Huxley College
COVID-19
Response Plan

March 27, 2020
### Planning & Coordination

**Identify a plan & response team**

<table>
<thead>
<tr>
<th>Assigned to</th>
<th>In Progress</th>
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</thead>
<tbody>
<tr>
<td>Linda Luttrell, response team leader</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Dave Wallin, ESCI Chair</td>
<td></td>
<td></td>
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<tr>
<td>Grace Wang, ENVS Chair</td>
<td></td>
<td></td>
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<tr>
<td>Ed Weber, Building Emergency Response</td>
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<tr>
<td>Kathy Patrick, Dean’s office rep</td>
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<tr>
<td>Diane Knutson, ENVS Dept. Manager</td>
<td></td>
<td></td>
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<tr>
<td>Rose Kawczynski, ESCI Dept. Manager</td>
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<td></td>
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<tr>
<td>Dave Knutson, IT &amp; alternative instruction strategies</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Scott Wilkinson, contingency planning for maintaining labs</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>April Markiewicz, Huxley listserv manager</td>
<td></td>
<td></td>
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<tr>
<td>Logan Moldenhauer, Huxley Student Senator, student rep</td>
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### Accountability & Responsibility

**Pull together timelines & people responsible**

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<tbody>
<tr>
<td>Huxley Response Team</td>
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### Pandemic plan scenarios

**Coordinate with university incident command team**

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<tr>
<th>Assigned to</th>
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<tbody>
<tr>
<td>Steve Hollenhorst and Huxley response Team</td>
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<tr>
<td>Steve Hollenhorst and Huxley response Team</td>
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### Cancellation of classes

**Align Huxley with University decisions**

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<tr>
<td>Steve Hollenhorst</td>
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</tr>
<tr>
<td>Steve Hollenhorst and Grace Wang, Dave Wallin</td>
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<td>x</td>
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<tr>
<td>Dave Knutson</td>
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### Contingency plans for maintaining labs

**Develop college-level contingency plan for keeping operations running**

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<tr>
<th>Assigned to</th>
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<tbody>
<tr>
<td>Scott Wilkinson</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Angela Strecker and Wayne Landis</td>
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</table>

### Plan consistent w/university

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<tr>
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<tr>
<td>Steve Hollenhorst</td>
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</table>

### Emergency Communication Plan

**Develop robust and redundant communications systems for college community (students, faculty, staff)**

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<th>Assigned to</th>
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<tbody>
<tr>
<td>April Markiewicz</td>
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### Recovery Plan

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<tbody>
<tr>
<td>Steve Hollenhorst</td>
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</table>

### Share w/colleagues

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<tr>
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<tbody>
<tr>
<td>Steve Hollenhorst</td>
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</table>
# Huxley College COVID-19 Response Plan

## Continuity of Student Learning & Operations

<table>
<thead>
<tr>
<th>Develop &amp; disseminate alternative instructional modes</th>
<th>Assigned to</th>
<th>In Progress</th>
<th>Not Started</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribute University website on Temporary Remote Teaching</td>
<td>Steve Hollenhorst</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Support faculty efforts to develop temporary remote teaching strategies</td>
<td>Grace Wang, Dave Wallin, Jenise Bauman</td>
<td>x</td>
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</tr>
<tr>
<td>Provide faculty with online delivery training</td>
<td>Steve Hollenhorst</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Provide IT support for online options</td>
<td>Dave Knutson</td>
<td>x</td>
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## Develop and implement alternative advising modes

<table>
<thead>
<tr>
<th>Develop operations plan for essential operations</th>
<th>Assigned to</th>
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<tbody>
<tr>
<td>Develop individual telework plans for staff</td>
<td>Linda Luttrell, Rose Kawczynski &amp; Diane Knutson</td>
<td>x</td>
<td></td>
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<tr>
<td>Contact UPD, x3555, for access to ES or AH</td>
<td>Linda Luttrell, Rose Kawczynski &amp; Diane Knutson</td>
<td>x</td>
<td></td>
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<tr>
<td>Package pick up &amp; delivery - Central Stores, x3576</td>
<td>Central Stores will notify when package is received, x3576</td>
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<tr>
<td>Mail pick up &amp; delivery - Mail Service, x3770</td>
<td>Scott Wilkinson, Charles Wandler - deliver to Dean’s office</td>
<td>x</td>
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</tr>
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</table>
**Infection Control Policies & Procedures**

