

# SPREAD ALOHA



# NOT GERMS

## *Staff Daily Must-Do List*

- Fill out the required daily health survey, accessing it on your **myHPU app** or at [hpu.edu/screening](https://hpu.edu/screening).



- If you answer 'yes' to any of the health-screening questions:
  - Stay home
  - Inform your supervisor
  - 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, and in the office, except when alone in an enclosed office.



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 campus spaces.

Scan for your daily health screening  
and more information.



- Sanitize shared desk or work-station, supplementing the regular cleaning by custodial staff. Notify the Facilities Department if your department needs additional disinfecting supplies.

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!***

