



2021 VACCINATE OR TEST COVID prevention policy

Information for Volunteers

Maui Nui Botanical Gardens, 150 Kanaloa Ave., Kahului, HI 96732; (808) 249-2798

Statement from the MNBG Board

At the time of adopting this policy the COVID-19 pandemic is causing unprecedented pressure on Maui's healthcare system, with unvaccinated people many times more likely to be hospitalized with COVID-19 than vaccinated people, and when infected, carrying a larger and longer-lived viral load that can be transmitted to others. Although we recognize that medical decisions are personal and confidential, it is increasingly evident that making the choice to remain unvaccinated when there is no medical reason to do so puts yourself and others at needless risk from a deadly disease. We urge all employees and volunteers at Maui Nui Botanical Gardens to get vaccinated against COVID-19 for the good of our community and for the safe operation of our Garden.

Purpose

In accordance with Maui Nui Botanical Gardens' duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from the virus COVID-19 that may be reduced by vaccinations. This policy will comply with all applicable laws and are based on guidance from the Centers for Disease Control and Prevention, the County of Maui and State of Hawai'i, and are subject to change as that guidance changes and new information is learned about how best to prevent COVID-19 transmission in a work setting.

Scope of Policy

This policy applies only to volunteers who have served at least once before September 30, 2021, and temporary, on-call, part-time, or full-time employees as of September 30, 2021. **All volunteers and contractors who begin serving at MNBG after September 30 must show proof of vaccination, and all new staff hired after September 30, 2021 must show proof of vaccination. Accommodations may be made for those who submit medical or religious exemption forms after meeting with MNBG HR representatives**, which do not cause undue hardship on the organization, worksite, work force and visitors.

Timeline

This policy is in effect as of September 30, 2021 and will remain in effect until workplace pandemic precautions are no longer necessary, with any expiration date set and determined by the MNBG Board

under the guidance of the Centers for Disease Control and Prevention (CDC), the County of Maui and State of Hawai'i.

Definitions

“Volunteer” at Maui Nui Botanical Gardens includes Weed and Pot Club members, docents, service learning groups, student interns, event and workshop volunteers, and any other unpaid person who performs work on site at Maui Nui Botanical Gardens, indoors or outdoors.

“Contractor” applies to paid independent contractors working on site who are anticipated to encounter others, such as workshop leaders. This policy may be waived for paid contractors working on site who are working in areas not open to the public. For the purposes of this policy, Kupu members contracted through the Americorps and Kupu Program for service terms with MNBG are considered contractors.

“Employee” is a person currently employed by MNBG, including temporary, on-call, part-time, full-time, and salaried employees.

“Mask” refers to an [acceptable face covering recommended by the CDC](#) to help prevent the spread of virus particles. This kind of face covering:

- Completely covers your nose and mouth
- If cloth, has two or more layers of washable, breathable fabric
- Fits snugly against the sides of your face and doesn't have gaps
- Best practice: has a nose wire to prevent air from leaking out of the top of the mask (not required)
- Fits under the chin

See [this link for types of masks](#) that are best.

Examples of acceptable face coverings:

- Homemade or store-bought cloth masks with at least two layers of tightly woven fabric and a nose wire.
- Surgical masks ([See CDC recommendations](#) for making surgical masks fit better)
- NIOSH approved N95 masks - NIOSH approves many types of filtering facepiece respirators. The most widely available are N95, but other types (N99, N100, P95, P99, P100, R95, R99, and R100) offer the same or better protection as an N95.
 - About 60% of N95 respirators being sold are counterfeit. [Examples of counterfeit brands](#).
 - CDC recommends that special N95 respirators labeled as “surgical” or “medical” should be prioritized for healthcare providers.
- Note that people with facial hair will have difficulty getting a safe fit without air gaps, see links above for recommendations if you have facial hair.

Examples of unacceptable face coverings:

- Face shields alone

Updated 9.21.21

- Gaiters alone – can be worn doubled
- Any type of mask with an exhalation valve
- Any type of mask with thin cloth or visible holes that reveal the portion of the face covered

“Close exposure” is defined as spending more than 15 minutes closer than 6 feet, masked or unmasked, to someone who develops symptoms of COVID and is waiting for test or tests positive for COVID.

COVID Symptoms or Exposure Policy

No volunteers, contractors or other visitors, or employees are allowed on site if they are exhibiting any symptoms of COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

No volunteers, contractors or visitors, or employees are allowed on site if they have had a recent close exposure to someone who is suspected to have COVID-19 or tests positive for COVID-19.

Employees who knowingly disregard this policy and report to work with symptoms of COVID-19 or after a known close exposure are subject to immediate separation from MNBG.

Volunteers, contractors and visitors who knowingly disregard this policy will be asked to leave the site and will not be welcome to return.

