regularly updated as new information is released.

MEET CURRENT MAUI COUNTY & STATE OF HAWAI'I COMPLIANCE REQUIREMENTS

The State of Hawai'i provides regular updates on Covid-19 requirements. Each county may have additional requirements. Prior to any hālāwai, the most recent updates are reviewed to ensure KIK is in compliance. For State of Hawai'i updates, [check here](#). For Maui County updates, [check here](#).

CURRENT MAUI COUNTY REQUIREMENTS

Current Maui Public Health Emergency rules are [here](#). They include:

- Social gatherings limited to 10 people indoors and 25 people outdoors.
- Mask required indoors.
- Maintain social distancing of 6 feet or more.
- Make hand-sanitizing products available.
- Disinfect high touch surfaces regularly.
- Provide signage requiring masks indoors.



'A'OHE HANA NUI KE ALU 'IA

*WHEN A TASK IS DONE TOGETHER NO TASK IS TOO BIG
MANY HANDS MAKE LIGHT WORK*



Hālāwai Safety Protocols

Risk Reduction Strategies

ADMINISTER COVID-19 SCREENING QUESTIONNAIRE PRIOR TO HĀLĀWAI

Prior to hālāwai start time, all fellows and participants are required to complete and sign a health screening questionnaire.

COMPLETE SELF CHECK TEST IF SYMPTOMS

If a participant experiences any COVID symptoms, they are expected to complete a Self Checker Test.

SCHEDULE HĀLĀWAI OUTDOORS WHEN POSSIBLE

When possible and the weather permits, hālāwai will take place outdoors. If outdoor locations are not possible, KIK will follow Maui County guidelines.

WEAR A MASK AT ALL TIMES INDOORS

All participants are required to wear masks indoors throughout all engagements. Participants should bring their own masks to all KIK events. KIK will also have disposable masks on hand if needed. For mask guidance from the CDC, check here.

USE PHYSICAL DISTANCING

All participants are asked to keep 6 feet of distance from each other. Seating will be arranged 6 feet apart. If standing, all participants should be at least 6 feet apart.

WASH HANDS FREQUENTLY

Participants are expected to wash their hands with soap and water at regular intervals. If sinks are not available, KIK will provide hand sanitizer throughout the hālāwai.



Hālāwai Safety Protocols

Risk Reduction Strategies (continued)

SERVE FOOD INDIVIDUALLY

Food will not be shared. Participants can bring their own meals and snacks to events. If food is served to participants, it will be prepared from a commercial kitchen, wrapped, and served in individual packaging.

CLEAN AND DISINFECT REGULARLY

Cleaning and disinfecting will occur before and after events. EPA approved and recommended cleaners include:

- Lysol Disinfectant Spray (EPA Reg No. 777-99)
- Lysol Disinfectant Max Cover Mist (EPA Reg No. 777-127)

KIK will provide cleaning products on hand for disinfecting. Additional CDC cleaning guidelines are available [here](#).

PROVIDE VERBAL INSTRUCTIONS AT EVENTS

Verbal instructions will be provided at each hālāwai. Instructions may include hand sanitizer locations, cleaning protocols, mask and physical distancing requirements, and additional community safety measures.

SHARE KIK COVID-19 PLAN WITH COMMUNITY MEMBERS PRIOR TO MEETING WITH FELLOWS

Many hālāwai include meeting with local community members. Prior to each hālāwai, the KIK Covid-19 Plan will be shared with stakeholders. KIK requires participating community members to be vaccinated during the 2021-2022 cohort or postpone meeting until the following year.

SICK PROTOCOL

The following protocol will be followed if an incident arises:

- If a participant becomes sick or has a temperature during an event, they will be asked to leave immediately.
- If a participant is infected with Covid, KIK requires that the participant abstain from events for at least 10 days or until they have a negative test.



Hālāwai Travel

Safety Protocols

FELLOW TRAVEL PROTOCOLS

DRIVING

Fellows must wear a mask if driving together to a hālāwai site.

