# Table of Contents

**INTRODUCTION** .......................................................................................................................... 3
  
  COVID-19 ................................................................................................................................... 4
  
  CAMPUS PREVENTION STRATEGIES ......................................................................................... 5
  
**SELF-MONITORING** ......................................................................................................................... 6
  
  IF YOU ANSWER YES TO ANY QUESTION .................................................................................. 8
  
  IF YOU ANSWER NO TO ALL QUESTIONS ................................................................................... 10
  
**FACE COVERINGS AND PPE** .......................................................................................................... 11
  
  INDIVIDUAL REQUIREMENTS FOR FACE COVERINGS ................................................................. 11
  
  FACE SHIELDS ............................................................................................................................... 13
  
**SOCIAL DISTANCING** ...................................................................................................................... 14
  
**PROPER HAND HYGIENE** ............................................................................................................... 15
  
**REQUESTING AN ACCOMMODATION RELATED TO COVID-19** .................................................. 16
  
**PROCEDURES FOR POTENTIAL COVID-19 EXPOSURES OR ILLNESSES** .............................. 17
  
  CAMPUS POINTS OF CONTACT .................................................................................................... 17
  
  REPORTING PROCESSES FOR STUDENTS .................................................................................. 18
  
  REPORTING PROCESSES FOR EMPLOYEES .............................................................................. 21
  
**REPORTING AND INFORMATION GATHERING** ............................................................................ 24
  
  BEFORE RETURNING TO CAMPUS ............................................................................................... 24
  
  NOTIFICATIONS ............................................................................................................................. 25
  
  AREA CLOSED OFF AND DISINFECTED ....................................................................................... 25
  
**CLEANING AND DISINFECTING SCHEDULE** .................................................................................. 26
  
**RECOMMENDED PRACTICES TO MAINTAIN CAMPUS SAFETY** .................................................. 27
  
**CLASSROOM SAFETY RECOMMENDATIONS** ............................................................................. 28
  
  CLASSROOM SAFETY ..................................................................................................................... 28
  
  ATTENDANCE ................................................................................................................................. 28
  
  CLEANING SUPPLIES ..................................................................................................................... 28
  
  TRAVEL PATTERNS AND SEATING ............................................................................................... 28
  
  SUPPLIES AND MATERIALS ........................................................................................................... 28
  
**INSTRUCTIONAL ACTIVITIES** ......................................................................................................... 29
  
  INSTRUCTIONAL FORMATS ........................................................................................................... 29
  
  FACULTY RESPONSIBILITIES ......................................................................................................... 29
  
  STUDENT LEARNING IN THE ERA OF COVID-19 ....................................................................... 30
  
  OFF-CAMPUS ACTIVITIES ............................................................................................................. 30
  
  CAMPUS RESOURCES .................................................................................................................... 30
  
**GUIDE TO EMOTIONAL WELLBEING** ............................................................................................. 32
  
  UNDERSTANDING ANXIETY ......................................................................................................... 32
  
  STAY INFORMED ............................................................................................................................ 32
  
  MENTAL HEALTH RESOURCES .................................................................................................... 32
  
**CAMPUS SERVICES AND OPERATIONS STATUS** ......................................................................... 33
  
**ATTACHMENTS** ............................................................................................................................ 34
ATTACHMENT 1: FACE COVERING REQUIRED SIGN

ATTACHMENT 2: STOP THE SPREAD OF GERMS

ATTACHMENT 3: COVER YOUR COUGH OR SNEEZE

ATTACHMENT 4: MAXIMUM CAPACITY

ATTACHMENT 5: HOW TO PROTECT YOURSELF & OTHERS
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.

‘Aʻohe hana nui ke alu ʻia
‘No task is too big when done together.’

The strength in our shared efforts is captured by this ʻōlelo noʻeau, 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.

These guidelines were created to assist Windward Community College (WCC) students and employees who are already on campus or returning to campus. The guidelines are based upon information from leading agencies, including the Centers for Disease Control (CDC) and the World Health Organization (WHO). Guidance from both the University of Hawaiʻi (UH) COVID-19 Guidelines (Interim) and the University of Hawaiʻi Community Colleges Guidelines, as well as the input of WCC Re-opening Taskforce and Subcommittees, were used to formulate campus specific protocols. As a campus within the University of Hawaiʻi System, WCC ultimately takes direction from the President of the University.

