

KAILUA OCEAN ADVENTURES COVID-19 PROCEDURES

USE OF THIS CHECKLIST AND PROCEDURES IS OF THE UPMOST IMPORTANCE FOR KOA, CREW, KEIKIS AND THEIR OHANA AS WELL AS OUR COMMUNITY IN THE BATTLE AND MITIGATION OF COVID-19.

ALL PERSONS, KOA AND GUESTS, MUST ADHERE TO THE OUTLINED POLICES BEFORE CONDUCTING ANY SANCTIONED ACTIVITY. FAILURE TO DO SO WILL RESULT REPARATIONS FOR CREW AND DENIAL OF GUESTS ONTO THE ACTIVITIES BOOKED.

HOW IT SPREADS PER CDC

- There is currently no vaccine to prevent COVID-19.
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus may be spread in other ways
 - It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose or possibly their eyes.
 - It appears that the virus that causes COVID-19 can spread from people to animals in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19.
- The virus is thought to **spread mainly from person-to-person**.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

MITIGATING PROTOCOL PER CDC AND DLNR GUIDELINES

Clean your hands often

- Using a hand sanitizer with a base consisting of at least **60% alcohol**, cover all surfaces of your hands and rub them together until they feel dry.
- When available, wash your hands with soap and water for at least 20 seconds.
- **Avoid touching your eyes, nose and mouth** with non-sanitized or unwashed hands.

Avoid unnecessary close contact

- Put distance between yourself and other people at all times when possible
 - Stay at least 6 feet (2 arm lengths) from others.
 - Remember that some people may be asymptomatic (Positive for COVID-19 but showing symptoms) and are able to spread the virus.
 - Avoid close contact with people who are sick, even inside of your home.

Cover your mouth and nose when around others, using face covers

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.

Clean and disinfect

- Clean **AND** disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant.

Monitor Your Health

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
 - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- **Take your temperature if symptoms develop.**
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature.

DLNR GUIDELINES PERMIT GUIDELINES FOR REOPENING

a. Social Distancing:

- Where practical, staff and patrons shall wear cloth face coverings that comply with requirements set forth in applicable Proclamations.
- If possible, social distancing of at least six (6) feet shall be maintained between individuals; if not possible, staff and patrons must maintain as much social distancing as allowed on the vessel or contrivance, depending on its size and configuration. Passengers and crew members from the same household are not required to social distance from each other.
- Any food served must be in individually packaged servings; buffets shall be prohibited. Passengers may bring their own food and keep it separate from the food and drink supplied by the operator.
- Staff and patrons should not pass or share equipment, to the maximum extent possible.
- Signage shall be posted at the place of business to notify the public that any person with symptoms consistent with COVID-19 may not engage in any water sport activities.

b. Hygiene Protocols:

- Staff shall provide hand washing capabilities or hand sanitizer.
- Frequent hand washing by employees, and an adequate supply of soap, disinfectant, hand sanitizer, and paper towels must be available
- Staff shall provide touch-point sanitization (e.g. workstations, equipment, screens, doorknobs, restrooms) at least hourly.

c. Staffing:

- Companies shall ensure that staff are trained in basic hygiene practices, such as frequent and thorough hand washing, respiratory etiquette (e.g., covering coughs and sneezes), and discourage staff and patrons from using others' personal property, work tools, and equipment.
- Companies must conduct pre-shift staff screening and maintain staff screening logs.
- No staff displaying symptoms of COVID-19 may provide services to patrons. Symptomatic or ill employees may not report to work.
- No staff may report to the work site within 72 hours of exhibiting a fever.
- Companies must establish a plan for staff getting ill and a return-to-work plan following CDC guidance, which can be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

d. Cleaning and Disinfecting:

- Staff shall clean and disinfect all watersports equipment at least once between patron use in compliance with CDC protocols. Companies shall not allow patrons to use watersports equipment without having first cleaned and disinfected the watersports equipment in compliance with CDC protocols.
- When an active staff member is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting must be performed as soon after the confirmation of a positive test as practical.
- CDC protocols can be found online at: <https://cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> and <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

KAILUA OCEAN ADVENTURES COVID-19 QUESTIONNAIRE

CREW AND GUESTS ARE TO BE ASKED THE FOLLOWING QUESTIONS UPON CREW BEGINNING THEIR WORK DAY AND GUESTS CHECKING-IN

YES ANSWERS OR NON-APPROVED TEMPERATURE RANGES RESULT IN BEING SENT HOME AND NON PARTICIPATION FOR GUESTS. CREW WILL BE ASKED TO SEEK MEDICAL PROFESSIONAL CLEARANCE FOR THEM TO RETURN TO WORK.

Do you have any of the following?

- Fever**
- Sore throat**
- New cough**
- New shortness of breath**
- New muscle aches**
- Unexplained loss of taste or smell**
- Diarrhea**
- Headache**

Have you had close contact with someone diagnosed with COVID-19 or been notified that you may have been exposed to it?

Temperature Check

Following the questions, persons' temperature is checked using a touch-less infrared thermometer. Healthy temperatures are indicated by a green screen with the range being from 97°F (36.1°C) to 99°F (37.2°C), with a fever being 100.4°F or over.

IF A POSSIBLE FEVER IS INDICATED, BEGIN SECONDARY READING PROTOCOL

- Isolate person from others in a safe place
- Have person stay calm and relaxed in a cool shaded area by themselves with mask off
- Leave person there for 15 minutes
- At the end of 15 minutes have the person place their mask back on before approaching
- Re-check their temperature, if their temperature is still in a fever range send person home
- If temperature is in a normal range, person is cleared.

Normal body temperature varies by person, age, activity, and time of day. The average normal body temperature is generally accepted as 98.6°F (37°C). Some studies have shown that the "normal" body temperature can have a wide range, from 97°F (36.1°C) to 99°F (37.2°C).

A temperature over 100.4°F (38°C) most often means you have a fever caused by an infection or illness. Body temperature normally changes throughout the day.