



HONPA HONGWANJI MISSION OF HAWAII

STATE HEADQUARTERS

1727 PALI HIGHWAY ■ HONOLULU, HI 96813 ■ PH: (808) 522-9200 ■ FAX: (808) 522-9209

COVID-19 Memo #13

Directives, Recommendations and Guidelines from Honpa Hongwanji Mission of Hawaii Headquarters (September 26, 2020)

For City and County of Honolulu Only

Memo #13 is predominantly for Hawaii Kyodan temples and facilities within the City and County of Honolulu. As of September 24, 2020, a new order is in effect for the City and County of Honolulu. **This new order will be in effect until October 31, 2020.** Please refer to [the Mayor's order](#) for details. Some important requirements for Houses of Worship are still in effect along with a new requirement, but not limited to:

- 1) Funeral, mortuary, cremation, burial, cemetery, and related services, provided that each death-related event (funeral, etc.) is: (a) limited to 10 individuals maximum (with members from different households/living units maintaining physical distance of at least six (6) feet between each other at all times); (b) face coverings are worn consistent with Order 5; and (c) there is compliance with all other applicable Social Distancing Requirements;
- 2) In-person spiritual services may be conducted provided applicable Social Distancing Requirements are adhered to including, but not limited to, the wearing of face coverings (in accordance with Order 5 of this Order) and maintaining proper physical distancing. In addition, occupancy for indoor in-person spiritual services is limited to no more than 50% of the maximum occupant load of the facility or room used for the spiritual service at issue. Funerals are subject to the limitations on “Funeral, mortuary, cremation, burial, cemetery, and related services” above, even when conducted as part of an in-person spiritual service allowed under this section;

HQ Recommendation: The continuance of virtual Sunday services and the sending of written spiritual messages encouraged.

- 3) Restrictions on singing, playing wind instruments, and similar activities.
In general, singing, and/or playing a wind instrument, and similar activities that increase the presence and propulsion of respiratory droplets in the air in mixed household/living unit settings are prohibited. However, such activities are permitted provided they are performed at a gathering/business/operation authorized under the Order, and the following mitigation measures are taken:

A. If the activity takes place outdoors:

1. Any person(s) singing and/or playing a wind instrument, etc. shall maintain physical distancing of at least ten (10) feet from any other person(s) while engaged in such activity. Members of the same performing group may be closer than ten

(10) feet together while performing, provided the group consists of five (5) or fewer persons.

2. To the extent reasonable and practicable, a physical barrier (e.g., plexiglass) of sufficient size to mitigate the spread of COVID-19 shall separate any person(s) singing and/or playing a wind instrument, etc. from any other person(s) other than members of the same performing group.

B. If the activity takes place indoors:

1. Any person(s) singing and/or playing a wind instrument, etc. shall maintain physical distancing of at least ten (10) feet from any other person(s) while engaged in such activity.
2. A physical barrier (e.g., plexiglass) of sufficient size to mitigate the spread of COVID-19 shall separate any person(s) singing and/or playing a wind instrument, etc. from any other person(s) other than members of the same performing group (of five (5) or fewer persons).

HQ Recommendation: Refrain from mass singing.

- 4) Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating learning, performing critical research, or performing other essential functions, provided that social distancing of six (6)-feet per person and other safety precautions are maintained to the greatest extent possible. COVID-19 responsive operational restrictions shall be determined by each educational institution based on CDC, Hawai‘i Department of Health (“DOH”), and industry guidance;
- 5) Childcare facilities providing services that enable employees to work, or engage in activities as permitted. Childcare facilities must operate in accordance with State of Hawai‘i Department of Human Services requirements;
- 6) Facilities and shelters for seniors, adults, and children, and/or people with developmental disabilities, intellectual disabilities, substance use disorders, and/or mental illness;
- 7) Business offices. This section applies to business offices, whether for-profit, non-profit, regardless of the nature of the business or service, the function it performs, or its corporate or entity structure, that were not authorized under the Second Amended Stay at Home Order to utilize their offices. Business offices may reopen under the following requirements and conditions:
 - a. The business shall ensure and promote compliance with applicable Social Distancing Requirements to the greatest extent reasonably possible, except that all persons shall comply with the face coverings requirements.
 - b. All occupied desks, cubicles and open workspaces, and furniture used for sitting or standing must be spaced at least six (6) feet apart to the extent reasonably practical and/or physical barriers should separate work spaces.
 - c. The business shall ensure cleaning and disinfecting of its facility in compliance with CDC guidelines – <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>.

