



**Windward Community College**  
**Campus COVID Guidelines**

**Final Version 4**  
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UNIVERSITY of HAWAII®  
**WINDWARD**  
COMMUNITY COLLEGE

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## INTRODUCTION

Protecting the health of our students and colleagues is of utmost importance to Windward Community College. Each of us has a part to play in keeping our campus community safe during this pandemic.

‘A‘ohe hana nui ke alu ‘ia  
‘No task is too big when done together.’

The strength in our shared efforts is captured by this ‘ōlelo no‘eau, our institutional value of working collaboratively and inclusively. Together, we can find the best solutions and together we can collectively act to support health and safety.

As one of the 10 campuses of the University of Hawai‘i (UH) system, Windward Community College (WCC) is following the COVID-19 Guidelines (Interim) established by the UH system <https://www.hawaii.edu/covid19-guidelines/>. WCC has formulated campus specific protocols based upon information from leading agencies, including the Centers for Disease Control (CDC) and the State of Hawai‘i Department of Health. Guidance from the University of Hawai‘i Community Colleges Guidelines, as well as the input of WCC Re-opening Taskforce and Subcommittees, were also used to formulate the campus specific protocols.

The WCC campus is currently open for in-person learning and activity and is open to the public.

Maintaining and protecting the health and safety of all members of our campus community is our primary goal. All students and employees are expected to fully comply with the protocols and guidelines outlined in this document. We kindly ask for your understanding and kōkua in helping to uphold these standards and guidelines as we work together for the good of our campus.

Mahalo for your kōkua in helping us to keep the WCC community safe.

## **CAMPUS PREVENTION STRATEGIES**

Windward Community College's (WCC) goal is to maintain the safety of our students and employees to the best of our ability. WCC is following the COVID-19 Guidelines (Interim) established by the UH system (<https://www.hawaii.edu/covid19-guidelines/>). Additionally, we have developed guidelines and implementing the following strategies:

1. Requiring our students, employees, and visitors to perform self-monitoring checks at home, via the [Lumisight UH mobile application or website](https://uh.campus.lumisight.com/) (<https://uh.campus.lumisight.com/>), before coming to campus each day.
2. Requiring our students, employees, and visitors to be fully vaccinated against COVID-19 or undergo weekly COVID-19 testing.
3. Requiring the use of face coverings/masks (including personal protective equipment [PPE], when required)
4. Adhering to strict social (or physical) distancing
5. Promoting proper hand hygiene and sanitization

All students and employees are required to adhere to the guidelines for these strategies immediately before coming to campus and when on campus. Failure to do so puts the entire WCC campus community at risk and may result in an even larger infectious spread throughout the University of Hawai'i and the state.

## COVID-19 VACCINATION, TESTING, AND OTHER REQUIREMENTS

ALL INDIVIDUALS (i.e. students, employees, visitors) COMING TO CAMPUS TO CONDUCT UH BUSINESS must be fully vaccinated against COVID-19 or undergo weekly COVID-19 testing.

**An individual is fully vaccinated** two weeks after their last vaccination shot. Acceptable COVID-19 vaccines include those produced by Pfizer, Moderna, and Johnson & Johnson along with [World Health Organization approved vaccines](#).

Find a vaccination location [in Hawai'i](#) or on the [continental U.S.](#)

Individuals who receive their vaccination are required to upload their COVID-19 documentation into the [LumiSight UH mobile application or website](#). For those who use the mobile app on their smartphone/device, click on "Health" and then "Vaccination History." Those using the website, click on "Vaccine" in the upper left hand corner.

Individuals who are in the process of becoming fully vaccinated (i.e. 1 dose of a 2-dose regimen, or within two weeks period after their last dose) will need to have a negative COVID-19 test result uploaded to the [LumiSight UH mobile application or website](#) prior to coming to campus.

Unvaccinated individuals are required to be [tested weekly](#) for the COVID-19 virus and to upload their negative test result into the [LumiSight UH mobile application or website](#) prior to coming to campus. This includes unvaccinated individuals who received a Medical and/or Religious Exemption for the COVID-19 vaccination.

