

Subject: This Week at UH West O'ahu - Week of June 1, 2020
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A BULLETIN FOR UH WEST O'AHU FACULTY AND STAFF
This Week at UH West O'ahu
Week of June 1, 2020

Return-to-Campus Information from Chancellor Benham - Bulletin #3

Businesses are beginning to reopen and the call for physical distancing measures will likely reduce, however, we must be mindful that COVID-19 is still circulating in our communities. Hence, it is our responsibility to implement modifications to our daily operations in order to reduce the risk of transmission on our campus, thereby increasing the safety of our UH West O'ahu 'ohana. To maximize the health and wellness of employees and students on our campus, in preparation for return to work (and return of students on campus), we begin with this set of queries (derived from the work at John Hopkins Bloomberg School of Public Health, 2020):

1. What functions can be moved online ensuring efficiency, effectiveness and quality effort/work and academic-student programs/services?
2. To what extent can we limit the number of people (e.g., employees, students, visitors) that interact in-person during daily business operations?
3. To what extent can we limit travel (e.g., inter-island, to U.S. Continent, international)?
4. How can we reset our classrooms, labs, seminar rooms, offices and other public spaces to ensure physical distancing (minimum of 6 feet)? How does that impact our daily educative and business operations?
5. How can we modify and/or limit or cancel large meetings, conferences, functions and events?
6. How can we modify our facilities to limit physical contact between employees, employee and client-visitor/student, and others (e.g., in the library, food service, bookstore, student services, etc.)?

These queries help the CORE Task Force and our Work Groups to determine "when" and "how" we re-open and expand our campus services. In the end, we are looking to modify, and, in some cases, change our practices to mitigate/reduce the risk of spread at the individual level while at the same time maintaining quality delivery of educational services. Change and modifications require shifts in policies and practices/processes, physical structures, and a lot of re-training. Hence, your input/feedback, participation in the solution, and patience is greatly appreciated. Until a vaccine and treatment are developed and available to all we must take into account the evolving nature of the pandemic. If there is a resurgence in our community we will need to pivot and change our operations to limit spread. Those triggers are currently being discussed and plans in the event of resurgence will be designed.

Symptom Monitoring Requirement

We are currently discussing UH Systemwide policies and possible waiver for all employees and students that holds us all to workplace expectations and guidelines (policies, protocols, etc.). For example, the CDC strongly recommends symptom monitoring on a daily basis, so, to what extent can we implement this for all employees and students prior to coming to campus? We have not yet determined a way to do this but we are discussing this topic now.

To start, we need to ask everyone to be responsible for their individual, personal safety practices. We reference the [CDC](#) and Duke University, [Guide for Returning to the Workplace](#), 5/7/2020, and other resources as guides. The UH System is currently creating COVID Policies that will address a variety of items to include:

Personal Safety Practices

- Face covering
- Social distancing
- Handwashing
- Gloves
- Goggles/Face Shields
- Personal Disinfection
- Coughing/Sneezing Hygiene

Mental and Emotional Wellbeing

- Personal Assistance
- Student Assistance

Workplace Scenarios

- In classrooms
- Transportation – Arrival/Departures and “rush hours”
- On-campus transition times to reduce congestion
- Working in Office Environments
- Using Restrooms
- Using Elevators
- Meetings
- Meals
- Laboratory

What we are working on now:

CAMPUS MANAGEMENT:

- Management is working on defining campus policies & processes that guide safe activity that is aligned with and informed by UH System Policies. We are also putting together a timeline that will describe the action that UH West O’ahu has taken since early March 2020 in response to COVID-19.
- A team consisting of Chancellor, HR: Nancy Nakasone and Janice Sunouchi, and Compliance: Bev Baligad have received guidance on general legal requirements for bringing employees back into the workplace. Guidance is based on both Federal and State guidelines as well as guidance from CDC and EEOC (includes ADA, Families First Coronavirus Response Act/FFCRA, mental health). This will assist us in generating and implementing best practices as we bring employees and students back to campus.
- In light of State and UH System fiscal and personnel restrictions, management (e.g., Human Resources, Budget & Finance) is streamlining processes as well as including current required information (e.g., justifications).
- The Emergency Operations Committee is working to update our “Emergency Operations Manual” to include how we address/manage pandemics. We will be discussing the composition of our Crisis Management team/center that will monitor UH West O’ahu during the pandemic.