- d. The business shall develop, post, and implement policies based on guidance from the CDC, Department of Labor, Occupational Safety and Health Administration (“OSHA”) and the Hawai‘i Department of Health (“HDOH”) to limit and mitigate the spread of COVID-19, including, but not limited to, the following:
 - i. Promoting healthy hygiene practices.
 - ii. Improving and intensifying cleaning and disinfection practices.
 - iii. Improving ventilation and circulation of outside air to the extent practicable.
 - iv. Monitoring for sickness.
 - v. Ensuring physical distancing at locations and times where employees, clients, or guests may congregate.
 - vi. Providing necessary personal protective equipment.
 - vii. Allowing for and encouraging employees to work remotely to the extent practicable.
 - viii. Providing employees at higher risk for severe illness from COVID-19 (based on CDC guidance) with special accommodations, at the employee’s request, to avoid contact with, and mitigate the risk of, the employee’s exposure to co-workers and others in connection with the business, to the maximum extent possible.
 - ix. Providing plans to return to work in phases to the extent practicable.
 - x. If someone at work tests positive for COVID-19 –
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidancebusiness-response.html>.

HQ Recommendation: For larger offices, a staggered schedule is recommended.

- 8) Restrictions on shared indoor spaces (lunchrooms, breakrooms, conf. rooms, etc.). There is a heightened risk of spreading COVID-19 in shared indoor spaces such as lunchrooms, breakrooms, and conference rooms located in public and private businesses and operations (including Essential Businesses and Designated Businesses and Operations). Therefore, generally, such shared indoor spaces should be closed and operators of facilities with such spaces should, to the extent practicable, provide and encourage workers and visitors to use alternative and suitable outdoor spaces while adhering to face coverings and physical distancing protocols contained in this Order. Under circumstances where closing such shared indoor spaces is impracticable, they may be opened and used, provided operators:
 - A. strictly limit capacity in each shared space such that physical distancing of at least six feet is maintainable at all times;
 - B. ensure that there is no congregating and that individuals maintain six feet of physical distance from one another in the shared indoor spaces;
 - C. ensure that face coverings are worn at all times in the shared indoor spaces, except that in designated spaces where eating and drinking are allowed, face coverings may be removed only while actively eating or drinking;
 - D. ensure routine cleaning and disinfection of the shared indoor spaces (with special attention to high-touch surfaces) consistent with CDC guidelines; and
 - E. improve circulation of fresh air by opening windows/doors, improving ventilation systems, etc. to the extent possible and feasible.

- 9) Other important information for planning purposes, please see the following:
The City and County of Honolulu (“City”) has a new plan for reducing the spread of COVID-19 in City, with criteria set for loosening and tightening restrictions on businesses and activities to keep the residents of Honolulu healthy (“Honolulu’s COVID-19 Recovery Framework”). This document outlines Honolulu’s COVID-19 Recovery Framework.

The foundation of the framework rests on four tiers. Each tier is based on the level of community spread of COVID-19 within the City, which is determined by two criteria: (1) the number of daily cases reported; and (2) the positivity rate, using 7-day averages for both metrics over two or four week periods, as explained below.

The four tiers are:

Tier 1 — representing a high level of community spread,

Tier 2 — representing a level of community spread that is substantial,

Tier 3 — representing a moderate level of community spread, and

Tier 4 — representing a low level of community spread that is easily handled by the public health system and healthcare system.

The matrix of allowed and closed businesses and operations at each tier is attached. In the case of substantial traceable and documented spread within certain business sectors, such sectors may be closed notwithstanding this framework. In the case of uncontrollable and rapid spread of COVID-19 that overwhelms hospitals and/or the public health system, it may become necessary to implement restrictions not contemplated by this framework, including broad stay at home mandates.

Weekly Assessment: Data for the two metrics will be disclosed publicly by the Hawai’i State Department of Health (“Doh”) daily, and evaluated on a weekly basis for purposes of tier advancement or retreat as outlined below, beginning on September 24, 2020 with the first assessment occurring on October 1, 2020 (each a “Weekly Assessment”).

Advancement: In order to advance to the next tier, the City must:

- (1) have been in the current tier for at least four consecutive weeks; AND
- (2) meet the First Metric criteria for that next tier for two consecutive (and most recent) Weekly Assessments; AND
- (3) meet the Second Metric criteria for that next tier for two consecutive (and most recent) Weekly Assessments.

The City may only move forward one (1) tier at a time.

Retreat: If, for two consecutive Weekly Assessments, the data for the First Metric indicates the City should be in a lower tier, the City falls back into that tier. The City may move backward more than one (1) tier at a time.

Action to effect tier advancement/retreat: The City will issue a new order within three days of the date that an advancement or a retreat is indicated by the metrics, which advancement; or adds restrictions and/or closes certain businesses/operations—in the case of retreat.