The WCC campus remains closed to the public and will likely remain so throughout the Fall 2020 semester. Only those required to conduct business (e.g. to work or attend class) or utilize campus resources should come to campus. This will help us to keep the campus safe.

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.

*Please keep this document available for your review as situations may arise. Note that these guidelines may change based upon several factors, including new knowledge of the COVID-19 virus, as well as the approach that federal, state, and county governments take to counter the virus. Mahalo for your kōkua in helping us to keep the WCC community safe.*
COVID-19

COVID-19 is a disease caused by a new strain of coronavirus. COVID-19 is a respiratory disease and spreads more efficiently than influenza. In March 2020, the WHO and CDC classified the COVID-19 coronavirus strain as a pandemic.

COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. The CDC is still learning about how the virus spreads and the severity of illness it causes.

Much has been written about COVID-19. For the most up-to-date and accurate information on the virus and the pandemic, please visit the COVID-19 CDC website. In addition to these guidelines, Attachment 5 reflects the CDC’s recommendations on how to protect yourself and others.

---

**2-1-1**

For up-to-date and reliable information on the COVID-19 outbreak and what you can do to protect yourself and your family, contact our partners at Aloha United Way 2-1-1.

*There are multiple ways to reach them from 7:00 AM to 10:00 PM:*

- **CALL** 2-1-1 or 1-877-275-6569
- **TEXT** at 877-275-6569 (include your ZIP code)
- **CHAT** at www.auw211.org
- **EMAIL** at info211@auw.org
CAMPUS PREVENTION STRATEGIES

WCC’s goal is to maintain the safety of our students and employees to the best of our ability. We will do so through developing guidelines and implementing four strategies:

1. Requiring our students and employees perform self-monitoring checks at home, before coming to campus each day
2. Requiring the use of face coverings/masks (including personal protective equipment [PPE], when required)
3. Adhering to strict social (or physical) distancing
4. 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.
SELF-MONITORING

ALL WCC STUDENTS, EMPLOYEES, INDIVIDUALS COMING TO CAMPUS TO CONDUCT OFFICIAL 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.

When someone other than a student or employee comes to campus to conduct official UH business, they can check in before coming to campus utilizing the LumiSight UH app or at a kiosk to check in as a “Visitor.”

Sample login page.
Sample screening page.

If “yes” is checked, by clicking “Done,” “I certify that the answer to at least one of the above questions is YES and I will stay home (or in my on-campus living quarters), and I will not go to campus.”

If “no” is checked, by clicking “Done,” “I certify that the answers to the above questions are NO and I may report to campus.”
IF YOU ANSWER YES TO ANY QUESTION
If you answered yes to any question, do NOT come to campus.

• Please inform your instructor, counselor, or supervisor of your condition. Your instructor, counselor, or supervisor will inform the proper campus authority of the situation.
• Please await communication from the campus for further instruction.
• If you are having a medical emergency, do not wait to hear from the campus; contact 911 or your health care provider for medical assistance.
• To ensure that you receive proper care and prevent the spread of a virus, do NOT go to the ER or doctor’s office without first informing them of your situation.

Staying home when uncertain will NOT penalize your grades.

Additional information on the process of managing a potential on campus COVID-19 situation can be found in section “PROCEDURES FOR POTENTIAL COVID-19 EXPOSURES OR ILLNESSES”
If you have returned from out of state

1. Stay home and self-monitor for 14 days from the day of your arrival in Hawai‘i. Do not go to school and do not go to work.
2. Take your temperature with a thermometer two times a day and watch for cough or difficulty breathing.
3. Keep your distance from others (about 6 feet or 2 meters).
4. If you get sick with fever, cough, or trouble breathing, contact your medical provider or call 911 if it is a medical emergency.
5. If you need to seek medical care for other healthcare reasons, such as dialysis, call ahead to your doctor and tell them about your recent travel.

Excerpted in part from, “CDC CARE” guidance document, version 3, 3/11/20
IF YOU ANSWER NO TO ALL QUESTIONS
If you answered no to all questions, you are cleared to come to campus.

