Let’s face it: These are uncertain and unprecedented times to be in college. We know staying safe and healthy is everyone’s #1 concern. While the University of Hawai‘i website outlines all the steps the university is taking to keep you safe on campus, we also want you to know all we are doing to ensure your safety in off-campus experiences. The content below outlines guidelines for staying safe in off-campus experiences (such as service learning, internships, and volunteer work), as well as how you can do your part to help keep UH and our communities healthy.

**FOR STUDENTS**

**Risk Acknowledgement Form**
All students participating in an off-campus activity with a UH department in Fall 2020 will be asked to sign the University of Hawai‘i’s “Consent, Waiver, Release and Indemnity Agreement” (for minors, please use this form).

**Site Agreement Form**
No student will be forced to complete an academic activity with an outside partner site if the partner site does not follow the requirements outlined in the collaboration agreement. Together with your partner site, please complete the extended site agreement. This form will provide both parties with the opportunity to discuss their respective roles at the site.

*The completed forms should be submitted to a department representative prior to the start of the activity.*

**FOR COMMUNITY PARTNERS**

**Health and Safety Notice**
UH Mānoa’s Health and Safety Notifications let you know the steps we are taking to mitigate risks to members of your organization, as well as the university’s expectations from your end. Please read this notice thoroughly.

**Safety Training**
Partner sites are responsible for providing University of Hawai‘i students, faculty and staff with any additional health and safety training required for participation in activities at their sites.
GUIDELINES FOR STAYING SAFE IN OFF-CAMPUS EXPERIENCES

GENERAL GUIDELINES FOR STUDENTS

• Do not report to a site if you are feeling sick, if you think you may have been exposed to COVID-19, or have recently traveled through a “hot spot” area experiencing high volumes of COVID-19.
• Notify your site supervisor immediately (as well as University Health Services (UHSM) COVID-19 Resource Team at (808) 956-8965 or uhsm.covid@hawaii.edu) if you test positive for COVID-19.
• Keep a personal record of the dates/times/locations you perform service in the event the information is needed for contact tracing.
• Inquire about the site’s procedures for monitoring the health and safety of its employees/volunteers.
• Inquire about any type of documentation needed from your site in the event of your absence, whether due to self-isolation or a required quarantine (based on a positive case or exposure to a positive case).
• If you live on campus, notify your employer or site supervisor about the increased possibility of needing to self-isolate or quarantine if your residence hall experiences students who test positive for COVID-19.
• If you are living in a communal living environment, it is advised that you alert your employer/site supervisor that your living environment may put you at a higher risk for self-isolation or quarantine.
• Be sure you understand your site’s policies related to required quarantine, masking, and social distancing. Please explicitly follow the guidelines established by your site and do your best to minimize your own exposure for returning to campus.
• Understand your site’s policies regarding cleaning and sanitization, practice proper hand hygiene, and clean surfaces/items you come into contact with on a regular basis.
• Stay current on and abide by all CDC, state, and local government, as well as University of Hawai’i directives.
• Contact your supervising faculty member or program director if your site is not following CDC guidelines regarding masking, social distancing, or anything else that makes you uncomfortable to discuss your best course of action.

RETURN TO CAMPUS GUIDELINES

Don’t forget the protocols outlined in UH’s COVID-19 safety videos and download the return to campus LumiSight UH app. Be sure to follow these protocols when coming to campus.
SAMPLE QUESTIONS FOR STUDENTS TO ASK THEIR EMPLOYER/ SITE SUPERVISOR

• What are the site’s procedures for monitoring the health and safety of its staff? Where can I find this information?
• What is the procedure to follow if I am diagnosed with COVID-19?
• What are the procedures the site will follow if someone at the site is diagnosed with COVID-19?
• What are the site’s policies regarding cleaning and sanitization?
• Will there be expectations for me to participate in cleaning or sanitizing?
• What are the site’s policies regarding masking and social distancing?
• Will I be expected to provide my own face covering/mask?
• Are there expectations of the kind of face covering/mask I should wear?
• What documentation will I be required to present if I need to be absent for an extended period of time, whether due to self-isolation (from personal case of COVID-19), or request to quarantine (based on exposure or campus directive)?
• How much potential exposure to the general public will I have in this role?
• What protections are in place for volunteers/employees dealing with the general public?
• If I have concerns about fellow employees/volunteers not complying with the health and safety regulations put forth, where do I report compliance issues?
• What are the options to continue my volunteer work virtually if needed?

We are here for you!

If you have any questions regarding these recommendations and guidelines, please don’t hesitate to contact the Office of Civic and Community Engagement.

Visit our website https://manoa.hawaii.edu/undergrad/civic-eng Age n ment/

Or send us an email slp@hawaii.edu