

Kaua‘i Community College

Welcome Back to Campus (Fall 2020) Guidelines

This interim plan is subject to revision as circumstances continue to evolve.

This plan provides guidance on how [University of Hawai‘i COVID-19 Guidelines \(Interim\)](#) will be implemented on the Kaua‘i Community College (KCC) campus.

KCC would like students to have as much opportunity as possible to learn in-person with other students and faculty, while adhering to [CDC Guidelines](#). The physical constraints of campus facilities, however, may limit the number of courses that can be offered in a face-to-face modality. Courses may be shifted to a hybrid or remote/online format if deemed necessary for health and safety. Faculty will determine which portions of a class can be moved to a remote/online format to effectively meet the course objectives and student learning outcomes. It may be necessary for courses to quickly shift to a remote/online format because of state and county health mandates.

The campus remains closed to the public and will likely remain so throughout the fall semester.

Personal Responsibilities: General Best Practices (See [CDC Guidelines](#))

- Avoid crowds (especially indoors)
- Limit contact with others
- Wear well-fitted face coverings
- Avoid others who are yelling, singing, or breathing heavily

Required Prevention Measures

- All KCC personnel, students, and Chancellor approved visitors are required to wear a face covering when walking/traveling in common areas (hallways, bathrooms, group meetings, queues, etc.). A face covering refers to cloth face coverings and disposable masks. The Bookstore is currently selling coverings at the price of \$1.95 each.
- All KCC personnel and students must manage self-screening/health checks daily prior to coming on campus by answering the following questions. If “yes” is the answer to any of the questions below, personnel and students must stay home and not come to campus:
 - Do I exhibit a fever over 100.4 degrees?
 - Have I been exposed to anyone with COVID-19 or suspected to have COVID-19?
 - Do I exhibit non-fever [COVID symptoms](#), such as shortness of breath or dry cough?
 - [Have I tested positive for COVID-19?](#)
 - Have I traveled out-of-state in the past 14 days?
- Limit sharing food, tools, and other equipment to the extent possible.

- Thoroughly wash hands, with soap and/or utilize hand sanitation stations frequently throughout the day, per CDC recommendations.
- Observe and follow all signs displayed throughout the campus with COVID-19 practices and traffic directions.

Sanitization and Distancing Measures

- Upon request by an individual to their division chair or immediate supervisor, KCC will, through the VCAS, provide personnel with one face shield to wear in addition to their personal face covering.
- KCC will provide hand sanitizing stations across the campus that contain CDC approved sanitizer.
- KCC will post signs across campus to remind personnel and students about requirements regarding face coverings, physical distancing, and other basic infection prevention measures.

Classrooms

- Students' seats will be separated by 6 feet. Avoid moving tables and chairs. If they must be moved, they must be replaced to their original position.
- Students and faculty must wear face coverings.
- Sharing of books, tools, electronic devices, and equipment should be eliminated or minimized. Any books, tools, and equipment that are shared, should be disinfected properly before and after use.

Support Offices

- Office personnel should sit no less than 6 feet apart and configure office furniture to meet physical distancing requirements.
- Office personnel who interface with others must wear face coverings.
- Offices will be outfitted with plexiglass shields in areas with significant student or public traffic.

Personal Protection

- Face coverings/shields – personal face coverings/shields should be washed or changed out daily by the user as instructed by the state and CDC.

Public Spaces

- Elevators – maximum of two non-household riders per elevator, with riders wearing face coverings, facing the walls, with no talking.
- Walkways and stairways – walk to the right side of walkways and staircases.
- Queues – people must stand 6 feet apart.
- KCC will provide signs and physical guides to ensure physical distancing and minimize close contact, where warranted.

Isolation Room: Wellness Center

- If someone on campus reports and/or exhibits COVID-19 symptoms (i.e., fever, cough, or shortness of breath), call Campus Security (245-8399). The individual should be immediately sent home. However, if the individual does not have access to immediate transportation, the individual will be escorted by Security to the Wellness Isolation Center.

Cleaning

- Operations and Maintenance (O&M) will clean and disinfect restrooms and high touch areas at a minimum once per day.
- O&M will clean common areas and Plexiglas once per day.
- O&M will clean all classrooms and instructional areas once per day.
- Disinfectant, cleaning supplies, and materials will be available for use throughout facilities.
- Office personnel may request disinfectant and cleaning supplies from O&M to be used throughout the day.