STUDENTS, EMPLOYEES, INDIVIDUALS INVITED TO CAMPUS TO CONDUCT OFFICIAL UH BUSINESS may be asked to share their health screening confirmation with areas on campus. Additionally, employees may be asked to take a screen shot of their check-in confirmation page and email it directly to their supervisor.

Sample message for answering “no.”
FACE COVERINGS AND PPE

All individuals are required to wear a face covering or, when necessary, personal protective equipment (PPE) when on campus. This campus requirement mirrors Governor David Ige’s ninth emergency proclamation and the UH COVID-19 Guidelines (Interim). Individuals should develop a habit of checking to ensure that they have their face covering with them before leaving home or their vehicle. However, 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 ʻĀkoakoa 132)

Employees may obtain a disposable mask at the following location:

- Human Resources Office (Hale Alaka‘i 120)

Please see the table below for descriptions of the various acceptable face coverings, including intended use information.

INDIVIDUAL REQUIREMENTS FOR FACE COVERINGS

Wearing a face covering has been shown to be one of the most effective actions we can take to prevent the spread of COVID-19. Remember, COVID-19 can be spread even by individuals who are asymptomatic (presenting no symptoms).

- Face coverings must be worn by everyone on campus, in both indoor and outdoor settings.
  - You may only remove your face covering if you are alone and in a private space (such as a private office).
  - 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.
- Do not forget to bring your face covering to campus. Get into the habit of doing a “mask check” prior to leaving home or your vehicle.
- Those who are in a facility which requires the use of personal protective equipment, such as N95 masks, should follow the proper protocols of the program, facility, or job.
- Face coverings, masks, or respirators with exhalation valves should be avoided as they do not protect those around you from expelled respiratory droplets and aerosols.

### Type and Intended Use of Face Covering/Masks

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Intended Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloth Face Covering</td>
<td>Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions</td>
<td>Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, and common areas. Must be washed or replaced daily. (Necessary for any movement on-campus, but not required when working alone in an office).</td>
</tr>
<tr>
<td>Disposable Mask</td>
<td>Commercially manufactured masks that help contain wearer’s respiratory emissions</td>
<td>Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, and common areas. Must be replaced daily. Used masks should be discarded properly. (Necessary for any movement on-campus, but not required when working alone in an office).</td>
</tr>
<tr>
<td>Surgical Mask</td>
<td>FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer’s respiratory emissions</td>
<td>These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by the DOH.</td>
</tr>
<tr>
<td>N95 Respirator</td>
<td>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions</td>
<td>These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by the DOH.</td>
</tr>
</tbody>
</table>

Taken from Duke University “Guide for Returning to the Workplace”, May 19, 2020
FACE SHIELDS

At this time, the definition of face covering does not include face shields. You can wear a face shield over your face covering for added protection. The U.S. Centers for Disease Control and Prevention does not recommend use of face shields in place of cloth or disposable face coverings, mostly because there is not enough evidence that the face shield alone prevents the spray of respiratory particles from a cough, sneeze, speaking loudly, etc. from spreading outside the face shield. For those using a face shield as an accommodation, additional measures should be in place such as increased distancing.
SOCIAL DISTANCING

Social (also referred to as Physical) Distancing is mandatory. Individuals should always consider their spatial location within the physical environment and in relation to others. Care should be taken to maintain 6 feet of distance at all times between yourself and other people.

Individual requirements to ensure social distancing:

- Maintain at least 6 feet (approximately 2 arm’s length) between yourself and other people.
- Observe and follow all signage for directions, elevator use, and room capacity.
- Do not gather in groups of 10 or more people, except for classes.
- Stay out of crowded places and avoid mass gatherings.

Office and program requirements to ensure social distancing:

- Configure work areas to accommodate appropriate social distancing of at least 6 feet between workstations/workers.
- Post signs (see Attachment 1) at building entrances that state face coverings are required upon entry.
- Post signs (see Attachment 4) at various entrances indicating maximum occupancy of the space in order to maintain social distancing.
- Remove extra chairs and desks to ensure proper social distancing in all spaces.
- Complete a work request for Operations and Maintenance assistance in moving and storing extra furniture.
- Clear out and remove personal items from shared workspaces to increase space.
- Offices should place markings on the floor where people can stand in line to be 6 feet apart. This includes outside spaces as well. Contact Administrative Services if you need social distancing signage, 808-235-7405.
PROPER HAND HYGIENE

All individuals on campus are encouraged to wash their hands regularly. Restroom facilities with soap for hand washing are available throughout the campus. Additionally, alcohol-based hand rub stations are located throughout the campus.