### SELF-MONITORING

ALL INDIVIDUALS (i.e. students, employees, visitors) COMING TO CAMPUS TO CONDUCT UH BUSINESS must complete the following [LumiSight UH](#) self-monitoring check-in DAILY, AT HOME, BEFORE coming to any University of Hawai'i campus each day. Additionally, there are campus Kiosks located at various locations on campus such as the Hale Alaka'i lobby, the Hale Pālanakila 1st floor main entrance, Hale 'Imiloa lobby near the entrance closest to the vending machines, and the Hale 'Ākoakoa atrium available for use by those that are unable to check-in from home.

### FACE COVERINGS AND PPE

All individuals are required to wear a face covering on campus when indoors. Face coverings are not required when outdoors, including lanais/patios. However, they are strongly recommended in crowded outdoor settings and for activities with close contact with others. Individuals should develop a habit of checking to ensure that they have their face covering with them before leaving home or their vehicle. In the event you arrive on

campus without a face covering, disposable masks will be provided by WCC **on a limited basis**.

Students may obtain a disposable mask at the following locations:

- Library (Hale La'akea)
- TRiO (Hale Kako'o)
- Peer Mentor Center (Hale 'Ākoakoa 232)

Employees may obtain a disposable mask at the following location:

- Human Resources Office (Hale Alaka'i 120)

Face coverings must be worn by everyone on campus, as indicated above.

- You may only remove your face covering if you are alone and in an isolated private space (such as a private office with the door closed).
- If you refuse to wear a face covering while on campus, you may be asked to leave.
- If you cannot wear a face covering for medical reasons, please contact the following:
  - Students: Roy Inouye, 808-235-7453
  - Employees: Your supervisor or the Human Resources Office, 808-235-7404
- Students who fail to wear a face covering onsite violate the **WCC Student Conduct Code**, specifically in [Appendix I: Student Infectious Disease Mitigation in Response to COVID-19](#)
  - Physical abuse is intentionally or recklessly causing physical harm or **endangering the health or safety of any person.**
  - **Failure to comply with any directions of UH officials** or law enforcement officers acting in performance of their duties and/or failure to provide identification to these persons when requested to do so.
- Employees who fail to wear a face covering onsite can be subject to [progressive discipline](#) as stated on the Office of Human Resources website.
- Face coverings are not a substitute for social distancing. At least 6 feet of space must be maintained between others at all times, even if you are wearing a face covering.

## **PROCEDURES FOR POTENTIAL COVID-19 EXPOSURES OR ILLNESSES**

The following procedures shall be used whenever there is a report on campus by an individual who is feeling ill or believes they have been infected by or exposed to COVID-19.

These procedures are based on guidance from the CDC and information from the State of Hawai'i Department of Health (DOH) to screen for, manage, and prepare for a confirmed positive COVID-19 case appearing on University campuses.

Members of the Windward Community College community, including employees and students, as well as contractors working on campus, who:

- have tested positive for COVID-19;
- are suspected of having COVID-19 based on their symptoms, travel history, or history of prolonged contact (exposure) with an individual who tested positive for COVID-19, among other indicators; or
- are subject to quarantine

must inform either their instructor, counselor, supervisor, or a WCC administrator of their health condition. WCC employees who are made aware of a situation shall immediately inform the campus point of contact (POC).

All reports received will remain confidential. The case will be managed in conjunction with the DOH and the UH System, as necessary. Efforts taken will be based upon ensuring that the campus and the general public have the necessary information to keep themselves safe.

### **CAMPUS POINTS OF CONTACT**

The campus' official points of contact are:

The Interim Vice Chancellor for Administrative Services (IVCAS) shall serve as the campus primary point of contact (POC) for receiving information on all employees, students via the Interim Vice Chancellor for Student Affairs (IVCSA), and contractors that may result in a potential case of COVID-19. The primary POC will coordinate communication and guidance with the DOH and the UH System.

The [Office of Human Resource website](#) provides specific information about Telework and Corona Virus related to leave.

