



Honolulu COVID-19 Reopening Protocol for the Center for Architecture

Updated: November 3, 2021

The AIA Honolulu Center for Architecture (CFA) will slowly start to re-open its space to members, renters and guests with limited services, according to our COVID-19 Protocol.

Usage and rental policies are described below. This information can be changed at any time, without advance notice, depending on updates from the City and County of Honolulu.

Center for Architecture Opening Hours

Hours open to members and the general public:
Monday - Friday, 9am - 4:30pm

Conference Room: Available for reservation by members and the public.

1. Maximum capacity: 8 meeting attendees
2. Two (2) users per table
3. Restricted to business and educational events only

Program/Exhibition Space: Available for reservation by members and the public.

1. Maximum capacity: 20 meeting attendees
2. Restricted to business and educational events only

PROCEDURES

All visitors are required to provide a hard copy or digital/photograph copy of their state-approved vaccination card upon arrival to the CFA. If a visitor is unvaccinated or vaccination is incomplete, a negative COVID-19 test result from within the past 48 hours is required.

Members, renters and guests should maintain a 6-foot physical distance from each other at all times.

Facial masks are required.

PROCEDURES cont.

Members, renters, and guests are responsible for bringing and wearing their own personal masks (and gloves if preferred) upon entry.

AIA Honolulu staff has the right to ask attendees to leave the center should compliance to our COVID protocols not be adhered to.

GENERAL FACILITY SERVICES

Office Supplies. Members and renters are responsible to bring their own needed supplies (i.e. cables, cords, pens, paper etc.) and take precautions when using and sharing said supplies. Sanitizers and disinfecting wipes will be available at designated stations.

Air Circulation: A/C is on and air purifiers present to circulate fresh air throughout the system.

Kitchen: At this time our kitchen area will be closed to all members and renters except for usage of the refrigerator to keep items cold. No shared kitchen supplies or dish rack provided at this time.

A/V: Equipment is available for use and can be requested with needs described to staff for assistance.

CLEANING & SANITIZATION OF CFA

General Cleaning: Daily general cleaning (trash, vacuuming) with sanitization after each workday at specific focus areas like the conference rooms (tabletops and chairs, chair arm rests), kitchen, bathroom, and door handles.

Cleaning by Guest: Each guest must wipe down their area (tabletops and chairs, chair arm rests etc..) before and after each usage with sanitizer wipes provided by AIA Honolulu.

RESPONSIBILITY OF GUESTS

AIA Honolulu's staff will in its best effort do what we can to ensure a safe and productive environment. However, members, renters and guests shall remain responsible for their own health and safety while using the CFA.

You are welcome to take your temperature at our scanner as you enter the CFA. The CDC considers a person to have a fever when he or she has measured temperature of 100.4°F. We would also recommend that you to self-check prior to arriving at the CFA and if you suspect you are sick, feeling unwell, or have been exposed, STAY AT HOME.

Use hand sanitizer provided when you enter and exit and as needed in between.

Clean your immediate area before and after use with provided sanitizer wipes provided by AIA Honolulu. This includes tabletops, arm rests, handles etc.

Wash your hands often and for 20 seconds.

COVID REMEDIATION PLANS

If any members, renters, guests or staff is diagnosed with COVID following a meeting or event, it is required to report their case to AIA Honolulu immediately.

At that time, we will immediately inform members, renters and guests who could be affected. As a precaution we will close the space for 14 days while receiving a deep professional cleaning.

Please contact us at contact@aiahonolulu.org or 808.628.7245 for any questions or concerns.