According to the CDC ([Show Me the Science – Why Wash Your Hands](https://www.cdc.gov/handwashing)), washing your hands prevents illnesses and spread of infections to others. Handwashing with soap removes germs from hands. This helps prevent infections because:

- People frequently touch their eyes, nose, and mouth without even realizing it. Germs can get into the body through the eyes, nose and mouth and make people sick.
- Germs from unwashed hands can get into foods and drinks while people prepare or consume them. Germs can multiply in some types of foods or drinks, under certain conditions, and make people sick.
- Germs from unwashed hands can be transferred to other objects, like handrails, table tops, or tools, and then transferred to another person’s hands.
- Removing germs through handwashing therefore helps prevent diarrhea and respiratory infections and may even help prevent skin and eye infections.

With specific regard to COVID-19, the CDC considers hand hygiene to be an important part of the U.S. response to the international emergence of COVID-19. Practicing hand hygiene, which includes the use of alcohol-based hand rub (ABHR) or handwashing, is a simple yet effective way to prevent the spread of pathogens and infections in healthcare settings. CDC recommendations reflect this important role.

([CDC Hand Hygiene Guidelines](https://www.cdc.gov/handwashing))
REQUESTING AN ACCOMMODATION RELATED TO COVID-19

WCC and UH do not ask or assume disability status. Please contact the following to start the process of an accommodation consideration:

- Students: Roy Inouye, 808-235-7453
- Employees: Your supervisor or the Human Resources Office, 808-235-7404
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 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:

<table>
<thead>
<tr>
<th>For Employee &amp; Contractor Reporting:</th>
<th>For Student Reporting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Vice Chancellor for Administrative Services</td>
<td>Interim Vice Chancellor for Student Affairs</td>
</tr>
<tr>
<td>Hale Alaka‘i 120A</td>
<td>Hale ‘Ākoakoa 202A</td>
</tr>
<tr>
<td>808-235-7403</td>
<td>808-235-7370</td>
</tr>
<tr>
<td>Or Campus Security at 808-235-7355</td>
<td>Or Campus Security at 808-235-7355</td>
</tr>
</tbody>
</table>

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 and its CORONA Virus FAQ provide specific information about Corona Virus related to leave for experiencing symptoms COVID sickness, quarantine due government or health care provider’s order, caring for quarantined individual, and childcare unavailability.

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 (see image below). 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
## Personal Information

<table>
<thead>
<tr>
<th>First Name *</th>
<th>Last Name *</th>
<th>UH Email Address *</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Address *</th>
<th>Home Phone Number *</th>
</tr>
</thead>
</table>

### Emergency Contact

<table>
<thead>
<tr>
<th>Emergency Contact Person's Phone #</th>
</tr>
</thead>
</table>

### Contact Tracing Information

Fill in to the best of your knowledge. The more detailed you are, the better. Mahalo!

**When did your symptoms begin?**

**How do you believe you may have become infected?**

Provide a list of classes or meetings attended in-person and all individuals you have come in contact with for more than 10 minutes in the last 48 hours at a distance of less than 6 feet at Windward Community College. *

### What areas/buildings did you visit for more than 10 minutes in the last 48 hours? *

When you select an area/building, additional sections will appear to fill in the room(s) and time(s) information.

- [ ] Hale 'Ākoakoa
- [ ] Hale Alakai
- [ ] Hale A'o
- [ ] Hale Imiloa
- [ ] Hale Tolani
- [ ] Hale Kāko'o
- [ ] Hale Kuhina
- [ ] Hale La'akea
- [ ] Hale Manaleo
- [ ] Hale Mana'opono
- [ ] Hale Na'auao
- [ ] Hale Piliakila

<table>
<thead>
<tr>
<th>Hale 'Ākoakoa Room(s) # *</th>
<th>Length of Time *</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
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 work from home options. Please do not return to work 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 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
When an employee has traveled out of state and is subject to government-issued mandatory self-quarantine, the employee shall stay at home for 14 calendar days. Before returning to work, the employee must submit appropriate documentation (e.g. boarding pass, travel itinerary etc.) to their Dean/Director.