Prevention Policy for MNBG Visitors:

Wearing an approved mask when checking in at Maui Nui Botanical Gardens is mandatory, and visitors who refuse to wear masks or have an inadequate mask will be asked to leave the site. Masks may be removed while visitors are outdoors if they are 10 feet or more from others. Masks must be worn when speaking to MNBG employees or anyone not in the visitors' household. MNBG will not check vaccination status for visitors who are not working in a group with others on site. MNBG reserves the right to ask for and/or confirm vaccination status for visitors who are coming to attend a docent led tour, subject to County and State regulations. Docent volunteers and MNBG employees may refuse to give a tour to unvaccinated visitors.

Prevention Policy for MNBG Volunteers and Contractors:

Updated 9.21.21

All volunteers, vaccinated or not, will be required to wear masks and socially distance while on site. Masks must be worn by contractors when speaking to MNBG employees or anyone not in the contractor's household.

Maximum size group allowed to work together outdoors is 10. Maximum group size allowed to work together indoors, such as in the garden office, is 5.

Starting on September 30, 2021, all volunteers and contractors will be individually and privately asked to show vaccination cards to MNBG HR representative, who will note their compliance on their 2021 waiver. This information will be kept confidential. Vaccinations will need to be kept current according to Centers for Disease Control guidelines

Volunteers and contractors who are not vaccinated for any reason, who have served as volunteers before September 30, 2021, will be allowed to serve on site after September 30, 2021 only if they bring a negative COVID test that was taken no more than 3 days before (Monday at the earliest); this result will then be valid for up to 4 days. The test result must show your name and the date the test was administered, taken on site. Unvaccinated volunteers and contractors with a negative test result should present the result before they begin work to the MNBG HR Representative, who will note their compliance on their 2021 waiver. This information will be kept confidential. The MNBG HR representative will be the Executive Director, or the Board President or Board Vice President in the E.D.'s absence. Free testing is available by appointment at <https://www.minitmed.com/pre-register-maui-covid-19>. Maui Nui Botanical Gardens will not pay for testing for volunteers or contractors, and acceptable types of tests are the same as described for employees below.

Any volunteer or contractor who does not submit proof of vaccination and does not submit a negative test result will not be allowed to work on site after September 30. They may still work remotely.

Unvaccinated volunteers and contractors may also be excluded from working and/or attending certain events and workshops in person, based on the attendance policies for each event.

Prevention Policy for MNBG Employees:

Masking and social distancing

Wearing a mask is mandatory for all employees when indoors, when working with volunteers, and when speaking to anyone either outdoors or indoors. Masks may be removed while working outdoors if the employee is 10 feet or more from others.

Vaccination requirements

Beginning September 30, 2021 all vaccinated employees are requested to submit proof of COVID vaccination for their personnel files.

Accommodations for unvaccinated employees

Any employee who does not submit proof of vaccination by September 30, 2021 will be required to submit a negative COVID test result by Sunday of each week to the MNBG HR Representative to keep working, if they are employed as of September 30, 2021.

Acceptable weekly COVID testing methods for asymptomatic, unvaccinated employees and volunteers

Types of tests: Both NAAT and antigen tests are acceptable. CDC does not recommend using antibody testing to diagnose current infection. In addition, it is not currently known whether a positive antibody test result indicates immunity against SARS-CoV-2; therefore, at this time, antibody tests should not be used to determine if an individual is immune against reinfection. Self-administered tests: At this time self-administered tests are not accepted as proof of negative results.

Unvaccinated employees who have negative COVID tests may still be excluded from working or attending certain events and workshops based on the attendance policies for each event. Maui Nui Botanical Gardens may elect to change job duties or schedules for unvaccinated employees to reduce their exposure to the public regardless of negative test results.

Returning to work after infection by COVID

NAATs have detected SARS-CoV-2 RNA in some people's respiratory specimens long after they have recovered from COVID-19 (>3 months). Studies have not found evidence that clinically recovered adults with persistence of viral RNA have transmitted SARS-CoV-2 to others. These findings support the recommendation for a symptom-based, rather than test-based, strategy for ending isolation of most people, so that individuals who are no longer infectious are not kept unnecessarily isolated and excluded from work or other responsibilities. Therefore, a doctor's note is required to allow an employee, volunteer, or contractor to return to work after being infected with COVID, rather than a negative COVID test. Most people with a history of test-confirmed COVID-19 who remain asymptomatic after recovery do not need to retest or quarantine if another exposure occurs within 90 days of their initial infection. However, after 90 days, if that individual is unvaccinated, they will be required after 90 days to submit negative tests weekly as described above, to continue working. Antibody tests should not be used to determine if an individual is immune against reinfection.

Disclosing employee vaccination status to volunteers, visitors, and other third parties

The MNBG HR representative will respond to inquires of employee's vaccination status in an aggregate percentage, i.e., "60% of our staff are fully vaccinated", or by confirming that the person asking will come in contact only with fully vaccinated people, i.e., "All employees working with you are fully vaccinated." It is up to MNBG employees to disclose their own vaccination status to others as they choose; MNBG will not disclose individual status to third parties.