COMMUNICATIONS:

- Please check in with the [COVID-19](#) website that provides all updated information and guidelines.
- Working to develop short video reminders regarding safe practices on-campus.
- Continuing to message information to faculty/staff and students regarding Return to Campus.

FEIS (Facilities, Equipment & Supplies, IT, Safety/Sanitization):

- Working on Sanitization Protocols
- Working on upgrading all classrooms with IT/Online capacities. Inventory will be developed.
- Please note that classroom set-up and IT inventory supports scheduling of classrooms. Princess Soares is working with this work group.

SAS (Student & Academic Services):

- Working with OVCSA and OVCAA on recruitment and retention of students. Our enrollment (both head count and tuition revenue) is critical to our campus.
- Working on prioritizing academic year course offerings with VCAA, AVCAA, and Division Chairs.

- Working on developing “pilot” July Summer Session II hybrid courses (with MMTL).
- Working with MMTL on defining job descriptions for instructional student teaching assistants, IT student assistants, student ADA and student tutor support staff.
- Working with MMTL work group to design & deliver professional development.

MMTL (Multi-Modality/Teaching & Learning)

- Defining methods of hybrid course delivery and professional development.
- Working with SAS on defining job description for instructional student teaching assistants, IT student assistants, student ADA and student tutor support staff.
- Working on developing “pilot” July Summer Session II hybrid courses (with SAS).
- Working with SAS work group to design & deliver professional development.

University of Hawai‘i COVID-19 resources

Remember to visit the [UH West O‘ahu COVID-19 page](#) and [University of Hawai‘i System COVID-19 site](#) for information and updates regarding the COVID-19 pandemic.

Monthly Mental Health Moment – Loneliness

Clinical psychologists Dr. Steven Taketa and Dr. Analu Sing, with the [Mental Health Clinic at UH West O‘ahu](#), will offer weekly mental health tips to students, faculty, and staff to cope through COVID-19 and these trying times:

Now that we are spending more time at home, some of us are finding it difficult to cope with loneliness. But what is the difference between being alone and feeling lonely? Many people who suffer from chronic loneliness discover that in addition to the fear of being alone, there could be a sense that there is little hope that they will ever connect with others in a long-lasting and meaningful way.

If you find that your sense of loneliness is difficult to manage, it might be helpful to partner with a mental health professional to work through possible issues of low self-esteem and low self-efficacy. Learning to value yourself equally to that of the people you value most can help to transform feelings of loneliness to an opportunity to work towards a better future.

COPING THROUGH COVID

How are you maintaining your mental, physical, and emotional well-being while practicing social distancing? We’d like to hear about your coping mechanisms or personal stories of how you are managing as we navigate these challenging times. Have unique tips to share? Fun activities? Email uhwocomm@hawaii.edu to submit your survival strategies.

Dr. Rebecca Romine, UH West O‘ahu Assistant Professor of Biology, shares how she went from feeling stressed to focusing on the positive:

At first, I was really stressed being and working at home with all my kids being in school online and my husband working from home. For a few weeks, my anxiety and frustration got the better of me. But, with help from family, friends and colleagues, I have taken a deep breath and decided to do my best to de-stress and focus on the positive. I am lucky – my family is healthy and safe; we have food and a home, and each other.

The stay-at-home order and social distancing requirements related to COVID-19 has provided me a renewed chance to grow and connect. I have weekly Zoom calls with my whole extended family (collectively, my family is spread across nine states and three countries) and several weekly coffee/happy hour Zooms with friends and colleagues. Being able to connect to people has really helped me relax and to rethink my approach to this whole pandemic. I’m taking time each day to spend special time with my husband and each of my kids, going on walks, playing board games and having them teach ME their favorite things – playing piano, skateboarding, and playing Fortnite! I hope to return to a “new normal” soon, but in the meantime, I am enjoying my family, my home, and my health.

Changes to Title IX regulations

A message from Bev Baligad, UH West O'ahu Director of Compliance/Title IX Coordinator:

Many of you have already heard of the U.S. Department of Education's changes to the Title IX regulations. While these changes have varying effects on all campuses across the nation, please know that I continue to collaborate and work diligently with the UH system, Office of Institutional Equity (OIE), and my Title IX counterparts on the other system campuses to better understand our new responsibilities as a result of the changes to federal regulations.

Although the new Title IX federal regs will require many institutions across the nation to address cases involving allegations of sex-based discrimination much differently than we have addressed them in the past, we remain committed to the mission of UH West O'ahu. This mission continues to embrace a culture of inclusion and diversity which prohibits discrimination on the basis of sex in our educational programs and activities.