**Implement infection control P&P**
- signs in around buildings; announcements in class; hand sanitizing stations
- Email and social media campaign
- Develop P&P for computer labs
- Develop plan for washing LEAD & Outback gloves
- Link to WWU's coronavirus website

**Infection prevention supplies**
- Each unit buy supplies as needed, will seek compensation at a later time
- Create activity code HUXCDC to track expenditures

**Policies for sick leave absences**
- Temporary voluntary work from home policy
- Waiver of telecommute permission form
- Coordinate with staff unions

**Sick leave policies for staff suspected to be ill**
- Develop temporary policy
- FYI to HR

**CDC travel recommendations**
- Synch with university policy
- Faculty searches: meet virtually? Suspend searches?
- CDC Information for Travel

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<tbody>
<tr>
<td>Ed Weber</td>
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<tr>
<td>Ed Weber &amp; Ingrid Patrick</td>
<td>x</td>
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<tr>
<td>Dave Knutson</td>
<td>x</td>
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</tr>
<tr>
<td>Steve Hollenhorst/LEAD directors</td>
<td>x</td>
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</tr>
<tr>
<td>Each unit</td>
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</tr>
<tr>
<td>Linda Luttrell</td>
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<td></td>
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<tr>
<td>Steve Hollenhorst</td>
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<td>Steve Hollenhorst</td>
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<td>Steve Hollenhorst</td>
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<tr>
<td>Steve Hollenhorst</td>
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<td></td>
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<tr>
<td>Dave Wallin, Grace Wang, Brian Bingham</td>
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</tbody>
</table>
**Communications Planning**

**Plan for communication w/staff, students & families**
- Departments - obtain list of cell phone #s
- Develop a phone tree/group test messaging
- Provide list of items at home in case of emergency
class lists, other items needed to perform job
considerations: student confidentiality
Canvas, video may use too much bandwidth
texts or phone may be preferable

**Develop & test communication platforms**
- University has emergency communication system to text/email alerts
- Ensure all faculty have VPN on home computer
- Provide Banner VPN access for essential staff

**Provide redundant communication systems**
- University has emergency communication system to text/email alerts

**Where to find up-to-date pandemic info**
- Disseminate regular updates
- Info from public health sources re: infection control
- Disseminate University info, update regularly

**Address fear & anxiety**
- College-level communications, meetings, etc.

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<th><strong>Assigned to:</strong></th>
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<th><strong>Not Started</strong></th>
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<tbody>
<tr>
<td>Steve Hollenhorst, Linda Luttrell &amp; April Markiewicz</td>
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<tr>
<td>April - Huxley listserv</td>
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<tr>
<td>NA</td>
<td></td>
<td>x</td>
<td></td>
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<tr>
<td>Dave Knutson</td>
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<tr>
<td>NA</td>
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<td>x</td>
<td></td>
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<tr>
<td>April Markiewicz &amp; Linda Luttrell</td>
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<tr>
<td>April Markiewicz &amp; Linda Luttrell</td>
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<tr>
<td>Steve Hollenhorst, Linda Luttrell &amp; April Markiewicz</td>
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</tbody>
</table>
Huxley College COVID-19 Response Plan

Resources

WWU's coronavirus information website

Students - checklist for participating in classes online

Faculty - checklist for temporary remote teaching

Staff - checklist for temporary work from off-campus

CDC Information for Travel

Interim Policy on Suspended Operations

Huxley Dean statement - temporary telework policy for classified staff - Appendix A