## **REPORTING PROCESSES FOR STUDENTS**

### ***STUDENT ON CAMPUS, REPORTING TO INSTRUCTOR OR STAFF***

If a **student** reports that they believe they have been exposed to, or started to develop, COVID-19 symptoms or other COVID-19 related health concerns; or that they suspect they have COVID-19 to an employee while on campus:

1. The instructor/staff should instruct the student to temporarily isolate themselves in their private vehicle or in the Isolation Room on the Hale Alaka'i lanai immediately. Access to the lanai is by way of the front stairs at the entrance to the campus. Alternatively, the lanai may be reached by ramps behind the building. The instructor/staff or student should immediately contact the IVCSA (808-235-7370). (The IVCSA will then follow the procedures in the next section, "Student on Campus, Report to IVCSA or Other Campus Official.")
2. The instructor/staff should maintain a safe distance from the student and, at minimum, shall document the student's name, reporting this to the IVCSA.
3. The instructor shall record attendance and dismiss the class/clear the space. The instructor should remind those being dismissed/asked to clear the space to be mindful of their own health by performing regular self-check monitoring.
4. If and when possible, the instructor should ask the student to complete the information on the [WCC Student Contact Tracing Form](#). Please note, answers to these questions will assist the DOH in helping the campus with this particular situation.

### ***STUDENT ON CAMPUS, REPORTING TO IVCSA OR OTHER CAMPUS OFFICIAL***

1. The campus official shall inform the IVCSA or Campus Security of the situation, ensuring to provide the student's basic information, such as name, contact number, and schedule (if available).
2. The IVCSA shall pull the student's schedule from BANNER and work with the student to ensure that they can safely depart campus through private vehicle or medical transport (public transportation is NOT recommended).
3. The student shall remain isolated until they are able to safely depart campus.
4. All individuals called to the campus location to assist with the situation shall:
  - Maintain a safe distance from the student
  - Ensure that proper face coverings are worn
  - Continue to engage in dialogue with the student and assist to ensure the student has completed the [WCC Student Contact Tracing Form](#)
  - The student shall be given the following information prior to departing campus:



**Information for Students Who Have Reported a COVID-19 Related Health Issue:**

- For your safety we recommend that you contact a medical provider immediately to discuss your current health condition.
- If you are sick and have a positive COVID-19 test result, your grades will not be penalized as long as you work closely with your instructors and they know of your condition.
- If you are a student employee, you will not lose your on-campus job as long as you maintain communication with your campus employer.
- If you are sick and have a positive COVID-19 test result, you will not be allowed to return to campus until you have been cleared by your medical provider and based on CDC guidance for ending quarantine.
- Prior to returning to campus, please contact the Interim Vice Chancellor for Student Affairs, 808-235-7370, to confirm the end of quarantine and receive approval to return to campus.

If you have any questions, we recommend going to:

[State of Hawai'i COVID Information](#)

## **REPORTING PROCESSES FOR EMPLOYEES**

### ***EMPLOYEE EXPOSED TO COVID-19***

Please self-quarantine, contact your doctor immediately, and report this to your supervisor, who will work with you on appropriate documentation and leave or telework options, if appropriate. Please do not return to campus until you have been cleared by a healthcare professional or the local health department or your quarantine period is over. Employees must confirm appropriate medical clearance with their Dean/Director before returning to work.

### ***EMPLOYEE TESTING POSITIVE FOR COVID-19***

If you have tested positive for COVID-19, do not return to campus until you been cleared to return by a medical professional or a Department of Health Officer.

- Employees must inform their supervisor, who should keep their identity confidential and will advise on appropriate documentation and leave.
- Employees should confirm medical clearance to return to work following staying at home due to COVID-19 or related symptoms, with their Dean/Director.

### ***EMPLOYEE TRAVELING OUT OF STATE***

Employees traveling out of state must follow the guidelines of the State of Hawai'i [Safe Travels](#) program.