Instructional Delivery

Engagement of students, attainment of Student Learning Outcomes (SLOs), and equitable opportunity for students are our top priority.

Face-to-Face Classes

- Must accommodate physical distancing of 6 feet between people.
- All KCC personnel and students must wear a face covering in classrooms.
- Sharing of books, tools, and equipment should be eliminated or minimized. Any books, tools, and equipment that are shared, should be disinfected properly before and after use.
- Faculty should be prepared for:
 - Possible shutdown of campus and be prepared to deliver course(s) remotely, and provide:
 - Flexible options where reasonable if a student exhibits COVID-19 symptoms, tests positive for COVID-19, or is exposed to someone with COVID-19 and is required to follow quarantine mandates. If needed, the VCAA can assist in determining reasonable options when/where extenuating circumstances limit flexibility.
 - Adjusting classes if the faculty member is required to quarantine.

Online and hybrid Classes

- Faculty Guidelines
 - It is recommended that faculty should use Lulima or Google Classroom to:
 - Post a course syllabus.
 - Post a course schedule.
 - Utilize the gradebook feature.
 - Provide contact information including office hours.
 - Set and post a regular response time for students (24 hours weekdays/48 hours weekends).
 - Have regular and substantive interaction with students to meet accreditation requirements for online delivery.
 - If using Google Classroom, provide the link from Lulima.
 - Faculty should limit the number of students sent to the KCC Testing Center at one time for exam proctoring as there is limited space for physical distancing. The KCC Testing Center requires appointments and slots fill quickly. Please remind students to make appointments early.
 - Faculty are encouraged to participate in professional development training (if not previously certified).

Teaching the on-campus portion of hybrid classes must accommodate physical distancing of 6 feet between people.

- On-campus classes will typically accommodate 1/2 of regular capacity.
- Classrooms will have a computer equipped with Poly Studio USB web-conferencing hardware.
- Faculty should be prepared for:
 - Possible shutdown of campus and be prepared to deliver course(s) remotely, and provide
 - Flexible options if a student exhibits COVID-19 symptoms, tests positive for COVID-19, or is exposed to someone with COVID-19 and is required to follow quarantine mandates.

Out-of-Class Activities (Projects, Field Trips, Internships, etc.)

- Faculty must ensure students receive appropriate preparation and guidance regarding safety protocols (physical distancing, face coverings, bus/car protocol, meals/snacks, etc.) for activities such as field trips, group projects, teamwork, internships, or clinical placements.

Food Service

- Grab-and-go options may be provided by the Bookstore.
- Faculty, staff, and students are encouraged to bring their own refillable water bottles to campus.
- Sharing of food, beverages, and utensils is discouraged.
- The Cafeteria food service may be closed.

Student Services

For updated information about access to Student Services during this time, please go to the [Student Services webpage](#).

Designated COVID-19 Point of Contact: VCAS Calvin Shirai

- Telephone: (808) 245-8355, [email: shiraic@hawaii.edu](mailto:shiraic@hawaii.edu).
- The VCAS is the single point of contact for receiving information on potential COVID-19 cases.

FAQs

1. What to do if a member of the KCC community suspects they have COVID-19?
 - The individual should get tested immediately and stay home until test results arrive. The individual should not remain on campus. The individual should also notify the VCAS of the test results.
2. What to do if a member of the KCC community suspects a family/household member may have COVID-19?
 - The individual should stay home until family member's test results arrive. If positive, the individual should get tested and remain quarantined for two weeks. The individual should also notify VCSA and provide a medical clearance. For employees: see <https://www.hawaii.edu/ohr/covid-19-info/> and <https://www.hawaii.edu/ohr/documents/10370> for leave options.
3. What to do if an employee or student refuses to wear a face covering?

- Call Campus Security (245-8339). See Procedures for Campus Reported COVID-19 Exposure.
4. What instructional option is available for a student who does not want to wear a face covering?
- The option would be fully online instruction.

Sources

- Interim Guidelines for Reopening UH Community College Campuses (Draft Revised July 16, 2020)
- Guidance for Campuses on Scheduling Fall 2020 Courses, Office of the VP for Academic Planning and Policy, 6/15/2020 (Straney)
- HCATF Plan for COVID-19: Exposure Prevention, Preparedness and Response, Hawaii Carpenters Apprenticeship and Training Fund 5/13/2020
- KCC Comeback Committee Recommendations, 7/2020, 8/2020

Revised August 4, 2020