Banner Remote Access Overview - Appendix B

Mapping Network Drives - Appendix C

Huxley Remote Access Instructions - Appendix D

Huxley Student Support & Resources - Appendix E

Modifications for Internships - Appendix F

Allowable Research Decision Tree - Appendix G

Employer/Visitors Screening Guidance - Appendix H
Plan for Essential Operations

**Department Managers Essential Tasks:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Task</th>
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<tbody>
<tr>
<td>Process Payroll</td>
<td>Coordinate post-tenure review process</td>
</tr>
<tr>
<td>Correspond with faculty/staff via email</td>
<td>Process Purchasing requests</td>
</tr>
<tr>
<td>Coordinate searches for new faculty hires</td>
<td>Approve Market Place requests</td>
</tr>
<tr>
<td>Arrange campus visits/interviews</td>
<td>Reconcile and approve PCard transactions</td>
</tr>
<tr>
<td>Update course information in Banner</td>
<td>Monitor operating budgets &amp; grants</td>
</tr>
<tr>
<td>Arrange and approve travel</td>
<td>Prepare for spring quarter</td>
</tr>
<tr>
<td>Process reimbursements</td>
<td>Prepare course catalog updates</td>
</tr>
<tr>
<td>Initiate summer session contracts</td>
<td>Assist faculty with online courses/exams</td>
</tr>
<tr>
<td>Notify students of course cancellations</td>
<td>Assist faculty with course evaluations</td>
</tr>
</tbody>
</table>

**Essential Equipment/Services/Information**

<table>
<thead>
<tr>
<th>Equipment/Service/Information</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home computer</td>
<td>Files necessary to perform essential functions</td>
</tr>
<tr>
<td>Necessary software programs</td>
<td>Remote access service/VPN</td>
</tr>
<tr>
<td>Internet access</td>
<td>Printer</td>
</tr>
<tr>
<td>Phone/headset</td>
<td>Permissions/access to Canvas</td>
</tr>
<tr>
<td>Access to Zoom for department meetings</td>
<td>Access to files</td>
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**Administrative Staff Essential Tasks:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Task</th>
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</thead>
<tbody>
<tr>
<td>Process Payroll</td>
<td>Scholarship Selection &amp; Administration</td>
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**Huxley Graduate & Undergraduate Advisors Essential Tasks:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Task</th>
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</thead>
<tbody>
<tr>
<td>Process Admissions</td>
<td>Process Payroll</td>
</tr>
<tr>
<td>Process Personnel Action Forms</td>
<td>Advise Students</td>
</tr>
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</table>
Western recognizes that there may be times when the University must close due to circumstances beyond our control, such as the current coronavirus/COVID-19 outbreak in our state or the occasional struggle with snow. If the University is not open or certain populations are unable to attend appointments, the guidelines below may prove useful to help you and your students find advising resources.

This resource is intended for advisors.

1) Ensure you have approval for working from home during a University closure or your absence.
   a. Check with your department chair or dean.
   b. Please read Huxley College’s policy for working from home during the Covid19 outbreak:
      i. In light of recent news of Covid-19 cases in our region, a number of Huxley classified staff have asked about working from home. Guidance from health officials is clear in saying that if you are sick, you should stay home. However, we recognize that particular circumstances may cause an employee to feel they need to work from home. If you feel this is what you need to do, we support you. We ask that you work with your supervisor on a plan that is right for you. You also DO NOT have to complete the telework approval for the duration of this incident.

2) Communicate intentions with students.
   a. Alert students how you will be changing course delivery, how they can contact you, where to look for assignments, readings, and feedback, and how you will communicate with them.
   b. Ask students to check their notification preferences.
   c. Ask students if they have the appropriate technology to access your meet online or in a phone call.
      i. Computer: Not all students will have regular access to a computer. If this is a concern, direct students to Classroom Services or see the "Media Equipment" section below.
      ii. Mobile Device: Considering many students will be using mobile devices, ensure your material is mobile-friendly via the Mobile App Design Course Evaluation Checklist.
      iii. Internet Connectivity: Students may be able to gain internet access on campus, in the dorms, at home, or a publicly available hotspot.
   d. Ask students if they have a situation that makes it difficult for them to participate at a distance or meet the you during your office hour.
3) Get prepared technologically.

a. CANVAS

To be ready to use Canvas as your primary content delivery method, consider these suggestions:

i. **Announcements**: Use Canvas announcements to communicate with students and student staff.

ii. **Contact Information**: Make sure to set your Canvas home page to have your contact information.

iii. Consider using https://calendly.com/ to allow students to make their own advising appointments with you.