### ***EMPLOYEE ON CAMPUS***

If an **employee** reports exposure to COVID-19, to another employee while on campus, starts to develop COVID-19 symptoms or other COVID-19 related health concerns, or suspects they have COVID-19:

1. The employee should temporarily isolate in a private office, private vehicle or in the Isolation Room on the Hale Alaka'i lanai immediately. Access to the lanai is by way of the front stairs at the entrance to the campus. Alternatively, the lanai may be reached by ramps behind the building.
2. The employee should call the following:
  - a. A healthcare provider (or 911, if warranted) to be advised on next steps.
  - b. Campus Security, 808-235-7355, to let them know they are experiencing symptoms of COVID-19 or have had contact with an individual who tested positive.
3. The employee should complete the information on the [WCC Employee Contact Tracing Form](#) (see image below) or let Security know the following:
  - a. Locations on campus they have been within the past 24 hours
  - b. People they have been in contact with on campus within 6 feet for a combined total of 15 minutes or more over a 24-hour period.

4. Please note, answers to these questions will assist the DOH in helping the campus with this particular situation.
5. Employee shall inform their supervisor if they recall additional locations and contacts at a later time.
6. Employee should continue to follow the healthcare provider's directions.
7. Employee should ensure that they can safely depart campus through private vehicle or medical transport (public transportation is NOT recommended).
8. All individuals called to the campus space to assist with the situation shall:
  - a. Maintain a safe distance from the employee
  - b. Ensure that proper face coverings are worn
  - c. Continue to engage in dialogue with the employee and/or assist/ensure the employee has completed the [WCC Employee Contact Tracing Form](#)
9. The employee shall be given the following information prior to departing campus:

**Information for Employees Who Have Reported a COVID-19 Related Health Issue:**

- For your safety we recommend that you contact a medical provider immediately to discuss your current health condition.
- If you are sick and have a positive COVID-19 test result, you will be placed on leave or provided telework options, if appropriate and will not be allowed to return to campus until you have been cleared by your medical provider and based on CDC guidance for ending quarantine.
- Specific leave questions can be directed to the WCC HR office, 808-235-7404.
- Prior to returning to campus, please contact the Interim Vice Chancellor for Administrative Services, 808-235-7403, to confirm the end of quarantine and receive approval to return to campus.

If you have any questions, we recommend going to:  
[State of Hawai'i COVID Information](#)

## **REPORTING AND INFORMATION GATHERING**

Upon receiving a report regarding a potential case, the primary POC will:

1. Compile pertinent information for each reported case. This information shall be kept confidential and include the following:
  - a. Name of the individual(s);
  - b. Contact information (address, telephone #) for the individual(s);
  - c. Information on any other people on campus the person may have come into direct contact with in prolonged (combined total of 15 minutes) and close proximity (less than 6 feet) within the 48-hour period before symptoms started;
  - d. When the person's symptoms began; and,
  - e. How the person believes they may have become infected.
2. If the individual reported is an employee, the IVCAS shall ensure records are kept in the Human Resources office regarding the exposure or illness to meet Occupational Safety and Health Administration (OSHA) reporting and recordkeeping requirements.

## ***BEFORE RETURNING TO CAMPUS***

Before a person reporting an illness can be allowed to return back to campus after experiencing COVID-19 symptoms or being potentially exposed to someone who has been infected, isolation criteria based on current [CDC guidance](#) will be followed.

## ***NOTIFICATIONS***

The POC, or a designee, will notify potentially exposed employees, students, and third parties (i.e. vendors, contractors, etc.) of the possibility of exposure, without identifying the infected individual.

The POC will notify the DOH Disease Outbreak Division of the situation and coordinate with the UH System.

The POC will work with both the DOH and the UH System to determine if the cancellation of classes, events, and/or closure of buildings/facilities is warranted.

Once a report is confirmed as a COVID-19 case, the POC will immediately send a timely warning announcement informing the campus community that there is a case of COVID-19, while maintaining the confidentiality of the individual in accordance with the Family Educational Rights and Privacy Act (FERPA) and Americans with Disabilities Act (ADA). Information in the message shall include the date the individual was last on campus, names or personally identifiable information shall not be included.