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 48 hours
   b. People they have been in contact with on campus and the duration of contact within the past 48 hours
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:

<table>
<thead>
<tr>
<th>Information for Employees Who Have Reported a COVID-19 Related Health Issue:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• For your safety we recommend that you contact a medical provider immediately to discuss your current health condition.</td>
</tr>
<tr>
<td>• If you are sick and have a positive COVID-19 test result, you will be placed on leave 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.</td>
</tr>
<tr>
<td>• Specific leave questions can be directed to the WCC HR office, 808-235-7404.</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
</tbody>
</table>

If you have any questions, we recommend going to: [State of Hawai‘i COVID Information](#)
WCC Employee Contact Tracing Form

Personal Information
Please fill in the following information

Submitted by

Primary Building *
Select the building you primarily work in.

Primary Room/Office *

Home Address *

Home/Cell Phone *

Emergency Contact *

Relationship *

Emergency Contact Phone *

Contact Tracking Information
Fill in to the best of your knowledge. The more detailed you are, the better.

When did your symptoms begin? *

How do you believe you were infected? *

Provide a list of any classes taught and meetings attended in person held for more than 15 minutes at a distance of less than 6 feet at WCC in the last 48 hours. *

Provide a list of all individuals you have come in contact with for more than 10 minutes at a distance of less than 6 feet at WCC in the last 48 hours. *

What websites did you visit for more than 10 minutes in the last 48 hours? *

Please check all that apply, even if you were by yourself.

- [ ] Website 1
- [ ] Website 2
- [ ] Website 3
- [ ] Website 4
- [ ] Website 5
- [ ] Website 6
- [ ] Website 7
- [ ] Website 8
- [ ] Website 9
- [ ] Website 10
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 (more than 10 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, the following is the isolation criteria based on current CDC guidance:

1. For persons recovered from COVID-19 illness, isolation must be maintained for at least 10 days after illness onset and at least 24 hours after recovery. Illness onset is defined as the date symptoms began. Recovery is defined as resolution of fever without the use of fever-reducing medications with progressive improvement and resolution of other symptoms.
2. If the person had symptoms but has NOT been tested to determine if they are still contagious, the individual should remain at home until: 24 hours have passed with no fever without fever-reducing medication; AND other symptoms have improved; AND at least 10 days have passed since symptoms first appeared.
3. If the person had NO symptoms but tested positive for COVID-19, and have NOT been tested to determine if they are still contagious, the individual should remain at home until: At least 10 days have passed since the date of the first positive test; AND they continue to have no symptoms since the test.
4. Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person.
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 date, time, and specific location; names or personally identifiable information should not be included.

AREA CLOSED OFF AND DISINFECTED

In the event there is a confirmed COVID-19 case, the affected area(s) will be:

- Closed off and will remain closed for 24 hours, where feasible.
- Cleaned and disinfected (after the 24 hours have passed).
- Assessed to ensure that it is ready for use again (upon completion of cleaning).

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, keep participation to fewer than 10 participants and enforce social distancing and face coverings.
CLASSROOM SAFETY RECOMMENDATIONS

CLASSROOM SAFETY
Instructional and delivery models shall be carefully selected to support and prioritize 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 6 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 fall 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 2020, nearly all fall courses are to be delivered in online or hybrid modalities. 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.
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 are being 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 6-foot CDC baseline.

**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 6-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 offering study tables on the Library Lanai for students to sit at and access the campus wi-fi. Seating is limited and no reservations are necessary.
- Reference assistance via phone, chat, text, and email will be available Monday – Thursday, 8:00 am – 8:00 pm and Friday, 8:00 am – 5:00 pm.
- Laptops are available for semester-long loans. Please call 808-235-7436 or email 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 make-up, accommodations, and placement test proctoring services in a safe and secure environment.