iv. **Advising Materials**: Make sure all advising materials are available in Canvas.
   1. Clarify all instructions.
   2. Ensure your material is mobile-friendly via the Mobile App Design Course Evaluation Checklist.
   3. Be flexible.

b. MEDIA

Consider using audio or video to put lectures or instructions in Canvas. You are free to use whatever method you are comfortable with; however, Western has the following tools available:

i. **Screencast-O-Matic** - This is a tool for capturing the contents of your screen and your audio/voice, as well as the webcam (optional) and publishing the recording to a variety of online services for online delivery. This tool is integrated with Canvas to easily embed videos. If you would like to record mini-lectures, announcements, explanations of assignments, assignment feedback, etc., set up your Screencast-O-Matic account and download the software for use on the computer you will be using.
   1. Screencast-O-Matic self-enroll tutorial in Canvas - activate your account, download the software, and browse the self-help tutorials
   2. WWU YouTube/G Suite - Your WWU G Suite account includes YouTube.
   3. Screencast-O-Matic - You can activate your account, download the software, and host media for sharing in Canvas. See above.
   4. GoogleDrive & OneDrive - These online cloud storage tools allow for sharing files via a link that can be placed in Canvas.

c. WEB CONFERENCING

If synchronous online time can be arranged with students, consider using one of the web conferencing tools we have available.

i. **Big Blue Button** - This is another web conferencing option that is available in Canvas. It has some limitations, but is quite useful for smaller classes and less video intensive uses. Recordings are only
able to be saved for two weeks. The biggest benefit of this option is that your students already have access via your Canvas page, once “Conferences” are made available via Settings/Navigation.

1. Learn how to use Big Blue Button.

ii. **Teams Meetings & Conferencing** - Teams now includes the ability to host online meetings, including a white board, chat, application sharing, audio, video, and more. Learn more about [meetings and conferencing in Microsoft Teams](#). Recordings are not available in Teams.

iii. **Zoom** - This is a web conferencing tool that includes a white board, annotation tools, chat, and the ability to share slides or other applications running on your computer. Sessions can be recorded and preserved. If you would like to conduct “live” synchronous activities with students:
   1. Determine if the [free version of Zoom](#) is sufficient.
   2. Obtain a license for Zoom Pro from ATUS.
   3. Learn how to use Zoom.

**d. COLLABORATION**

Consider using tools available through WWU for collaborative activities and sharing files:

i. **Office 365**
   1. [Online Suite of Office Tools](#) - Faculty, staff, and students may acquire the latest versions of Microsoft Office for Windows and Mac OS.
   2. **Teams** - This tool is most useful to conduct online meetings or for simple daily communications with other WWU employees. It is not recommended for instructor and student communications.
   3. SharePoint - This tool is useful for long-term document storage and sharing documents with other WWU employees.
   4. **OneDrive** - This is very similar to GoogleDrive for easy sharing of documents.

ii. **G Suite** - G Suite accounts are optional tools offered in addition to Office 365, enabling access to Google Drive, Docs, Slides, YouTube, and other applications.

iii. **TeamViewer** - This tool is very useful for remote technical support and trouble-shooting.

**e. VPN:** We recommend that you share advising-related materials via the cloud (Canvas, OneDrive, G Suite, etc.). If you are using any tools that require a secure connection, such as Banner, mapping the various network drives, etc., request and set up virtual private network (VPN) access in order to access these tools from home.
f. **MEDIA EQUIPMENT**: If you need a webcam, headset, laptop, or other equipment, check with ATUS Classroom Services/Equipment Loan or ATUS Teaching, Learning, and Technology/CIIA for options. Contact these offices to ensure availability. Most laptops are already configured with devices for audio/video recording.

4) Mobile Devices

- Connect to your WWU email and calendar from an iPhone or iPad using the iOS Mail & Calendar app
- iOS 11 Mail App Issue with Office 365
- Connect to your WWU email and calendar from an iPhone or iPad using the Outlook App
- Mail & Calendar Apps for Android Phones and Tablets
- Mail & Calendar Windows 8 Phones & Tablets
- Connect your phone to your office phone:
Appendix A

Temporary Huxley Sick Leave Policy for Classified Staff During the COVID-19 Epidemic

In light of recent news of COVID-19 cases in our region, a number of Huxley classified staff have asked about working from home. Guidance from health officials is clear in saying that if you are sick, you should stay home. However, we recognize that particular circumstances may cause an employee to feel they need to work from home. If you feel this is what you need to do, we support you. We ask that you work with your supervisor on a plan that is right for you. You also DO NOT have to complete the telework approval for the duration of this incident.
Appendix B

Remote Banner Access

Should the university suspend operations and you need to access Banner from off-campus, all staff members listed above belong to a network group that will allow this to happen.