FLYING

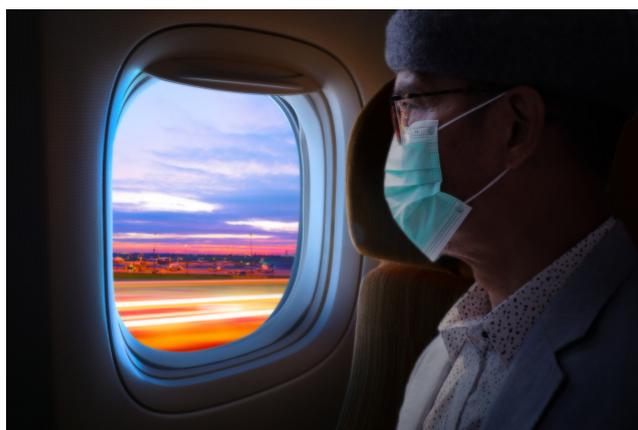
If fellows are scheduled to fly to a neighbor island, they must follow social distancing and mask-wearing protocols determined by the airline and the State of Hawai'i.

BOATING

If fellows use aqua transportation, they must follow social distancing and mask-wearing protocols determined by the boating company and the State of Hawai'i.

HOTELS AND ACCOMMODATIONS

If the hālāwai requires overnight travel accommodations, they are expected to follow current state and county guidelines.



Healthy Buildings

Indoor Environmental Quality

INDOOR ENVIRONMENTAL QUALITY (IEQ)

Many buildings have IEQ problems, especially older buildings. Most people spend the majority of their time indoors, yet pollutant levels are usually higher indoors than outdoors. With the onset of Covid-19, it is even more important to control IEQ issues, especially as they relate to ventilation, to reduce the potential for transmission.

Preparing a building for healthy IEQ is important for preventing and protecting against Covid-19. Prevention components include:

- Communicate clearly
- Educate occupants
- Control airflows
- Control space and contact
- Document issues
- Follow strict protocols
- Respond rapidly

Healthy buildings strategies include:

- Increase outdoor air ventilation
- Filter indoor air
- Supplement with portable air cleaners
- Verify ventilation and filtration performance
- Install no-contact infrastructure
- Keep surfaces clean

In preparation for hālāwai, the Facilitator should inquire about venues' capabilities during the planning phase and confirm that their responses align with the guidance stated in the KIK Covid-19 Preparedness Plan.



Healthy Buildings

Indoor Environmental Quality (continued)

CONTROLLING INDOOR BUILDING VENTILATION

BRING IN OUTDOOR AIR

The best approach to increase air ventilation is to bring in more fresh outdoor air. Open windows and doors when possible. Check [here](#) for detailed CDC recommendations.

