



UNIVERSITY of HAWAII®
KAUA'I
COMMUNITY COLLEGE

April 2, 2020

Hoping you and your family are keeping safe and healthy. In these trying times, all of our daily routines have been severely disrupted. We ask everyone for their understanding and commitment in keeping the campus safe and in following the University of Hawaii's system guidelines, Governor Ige and Mayor Kawakami's stay at home orders through April 30th.

We will be instituting the following guidelines effective Monday, April 6th.

FACILITIES:

All buildings will be LOCKED except for the main doors of the LRC and OSC. You will have access to your office through your key, keycard or you may call security at ext. 399 or 278-3107.

During this time, a number of bathrooms will be LOCKED and a modified cleaning schedule will be in effect to allow janitorial personnel to focus on cleaning those areas remaining open. This is being done so that we can close facilities to prevent the spread of the virus, secure the campus, and conserve the dwindling supplies of soap, paper towels, and toilet paper. A list of bathrooms remaining open is shown below.

One Stop Center – Downstairs - Men's, Women's, Unisex
Learning Resource Center
Cafeteria – Men's, Women's
Campus Center – Upstairs – Unisex
Elections – Upstairs – Men's, Women's

Janitorial staffing will be shifted to ensure coverage in the high touch areas. The janitorial staff and other O & M personnel will be cleaning the bathrooms of the One Stop Center and the Learning Resource Center at least three times daily. They will also be monitoring and sanitizing any high touch areas in those buildings as well as the cafeteria area.

Please be advised that operations staff will not be entering offices or classrooms for cleaning purposes during this period. The only reason staff will enter an office is for an emergency situation such as roof leak, break-in, etc. If you do enter your office or classroom space, please remove your trash (particularly food items). On Wednesday, if time allows, we will try get to your offices to clean.

AIR CONDITIONING

Air conditioning for the One Stop Center, Learning Resource Center, OCET office, and the Cafeteria kitchen will be scheduled for 7:30 AM to 4:30 PM. A/C will be TURNED OFF for all other areas and buildings. As we look towards the future, the economic scenario for the State and

he University does not bode well. Conserving financial resources at this time will greatly benefit
u

MODIFIED HOURS

ONE STOP CENTER – Business Office, Counseling, Financial Aid, and Career Center will remain open M – F, 7:45 to 4:30 but all f2f will not be permitted. Transactions will be by appointment only. Testing is being done remotely by appointment only. Students may drop off their documents at Admissions and Records during normal business hours.

BOOKSTORE - The Bookstore will be closed to the public but will be available to faculty and staff to order supplies through phone and web orders. Please call Noel at 245-8273 to place orders. He will be available from Monday – Friday, 8:30 AM to 3:30 PM

CAFETERIA - For the week of April 6th, the Cafeteria will remain open M-F from 10:30 AM to 1:00 PM. They are serving one entrée lunch along with various sandwiches and salads. Please refer to the “What’s for Lunch” on the KCC website. A decision on the cafeteria’s status and operating hours will be made after next week.

LIBRARY – Hours will be from 11:00 AM to 3:00 PM, Monday through Friday. Students may borrow Chromebooks during those times.

COMPUTER HELP DESK - Operations for the help desk will be from 8:00 AM to 4:00 PM, Monday through Friday. Please use the workorder system or call ext. 342. Appointments may be made by calling ext. 342.

SUPERVISORS OF STUDENT WORKERS

Due to student workers working from home and the possibility of class schedules being adjusted from their normal scheduled hours (when classes were face-to-face), the Business Office will ask for the following:

- Supervisors should add a comment to acknowledge that Students were approved to work beyond normal work hours (i.e., weekends, holidays, etc., if working hours are claimed for such days)
- Supervisors should add a comment to acknowledge that Students' class schedule was adjusted to allow for him/her to work on the days working hours are being claimed.
- Any other comments that will assist the Business Office in reviewing timesheets that claim working hours beyond normal.
- Supervisors should note the student is "Working from home".

If you can kindly notify your sections that if timesheets were already submitted and there was conflicting information, the Business Office will be returning the timesheet for such comments listed above. If Supervisors have not submitted yet, comments should be added so that the Business Office can quickly review and process.

Subject
March 31, 2020
Page 3 of 3

SECURITY

Security will be available 24/7. Please call 278-3107 if you require assistance. Please be aware of the County's 9:00 PM to 5:00 AM curfew.

GATE

The gates at the Kilohana entrance will be closed temporarily. This is to ensure security for the campus.

PAYCHECKS:

For the few individuals who continue to receive hard-copy checks, we kindly ask you to please move to direct deposit. Direct Deposit is the most effective way to get your paycheck.

Our plan for these checks is to begin mailing them to recipients starting with the April 3, 2020 pay period. Accordingly, if you are a hard-copy-check recipient, please update your address immediately so that by the 4/3 pay period your check will be delivered to the correct address. For instructions on updating your address or setting up direct deposit, please contact JoRae Baptiste at the Human Resources Office. She will be able to direct you to the proper websites and forms to make these changes. Her email is jorae@hawaii.edu.

SPECIAL REQUESTS

With regards to special requests, we will do our best to accommodate when possible; however, please keep in mind that our goal is to abide by the UH guidelines, Stay-At-Home order and, within those confines, provide the best support and services that we can via remote and distance technologies.

CIVILITY

These are trying times. Please maintain civility at all times. Jokes and pranks, especially pertaining to the corona virus may not be funny to someone else. Please respect everyone's social distance. We should not be going to other offices unless absolutely necessary. Keep washing our hands, keep 6' apart, and cough into our elbows or tissue. Please practice safe social etiquette.

Thank you very much for your cooperation. Please stay safe.

Calvin H. Shirai
Interim Vice Chancellor of Administrative Services