## **AREA CLOSED OFF AND DISINFECTED**

In the event there is a confirmed COVID-19 case, the affected area(s) will be cleaned and disinfected based on [CDC guidance](#). In the event an area is closed off, employees will not be allowed to enter closed off areas under any circumstances (e.g. to obtain personal materials, feed fish etc.). It is strongly recommended that objects which are regularly required (e.g. medication, laptop) or need regular care (e.g. fish) not be left in the office. For those conducting lab research, action plans should be developed to implement in the case of area shut down. No personnel will be allowed in a potentially contaminated environment.

## **CLEANING AND DISINFECTING SCHEDULE**

COVID-19 has brought many challenges and changes to the campus, including janitorial services. Below is a summary of changes to our cleaning schedules:

- Restrooms will be cleaned and disinfected once per day. Should time and resources permit, a second disinfecting of hi-touch areas will be done.
- Classrooms will be cleaned and disinfected once per day in the morning before classes begin.
- Sanitizing supplies will be available for use between classes.
- Shared interior spaces will be cleaned and disinfected once per day.
- Handrails and high traffic door handles will be disinfected one to two times per day.
- Office waste bins:
  - Single or shared office waste bins will be emptied 1x per day; single office occupants who do not want O&M staff to enter their office, they must leave their waste bins outside of their door.

All classrooms and labs will have disinfecting spray and paper towels or disinfecting wipes available. Larger size hand sanitizer dispensers are available in each building.

## **RECOMMENDED PRACTICES TO MAINTAIN CAMPUS SAFETY**

- Develop an office plan that includes a cleaning schedule for high touch areas, such as counters, cabinets, and door handles, and ensure that cleaning tasks are assigned and performed regularly.
- If possible, avoid sharing office supplies and equipment, and minimize multiple people touching paper documents.
- For employees who contribute to kitchen items, consider eliminating reusable items (flatware, dishes, cups) and cleaning tools (sponges, brushes, towels) and replace with single use options.
- Bring and use your own water flask/container.
- Remove high-touch items such as magazines, common pens, etc. or develop a sanitizing routine as part of office operations. For example, if pens are needed for customer service purposes, rotate through pens and disinfect them at the end of each day.
- Avoid using break rooms, having unnecessary visitors in the workplace, and having office gatherings.
- Conduct meetings virtually whenever possible, even when working on campus. If face-to-face meetings are necessary, participation should be based on the current [Reopening Strategy \(Honolulu's Tier System\)](#).

## **CLASSROOM SAFETY RECOMMENDATIONS**

### ***CLASSROOM SAFETY***

Instructional and delivery models shall be carefully selected to support quality instruction as well as student and employee safety.

### ***ATTENDANCE***

- Instructors should take class attendance daily for all on campus classes. This supports the possible need for contact tracing.

### ***CLEANING SUPPLIES***

- Hand sanitizer will be made available in each classroom or in nearby central areas, such as main hallways and corridors.
- Disinfecting spray and paper towels will be provided in each classroom. Students and employees are encouraged to use these supplies to clean their own high touch surfaces (i.e. desks, chairs, door handles, etc.) upon entering the classroom and when leaving the classroom. As a reminder, paper towels should be discarded in a trash receptacle.
- Disinfecting wipes will be provided in areas where high touch computers and electronic equipment are located. As a reminder, these should be discarded in a trash receptacle.

## ***TRAVEL PATTERNS AND SEATING***

- Travel patterns in classrooms should be clearly identified using floor markings and signage. Classrooms with two doors should have one designated and clearly identified as the entry and the other as the exit. For classrooms with only one door, students and employees should enter and exit using social distancing guidelines.
- Student learning and work spaces meeting social distancing requirements should be clearly identified. Desks and chairs not in use should be removed from the classroom. When possible, all seating should be facing the same direction. Students should not face each other. If the room or seating/equipment arrangement requires students to face each other, particular attention should be placed on maintaining 3 feet of distance.

## ***SUPPLIES AND MATERIALS***

- Students should be instructed to place their personal belongings on the floor, not on other furniture (i.e. vacant desks) to avoid contamination of surfaces.
- It is recommended faculty use their own dry erase markers and other classroom supplies that are normally shared.
- Personal items such as pens, pencils, and textbooks should not be shared.
- Shared supplies and equipment should be kept to a minimum when possible.