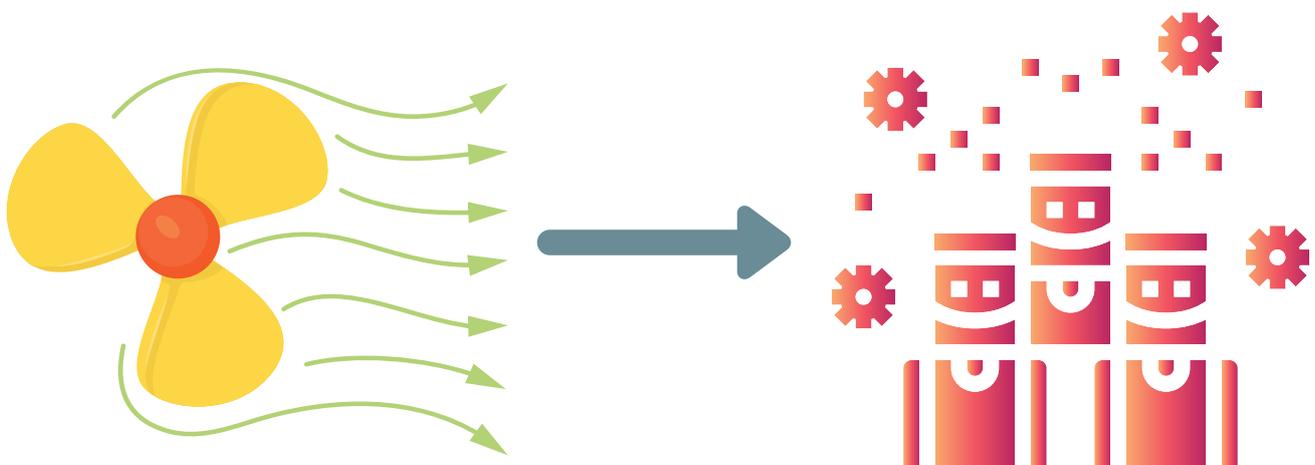
FILTER INDOOR AIR

Increase the level of the air filter to MERV 13 or higher on recirculated air. Inspect filters to make sure they are installed and fit correctly. Check that sufficient airflow can be maintained across the filter. Maintain and change filters based on manufacturer's recommendation.

SUPPLEMENT WITH PORTABLE AIR CLEANERS

If outdoor air and filtered circulation are not available, select portable air cleaners with HEPA filters. Size devices carefully based on the size of the room.

FIGURE 3: AIR FLOW TRANSPORT MECHANISMS



Covid Resources

COVID-19 LIVE UPDATES

- [JohnsHopkins](#)
- [Worldometer](#)

COVID-19 AND PUBLIC HEALTH INFORMATION

- [How COVID-19 Spreads](#)
- [The big lesson from South Korea's coronavirus response \(video\)](#).
- [Introduction to Public Health\(video\)](#).
- [Coronavirus Update From the CDC With Robert R. Redfield, MD \(video\)](#).
- [COVID-19 Control & Prevention](#)

COVID-19 PRINT RESOURCES

- [CDC Print Resources](#)

COVID-19 BUSINESS RESOURCES

- [Resuming Business Toolkit](#)
- [Guidance on Preparing Workplaces for COVID-19](#)
- [Guidance on HIPPA during Covid-19](#)
- [OSHA Standards](#)
- [CDC Guidance for Businesses on Covid-19](#)
- [Know how to wear your mask correctly \(video\)](#).

HAWAI'I-SPECIFIC COVID-19 GUIDANCE

- [State of Hawai'i Guidance](#)
- [Maui County Guidance](#)



Covid Resources

COVID-19 CASE CONTACT AND REPORTING

- [Hawai'i State Agency Contact](#)
- [Local Health Departments contact](#)
- [Covid-19 Case Report Form](#)
- [Instructions for Covid-19 case reporting.](#)

COVID-19 CLEANING

- [Cleaning and disinfecting your facility](#)
- [How to clean and disinfect your home \(video\).](#)

HEALTHY BUILDING COVID-19 RESOURCES

- [Environmental services tasks associated with exposure risk levels](#)
- [Indoor Air and Coronavirus \(COVID-19\)](#)
- [How can airborne transmission of COVID-19 indoors be minimized?](#)
- [Indoor Air Quality - Overview | Occupational Safety and Health Administration](#)
- [Guidance for Building Operations During the Covid-19 Pandemic](#)

COVID VACCINE INFORMATION

- [Pfizer and BioNTech Vaccine Updates](#)
- [Moderna Vaccine Updates](#)
- Vaccine Learning Videos:
 - [How vaccines are made](#)
 - [Understanding Vaccine Risks](#)
 - [Herd Immunity](#)



Appendix A

ACKNOWLEDGEMENT FORM

As stated in the COVID-19 Preparedness Plan, the Ka Ipu Kukui (KIK) Program believes that controlling the spread of COVID-19 is a shared responsibility in the Maui Nui Community. Our fellows are leaders in the community that lead by example and work toward creating a safe environment for everyone. We share in the roles and responsibilities amongst each of our members for managing all of our engagements.

KIK adheres to the Center for Disease Control (CDC) and Prevention COVID-19 federal guidelines, the State of Hawai'i and Maui County guidelines which include the following:

- Stay at least 6 feet away from others if you are not vaccinated.
- Cover your mouth and nose with a mask if you are indoors.
- Wash your hands often with soap and water.
 - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid crowded indoor spaces and ensure indoor spaces are properly ventilated by bringing in outdoor air as much as possible.
- Stay home and isolate from others when sick.
- Routinely clean and disinfect frequently touched surfaces.