Regardless of any future changes to the UH System policies or processes, the following information remains current:

1. UH System's Executive Policy EP 1.204: Policy and Procedure on Sex Discrimination and Gender-Based Violence at <https://www.hawaii.edu/policy/docs/temp/ep1.204.pdf>.
2. Reports of sex-based harassment (both students and employees) can be reported through the UH West O'ahu Online report form (https://cm.maxient.com/reportingform.php?UHWestOahu&layout_id=1) or directly to me via email at bbaligad@hawaii.edu.
3. UH West O'ahu will continue to address new cases reported with the same equitable considerations for both complainants and respondents.
4. Reports that were received previously will continue moving forward, following EP 1.204.
5. Dr. Steven Taketa remains a "confidential resource" available to our campus, should individuals choose to discuss concerns and options confidentially. He can be emailed at taketas@hawaii.edu.

If you have any questions regarding general questions regarding our current policy, processes, reported cases or changes to the Title IX regulations, feel free to contact me directly at bbaligad@hawaii.edu.

Library building envelope testing

UH West O'ahu Planning and Facilities informs faculty, staff, and students that there will be water testing performed on the exterior of the library today, June 1, through Wednesday, June 3. A lift will be used on the exterior and scaffolding will be installed on the interior on level 2 of the learning commons to perform the tests. Water will be sprayed on the library tower and on the library windows facing the great lawn. Therefore the area around the library entry will be wet during the test duration.

Please expect temporary disruptions to pedestrian access at the library entry, roundabout, entry ramp, and main walkway during the dates indicated. All persons in the vicinity are advised to respect all construction barricades and all posted safety/detour signs. If you have any questions or need additional information, please contact the UH West O'ahu Project Manager at 689-2546.

PIKO Outdoor Learning Space construction deliveries

There will be multiple construction deliveries occurring for the PIKO Outdoor Learning Space project. When there are deliveries, please expect temporary disruptions to pedestrian access at the roundabout and entry ramp. All persons in the vicinity of this project are advised to respect all construction barricades and all posted safety/detour signs. If you have any questions or need additional information, please contact the UH West O'ahu Project Manager at 689-2546.

HMSA Online Health Education Workshops

HMSA is offering Online Health Education Workshops on a variety of topics, including:

- **WORKSTATION WELLNESS Work From Home Edition**, 11 to 11:45 a.m. on June 8. Do you suddenly find yourself working from home full-time? While the commute might be more pleasant, spending hours with a makeshift workstation and a disrupted routine might be wearing you down. If certain precautions aren't taken, it could lead to increased risk for repetitive motion disorders, poor posture, eyestrain, and perhaps most dangerous — a sedentary lifestyle. Learn how to make the best of your new work environment.
- **SUPERMARKETING! Coronavirus Edition**, 11 to 11:45 a.m. on June 9. In light of recent events, we might be buying more processed food than normal. These canned, frozen, or bottled products tend to be high in sodium, fat, sugar and calories. It's important to read, understand, and compare the Nutrition Facts Labels on these foods and beverages so you can make healthier choices.

If you are interested in attending any of the workshops, please email (at least a day before the workshop) rnf4@hawaii.edu for a link to the webinar.

Kualaka'i (East Kapolei) Station

Here's a recent look at the Kualaka'i (East Kapolei) rail station, with photo courtesy of Nan, Inc.:



Distance Learning Tip of the Week – Camtasia

Getting started with Camtasia? Find out how to [Record, Edit, and Share](#). Or need to update a video? TechSmith's [Video Editing Basics](#) tutorial covers the editing skills you need to remove an outdated section of video and replace it with a new clip. Each video tutorial is followed by easy to scroll step-by-step instructions.

News from E Kamakani Hou



[Mental Health Moment – Caring for Elderly Parents and Our Kūpuna](#) - Clinical psychologists Dr. Steven Taketa and Dr. Analu Sing, with the [Mental Health Clinic at UH West O'ahu](#), will offer weekly mental health tips to students, faculty, and staff to cope through COVID-19 and these trying times.

[Support groups help students build friendships, share struggles](#) - University of Hawai'i–West O'ahu students are welcome to take part in new online groups geared toward offering mental health support during such uncertain times.

The deadline to include your item in the next This Week is Thursday night. Please submit your item using the Communication Department's [Communications Request Form](#).



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