## **INSTRUCTIONAL ACTIVITIES**

The schedule of classes was built to meet diverse student learning needs, uphold academic quality and intellectual integrity, and honor faculty preferences while strongly prioritizing health and safety. To accomplish this, courses are offered in no contact (i.e. online in synchronous or asynchronous formats) and low contact hybrid (i.e. online with some face to face components including physical distancing and face mask wearing.)

## **INSTRUCTIONAL FORMATS**

As of August 2021, nearly all fall courses are to be delivered in online or hybrid modalities in addition to a small number of mission-critical face-to-face class sections. All course instruction will be delivered in one of the following formats:

1. No Contact Course Delivery: Draw upon available learning technologies to deliver courses in 1) a fully online unscheduled (asynchronous) format or 2) a fully online format including scheduled (synchronous) course meetings.
2. Low Contact Course Delivery: “Hybrid” course format combining asynchronous/synchronous online instruction with less frequent low contact face- to-face (F2F) instruction. This modality may also include course sections which offer simultaneous in-person and online instruction. Faculty teaching Hybrid course sections should document their instructional/course meeting plans with the appropriate Dean of Academic Affairs.
3. In-Person Instruction: A limited number of in-person courses may be offered under specific conditions and with full adherence to CDC and campus guidelines. These courses will be permitted in order to meet external/specialized accreditation requirements requiring skills-based instruction.

Classrooms in which any in-person learning is scheduled to occur have been remapped with lower person count capacities and fixed furniture, and some include a designated/marked instructional “zone” from which faculty must teach. Additionally, students and faculty participating in the F2F settings shall be required to wear a face covering and maintain social distancing which may *exceed* the 3-foot CDC baseline. Large, socially-distanced classrooms for faculty-led exam proctoring may be scheduled by request with the WCC Testing Center.

## **FACULTY RESPONSIBILITIES**

Faculty conducting courses which include an in-person component agree to:

1. Guide students to utilize provided cleaning supplies at the start and end of class as a supplement to enhanced cleaning to be conducted by Operations and Maintenance staff,
2. Wear a face mask during all instructional activities and remind students of the requirement to do the same. Supplemental face shields are optional,

- and shall be provided to faculty by the institution.
3. Avoid the use of cell phones, sharing of books, materials, supplies, equipment, tools, etc. to the greatest extent possible,
  4. Uphold 3-foot (or more) social distancing guidelines,
  5. Teach from and remain in the marked/designated faculty instructional zone,
  6. Do not adjust or move classroom furniture, and,
  7. Take attendance during all face-to-face class meetings and report unusual absences to the Dean of Academic Affairs or Department Chair.

## **STUDENT LEARNING IN THE ERA OF COVID-19**

Fall semester courses should focus on the achievement of designated course Student Learning Outcomes. In some cases, alternative pedagogies and/or different forms of assessment may best measure achievement of learning outcomes.

Faculty are strongly encouraged to plan ahead and build flexibility into their courses as a new wave of COVID-19 shelter-in-place orders or changes to campus operations could occur. Such occurrences could necessitate an immediate and sudden shift to remote delivery and/or modified course/campus operations.

## **OFF-CAMPUS ACTIVITIES**

Including field trips, internships, service learning, etc.

- Employees should ensure that students receive appropriate preparation and guidance regarding safety protocols for off-campus activities such as field trips, projects, teamwork, internships or clinical placements. In addition to normal safety procedures, guidance should include information about social distancing, face coverings, hand washing, transportation/bus/carpool protocol.
- Students must sign and submit waiver forms before attending any off-campus activities. Faculty shall submit a Field Trip Notification Form (located in the “Documents” section of the Intranet) to the Dean of Academic Affairs at the start of the semester.

## **CAMPUS RESOURCES**

### ***LIBRARY***

The Library will be open Monday – Friday, 9:00 am – 4:00 pm. Students must show their [LumiSight UH](#) credentials prior to entering the Library. Seat reservations are required. Study tables on the Library Lanai will be offered for students to sit at and access the campus wi-fi. No reservations are needed for the Library Lanai. Seating both in the library and on the Library Lanai is limited. Library

operating hours are subject to change based on the progression of the pandemic.