The KIK Board and its contractors have taken safety precautions to provide safe in-person experiential learning hālāwai. To ensure the continued safe learning environment for all participants, by signing below.

I agree and acknowledge that:

- I have received a COVID-19 vaccine within the last year.
- I understand that due to the evolving COVID-19 pandemic, there will still be health risks associated with participating with in-person hālāwai until the COVID-19 pandemic is resolved. Should I contract COVID-19 virus from participating in a hālāwai, I will hold the KIK Program, its Board, its contractor(s), and participants harmless.
- I have received a copy of the KIK COVID-19 Preparedness Plan.
 - I agree to uphold the guidelines described within the KIK COVID-19 Preparedness Plan and any updates or amendments provided. This includes but is not limited to receiving a COVID-19 vaccine, mask wearing, social distancing, and health screening.



Appendix A (page 2)

ACKNOWLEDGEMENT FORM

- Due to an abundance of caution, I will also follow any additional safety protocol, guideline and/or safety process as needed to keep myself, participants and the community safe during the evolving COVID-19 pandemic.
- Should I test positive for COVID-19 up to 10 days after attending an in-person hālāwai, I will contact the Facilitator no later than 24 hours of the positive test.
- I have reviewed all relevant COVID-19 documents and protocols, and find them to be adequate and acceptable to move forward in participating in KIK activities. I am aware that any COVID-19 Preparedness Plan cannot guarantee myself or others against contracting COVID-19. I will hold KIK harmless should I, or others, contract COVID-19 as a result of my participation in KIK activities.

Signature

Date

Print Name



Appendix B

TODAY'S DATE: _____

CDC FACILITIES COVID-19 SCREENING <small>Accessible version available at https://www.cdc.gov/screening/</small>		
PLEASE READ EACH QUESTION CAREFULLY	PLEASE CIRCLE THE ANSWER THAT APPLIES TO YOU	
Have you experienced any of the following symptoms in the past 48 hours: <ul style="list-style-type: none"> • fever or chills • cough • shortness of breath or difficulty breathing • fatigue • muscle or body aches • headache • new loss of taste or smell • sore throat • congestion or runny nose • nausea or vomiting • diarrhea 	YES	NO
Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with: <ul style="list-style-type: none"> • Anyone who is known to have laboratory-confirmed COVID-19? OR • Anyone who has any symptoms consistent with COVID-19? 	YES	NO
Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?	YES	NO
Are you currently waiting on the results of a COVID-19 test?	YES	NO
Did you answer NO to ALL QUESTIONS?	Access to CDC facilities APPROVED . Please show this to security at the facility entrance. Thank you for helping us protect you and others during this time.	
Did you answer YES to ANY QUESTION?	Access to CDC facilities NOT APPROVED . Please see Page 2 for further instructions. Thank you for helping us protect you and others during this time.	



[cdc.gov/screening](https://www.cdc.gov/screening)



[cdc.gov/screening/further-instructions.html](https://www.cdc.gov/screening/further-instructions.html)

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Appendix B (page 2)

THE SCREENING YOU COMPLETED INDICATES THAT YOU MAY BE AT INCREASED RISK FOR COVID-19

IF YOU ARE NOT FEELING WELL, WE HOPE THAT YOU FEEL BETTER SOON!

Here are instructions for what to do next

1

If you are not already at home, please avoid contact with others and go straight home immediately.

2

Call your primary care provider* for further instructions, including information about COVID-19 testing.

3

Contact your supervisor (if you are an employee) or your contracting company (if you are a contractor) to discuss options for telework and/or leave.

Before going to a healthcare facility, please call and let them know that you may have an increased risk for COVID-19.

In case of a life-threatening medical emergency, dial 911 immediately!

