Faculty Daily Must-Do List

- Fill out the required daily health survey, accessing it on your myHPU app or at hpu.edu/screening.

- If you answer ‘yes’ to any of the health-screening questions:
  - Stay home
  - Inform your dean and students
  - Seek healthcare if needed.

- Take your temperature daily at a campus thermal scanner station, and if asked, show your daily health pass to security.

- Wear your face covering at all times in public and common areas. When teaching, you are encouraged to wear a face shield with your mask.

- Wash your hands and use hand sanitizer frequently.

- Keep 6 feet of social distancing between yourself and others at all times.

- Wear your university ID on a badge or lanyard while on campus.

- Read signage for important health and safety directions such as:
  - Maximum capacity for a campus space or elevator
  - The entrance and exit pattern into the classroom
  - Seats in class must be filled from the front row first to the back, and exit beginning with the back.
  - No drinking or eating in class.

Scan for your daily health screening and more information.
• Check for **sanitization stations** in campus spaces and classrooms to clean shared desk or work-station, supplementing the regular cleaning by custodial staff.

If someone tests positive, HPU’s Security Department will:

- Ensure that the individual is safe, isolated, and seeking medical care
- Relocate nearby individuals and secure the potentially impacted area
- Initiate internal contact tracing
- Initiate disinfecting protocols
- Contact and liaise with the Hawaii Department of Health
- Inform appropriate HPU staff
- Ensure the notification of individuals directly affected.

For additional information, see the HPU Employee IMUA: COVID-19 Resource Guide on the homepage of the myHPU app.

**We are all in this together as ‘ohana.**

**Mahalo!**