- August 24 – September 18
  - Monday – Thursday: One-on-one virtual proctoring from 11:00 am - 6:30 pm (capacity: 1 student/appointment, 15/week) for accommodations testing, make-up testing, and retesting on an appointment-only basis.
  - Friday: In-person proctoring from 8:00 am - 3:30 pm (capacity: 8 students/appointment, 40/day, 80/week) for accommodations testing,
make-up testing, retesting, and ACCUPLACER placement testing on an appointment-only basis.

- September 19 – Finals
  - Monday – Wednesday: One-on-one virtual proctoring from 11:00 am - 6:30 pm (capacity: 1 student/appointment, 15/week) for accommodations testing, make-up testing, and retesting on an appointment-only basis.
  - Thursday – Friday: In-person proctoring from 8:00 am - 3:30 pm (capacity: 8 students/appointment, 40/day, 80/week) for accommodations testing, make-up testing, retesting, and ACCUPLACER placement testing on an appointment-only basis.

- Social distancing, mandatory face-coverings, and other safety measures implemented for in-person testing
- A classroom may be made available to instructors who wish to proctor their own in-person tests. Testing will be limited to 75 minutes. Faculty may reserve this facility by contacting the Testing Center at 808-235-7498 or wccdet@hawaii.edu
- EdReady is available as an ACCUPLACER placement test alternative
- For updated information, please visit: https://windward.hawaii.edu/services-for-students/testing-center/

KA PIKO TUTORING AND EMBEDDED TUTORING
Ka Piko at Windward Community College provides tutoring, embedded tutoring, and other academic support to students.

- Ka Piko Tutoring (Math Lab, Writing Center, Speech Lab) will provide online tutoring via ZOOM for Fall 2020 and will open on Tuesday, September 8
- Embedded tutors (SI Leaders and Alaka‘i) will offer online study sessions and office hours

For updated information, please visit: https://windward.hawaii.edu/services-for-students/tutoring/ka-piko/
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
  - Oahu: 808-543-8445
CAMPUS SERVICES AND OPERATIONS STATUS

On May 18, 2020, Governor David Ige released “Beyond Recovery: Reopening Hawai‘i”, Hawai‘i’s strategic plan to reopen and reshape the economy. This plan includes “Impact to Daily Life” charts based upon health, economic, and community-based indicators.

COVID-19 remains one of the most difficult challenges that the State and the University has ever faced. Much of this is because conditions surrounding the virus continue to change and evolve. In June 2020, many states that had reopened their economy began to reverse their course due to the large number of new, daily infections. Hawai‘i has been fortunate to maintain an overall low infection count. Nonetheless, as a college we have to be prepared for the inevitable changes that will occur.
ATTACHMENTS
FACE COVERING REQUIRED ONSITE

spread aloha, not germs

Cover your nose and mouth!

Disposable face masks may be available at: Library–Hale La’akea, TRiO–Hale Kakoa’o, or Peer Mentor Center–Hale ‘Ākoakoa 132. If you are unable to wear a face covering before entering a classroom, please call Roy Inouye 235-7453.
ATTACHMENT 2: STOP THE SPREAD OF GERMS

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

6 ft

- Stay at least 6 feet (about 2 arms’ length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

When in public, wear a cloth face covering over your nose and mouth.

Do not touch your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

cdc.gov/coronavirus
ATTACHMENT 3: COVER YOUR COUGH OR SNEEZE

STOP THE SPREAD OF GERMS
Help prevent the spread of respiratory diseases like COVID-19.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

cdc.gov/coronavirus
NOTICE: MAX CAPACITY OF TWO

6 ft.

do not enter if at maximum capacity
ATTACHMENT 5: HOW TO PROTECT YOURSELF & OTHERS

CDC Recommendations on How to Protect Yourself & Others

Know how it spreads
- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- 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.

You should
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact
- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
  - Remember that some people without symptoms may be able to spread the virus.
  - Stay at least 6 feet (about 2 arms’ length) from other people.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others
- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they are 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.
• Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes
• Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
• Throw used tissues in the trash.
• Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect
• Clean AND disinfect frequently touched surfaces daily. This includes but is not limited to desktops, door handles, light switches, countertops, handles, desks, phones, and keyboards.
• If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
• Then, use a disinfectant. Most common EPA-registered disinfectants will work.

Monitor your health
• Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
• This is 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, like acetaminophen.
• Follow CDC guidance if symptoms develop.