RETURNING TO THE WORKPLACE



If you have had symptoms consistent with COVID-19 or have tested positive for COVID-19, DO NOT physically return to work until you get a medical evaluation and are approved to return to a work setting by your primary care provider*. Please call your supervisor to discuss when to return to work. Read more about when it is safe to be around others at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>.



If you have a chronic medical condition that causes COVID-19-like symptoms and you need to access a CDC facility within the next few days, please call CDC's Occupational Health Clinic at 404-639-3385 to determine whether you can safely be granted access to a CDC facility.



If you have been in close contact with someone with COVID-19 you should stay home and self-quarantine for 14 days before returning to work. Read more about when you should be in isolation or quarantine at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.



If you are currently isolating or quarantining because of concerns about COVID-19 OR you have a COVID-19 test pending, please contact your primary care provider* for guidance on when you can return to work.

- If you have an urgent need to come to campus while waiting for a test result, call CDC's Occupational Health Clinic at 404-639-3385.
- If you have an urgent need to end your quarantine period early, please ask your CIO Management Officer to send an email request to eocevent106@cdc.gov and eochoht@cdc.gov.

If you have additional questions about when you can return to work, please email OSSAM@cdc.gov. For information about COVID-19 and basic instructions to prevent the spread of disease, visit CDC's COVID-19 website at <https://www.cdc.gov/covid19>.

*If you are assigned to the COVID-19, Ebola, or Polio responses, or work in a lab, call CDC's Occupational Health Clinic at 404-639-3385 instead of your primary care provider for next steps. DO NOT physically go to a CDC Occupational Health Clinic location.



2



Appendix C

HĀLĀWAI CHECKLIST

Pre-Halawai Checklist - Halawai Committee/Facilitator Set-Up			
	Description	Date Completed	Notes
1	Halawai Committee to meet 4 days prior to Halawai to review current State of Hawaii and Maui County rate for Maui under 10/100,000 Use covidactnow.org/covid-risk-levels-metrics Infection-rate.		Rate:
2	Halawai Committee to review any applicable County of Maui mandates/guidelines to ensure compliance with Halawai.		Specific guidelines:
3	Facilitator: Share COVID-19 plan with all stakeholders for Halawai prior to Halawai start. At least one week prior.		
4	Facilitator: Provide Fellows with host's COVID guidelines prior to Halawai.		
5	Facilitator: Travel details: check to see travel protocols are in place.		
6	Facilitator/Committee: Healthy Building: Ventilation - Prioritize outdoor meeting places, followed by indoor meeting places with operational doors and windows. If meeting place is air conditioned, Merv 13+ filtration and other mitigating protocols are implemented like HEPA filters, etc. (Page 19)		
7	Facilitator: Hold Halawai outside whenever possible.		
Pre-Halawai Checklist: Halawai Day - Facilitator Checklist			
	Description	Date Completed	Notes
1	Location Set-Up: Ensure seating/standing spaces/locations are at a min. of 3-6 ft apart or further (location tape for floors). Use plexiglass or other safety measures if possible.		
2	Room: Clean and disinfect surfaces per KIK Guidelines (IE: Timing/PPE).		
3	Ensure there are appropriate supplies, including hand sanitizer, disposable masks, cleaning supplies, etc.		
Halawai Day - Facilitator Checklist			
	Description	Date Completed	Notes
1	CDC Screening questionnaire form completed/signed prior to start of Halawai. Ensure HIPPA compliance throughout process. Use Self Check form if needed.		
2	Mask: Ensure all attendees wear appropriate masks indoors. Provide a disposable mask if attendee doesn't have one.		
3	Physical Distancing: Ensure all participants keep a min of 3-6 ft distance from each other.		
4	Training/Info: On frequency of handwashing/sanitization/other PPE requirements at start of Halawai. Give tour of sanitation location/other Host specific information.		
5	Ensure food is wrapped and/or served individually.		
6	Clean and disinfect: Wipe down counters, high touch points throughout at the end of Halawai.		



Covid-19 Preparedness Plan



Ka Ipu Kukui Fellows

Prepared
by



SUSTAINABLE
PACIFIC