HONOLULU REOPENING STRATEGY

Tier	TIER 1	TIER 2	TIER 3	TIER 4
Case Count (7 day average)	>100	50-100	20-49	<20
Test Positivity Rate	>5%	2.5-5%	1-2.49%	<1%

Sectors and Businesses:

	TIER 1	TIER 2	TIER 3	TIER 4
Essential Businesses	Allowed	Allowed	Allowed	Allowed
Social Gatherings	5 people	5 people	10 people	25 people
Parks, Beaches, Trails, Camping	5 people	5 people	10 people	25 people
Outdoor sports (no permit)	5 people	5 people	10 people	25 people
Outdoor organized team sports (permit)	Closed	Closed	Closed	Allowed
Pools	Allowed	Allowed	Allowed	Allowed
Shooting and Archery Ranges	5 people	5 people	Allowed	Allowed
Golf Courses	Hawaii Golf Phase 2	Hawaii Golf Phase 2.5	Hawaii Golf Phase 3	Allowed
Certain Real Estate	5 people	5 people	10 people	25 people
Car Dealerships	5 people, appt only	5 people, appt only	Allowed	Allowed
Automated Service Providers	Allowed	Allowed	Allowed	Allowed
Mobile Service Providers	Allowed	Allowed	Allowed	Allowed
Retail and Service (Includes Essential Businesses)	50% Capacity	50% Capacity	Allowed	Allowed
Indoor Malls	Allowed	Allowed	Allowed	Allowed
Spiritual Services	50% capacity	50% capacity	Allowed	Allowed
Funerals	10 people	10 people	25 people	25 people
Restaurants (At the discretion of the City & County of Honolulu)	5 people, same household, 50% capacity	5 people	10 people	25 people
Zoos, Sea Life Attractions, Aquariums, Museums, Botanical Gardens	5 people, 50% capacity indoor areas	5 people, 50% capacity indoor areas	10 people	25 people
Other Commercial Attractions	5 people, outdoor only	5 people	10 people	25 people
Arcades	Closed	25% capacity	50% capacity	50% capacity
Bowling	5 people, 50% capacity	5 people	10 people	25 people
Tours & Skydiving	5 people	5 people	10 people	25 people
Recreational Boating (personal)	5 people	5 people	10 people	25 people
Commercial Recreational Boating	25% capacity	25% capacity	50% capacity	50% capacity
Helicopter Tours	Closed	50% capacity	Allowed	Allowed
Legal Short-Term Rentals	Closed	Allowed	Allowed	Allowed
Transportation for Non-Essential Activities	50% capacity	50% capacity	50% capacity	50% capacity
Hair & Nail Salons, Barbershops	Allowed	Allowed	Allowed	Allowed
Personal Care Services	Outdoors only	Allowed	Allowed	Allowed
Pet Services	Allowed	Allowed	Allowed	Allowed
Business Offices	Remote Encouraged	Remote Encouraged	Remote Encouraged	Remote Encouraged
Conference/Breakrooms	Spaced 6 ft apart	Spaced 6 ft apart	Spaced 6 ft apart	Spaced 6 ft apart
Movie Theaters	50% capacity	50% capacity	50% capacity	50% capacity
Group Fitness Classes	5 people outdoors	10 people outdoors 5 people indoors	10 people outdoors 10 people indoors	25 people outdoors 25 people indoors
Gym and Fitness Facilities	Outdoor	25% capacity	50% capacity	50% capacity
Bars and Night Clubs	Closed	Closed	Closed	TBD

For All Counties: Hawaii County, Maui County, Kauai County and City & County of Honolulu

- 1) Please regularly check the Federal CDC Guidelines, State of Hawaii Governor's including Department of Health and Department of Education guidelines, and also your local County and/or Mayor's websites. As the conditions vary from County to County, it is important that you check your local County and/or Mayor's Websites as different Counties have different guidelines, measures and restrictions.
- 2) If you have reopened, do not feel obligated to remain open. If the situation and circumstances are such, please reconsider holding in-person services. All temples and affiliates are strongly encouraged to offer virtual online services, meetings and seminars, etc.
- 3) Please remember that the State of Hawaii has a travel quarantine which requires all individuals, except those who are exempt, who travel to the neighbor islands from Oahu to quarantine for 14 days.
HQ Recommendation: Interisland travel is not recommended.
- 4) Mindful of parameters, in making our temples vibrant and sound, and to connect with one another and help each other, let us think outside of the box as we try to adjust to this new normal and adjust to ever changing situation with COVID-19 by using modern technology and age-tested methods of safe communication.

Thank you for tirelessly endeavoring to keep our temples and community operating and safe!

In gassho,
Rev. Eric Matsumoto, Bishop & Dr. Warren Tamamoto, State President,
Honpa Hongwanji Mission of Hawaii