**REQUEST REOPENING OF CAMPUS OFFICES AND FACILITIES IN A PANDEMIC**

Campus Safety & Security

Safety Office

*Created: July 31, 2020*

*Approved by President’s Council: August 10, 2020*

**Purpose:** BYU-Hawaii places the highest priority on the health, safety and well-being of students, faculty and staff as well as the community. These safety measures are provided to assist departments, divisions and facilities as they reopen regarding specific actions to mitigate, limit and slow the spread of the virus and to meet the current guidelines and orders of the Center of Disease Control and Prevention (CDC), the State of Hawaii, and the City and County of Honolulu.

**Reopening Campus**

After a major disaster, the goal is to return our campus to normal operations in a safe manner, under favorable conditions and as allowed by governing powers, university, state, and local government. It is important that we strictly follow the orders instituted by the state and the City and County of Honolulu.

The process below is to assist the university in reopening.

**Reopening Process:**

* Campus opens up according to the State of Hawaii and the City and County of Honolulu orders.
* Departments submits a request for reopening to the Safety Office to assess and evaluate safety measures are being followed:
  + Complete the checklist for reopening your office/facility on the Safety website or contact the Safety office at [byuhsafety@byuh.edu](mailto:byuhsafety@byuh.edu).
  + Contact the Safety office when the checklist is completed to do a walk-through of your office/facility.
  + Safety office performs a walk-through of the office/facility to ensure that all safety measures are in compliance.
  + Safety office provides recommendations to the department as needed prior to submitting the request for approval.
  + The Safety office then presents their request to VP of Operations with the recommended date for reopening.
* VP of Operations will present the request to PC for review and approval.
  + PC reviews:
    - Approved: Safety Office will inform the department.
    - Not approved: Safety Office to work with the department to make adjustments for approval and send through VP of Operations.
* Department office or facility reopens.

**Closure Process:**

* Complete or partial closure of campus due to a pandemic will occur when ordered by the State, City & County and or the university or if and when there are positive cases on campus.

**Contact Information:**

* + Campus Safety office 675-3411