Reference assistance via phone, chat, text, and email will be available Monday – Thursday, 8:00 am – 8:00 pm and Friday, 8:00 am – 4:00 pm.

Laptops are available for semester-long loans. Please call 808-235-7436 or email [wcclib@hawaii.edu](mailto:wcclib@hawaii.edu) to schedule a laptop pick-up appointment.

For updated information, please visit: <https://library.wcc.hawaii.edu/COVID-19>

### ***TESTING CENTER***

The Testing Center at Windward Community College provides in-person make-up, retest, accommodation, and placement test proctoring services in a safe and secure environment.

Hours: Monday – Friday: 8:00 am – 4:00 pm

Testing is done by appointment only. Appointments can be made by calling or emailing the Testing Center or by visiting our website.

A large classroom is available to be reserved by instructors who would like to administer their own exams to their whole class in a larger room. Please contact the Testing Center to reserve the room. Reservations are done on a first-come, first-served basis.

Social distancing, mandatory face-coverings, regular cleaning, and other safety measures have been implemented for in-person testing.

Contact:

Jesse Soileau, Testing Center Manager

Email: [wccdet@hawaii.edu](mailto:wccdet@hawaii.edu)

Phone: 808-235-7498

Website: <https://windward.hawaii.edu/services-for-students/testing-center/>

### ***KA PIKO TUTORING AND TUTOR.COM***

Ka Piko at Windward Community College provides free Math and Writing tutoring for all WCC students. Our goal is to help students build the skills they need in order to be successful in college and beyond.

Ka Piko Tutoring (Math Lab, Writing Lab) is virtual via Zoom and can be accessed by students two ways:

1. Via personal device (computer/laptop, smartphone, tablet)
2. From one of our tutoring rooms in the Library (Hale La'akea)

For more information, including tutoring schedules and instructions on how to connect, visit: [go.hawaii.edu/A42](https://go.hawaii.edu/A42)

Tutor.com provides free 24/7, online, on-demand tutoring for a variety of subjects. Students can access Tutor.com services via [hawaii.edu/tutor/](https://hawaii.edu/tutor/).

Contact:

Scott Sutherland, Ka Piko Coordinator

Email: [scottjks@hawaii.edu](mailto:scottjks@hawaii.edu)

Phone: 808-235-7467

Website: <https://go.hawaii.edu/A42>

***KA PIKO STUDENT TECH SUPPORT***

Ka Piko Student Tech Support provides technical support to all current WCC students. For more information or to connect with a Ka Piko Tech Assistant, students can contact us through email or by visiting our website.

Website: <https://windward.hawaii.edu/services-for-students/tutoring/ka-piko/student-tech-support/>

Email: [winhelp@hawaii.edu](mailto:winhelp@hawaii.edu)

## **GUIDE TO EMOTIONAL WELLBEING**

It can be challenging enough alone to cope with anxiety, fear, and stress without a global pandemic unfolding. Know that you are not alone and the counseling staff of Windward Community College is here to help. If you need to make an appointment, please refer to our mental health & wellness webpage at [WCC Mental Health & Wellness](#).

### **UNDERSTANDING ANXIETY**

For many people, the uncertainty surrounding the coronavirus is the hardest thing to handle. There are many things you can do, even in the face of this unique crisis, to manage your anxiety and fears.

### **STAY INFORMED**

It's vital to stay informed, but try not to be obsessive. It's important to be discerning about what you read and watch.

- Stick to trustworthy sources
- Limit how often you check for updates
- Step away from the media if you start feeling overwhelmed
- Ask someone reliable to share important updates
- Be careful what you share

### **MENTAL HEALTH RESOURCES**

- If you are experiencing an emergency or believe you are a danger to yourself and/or others, please call 911 or go to the nearest emergency room.
- The University of Hawai'i [Employee Assistance Program](#) is available to employees
  - O'ahu: 808-543-8445