You do however need to install the VPN client onto your off-campus machine. The VPN client should already be installed on the Dean’s office laptop as well as the departmental laptops. Don’t forget to login to the laptop PRIOR to taking it off campus in order to cache your WWU login credentials. Please see: https://atus.wwu.edu/kb/vpn-virtual-private-network. Also WWU has added another VPN server remotevpn.wwu.edu should securevpn.wwu.edu be inaccessible due to more than 250 concurrent connections. This is a recent development.

You also have the ability to login to your office machine from home as well. I will be including those instructions soon as well as instructions to map to Huxley resources.

Dave Knutson
Huxley College IT System Administrator
Mapping Network Drives
From off-campus
March 2020

Prerequisite:
Logon to the WWU campus network via VPN. See document labeled *Huxley Remote Access* for details.

**WINDOWS** (make desktop shortcuts to these network addresses. Right-click on Windows Desktop, New, Shortcut). Enter your username as WWU\*username* and WWU password when prompted.

- **H: Drive** \peregrine.univ.dir.wwu.edu\research
- **J: Drive** \peregrine.univ.dir.wwu.edu\spatial
- **L: Drive** \msfs-share.univ.dir.wwu.edu\spatial
- **P: Drive** \msfs-share.cts.wwu.edu\facshare\Huxley
- **S: Drive** \msfs-share.cts.wwu.edu\class\Huxley
- **U: Drive** (Substitute *username* below with your WWU username)
  - \msfs-facstaff.univ.dir.wwu.edu\user\username  (Faculty/Staff)
  - \msfs-student.univ.dir.wwu.edu\stu\username  (Students)

**MAC** (Finder, Go, Connect to server)

- **H: Drive** smb://peregrine.univ.dir.wwu.edu/research
- **J: Drive** smb://peregrine.univ.dir.wwu.edu/spatial
- **L: Drive** smb://msfs-share.cts.wwu.edu/spatial
- **P: Drive** smb://msfs-share.cts.wwu.edu/facshare/huxley
- **S: Drive** smb://msfs-share.cts.wwu.edu/class/huxley
- **U: Drive** smb://msfs-facstaff.univ.dir.wwu.edu/username  (Faculty/Staff)
  smb://msfs-student.univ.dir.wwu.edu/username  (Students)
Appendix D

VPN SETUP FOR WINDOWS AND macOS

To connect to your computer on campus you will need to VPN (Virtual Private Network) into Western’s Network. This creates a secure connection that will allow you to remotely connect to machines, access restricted resources like banner, and connect to network drives from home.

In order to connect, your account must first be a member of the VPN group. All WWU employees now automatically belong to the remotevpn.wwu.edu VPN group. Consult Dave Knutson regarding remote Banner access which requires membership to the securevpn.wwu.edu VPN group.

From off-campus enter the following into your web browser:
https://remotevpn.wwu.edu and login with your Western Credentials.

From on-campus: Connect to https://securevpn.wwu.edu

Keep in mind these are shared resources and logoff once your work is finished. There is currently a 9 hour time limitation forcing user re-authentication should you exceed this.
WINDOWS SETUP

Once you have logged in, click on the AnyConnect Tab on the left side of your browser.

Then click start AnyConnect

Download for windows, and run the installer. You must be an administrator on your device to do this!

Banner users must connect to https://securevpn.wwu.edu

Otherwise connect to https://remotevpn.wwu.edu.

After the program has installed, start it up and when the program prompts, enter your credentials select either full or split tunnel. If you are connecting to Banner, Nolijweb or AiM you must use split tunnel.
**Warning:** If you select full tunnel **ALL** of your network traffic will be routed through WWU's network. This includes everything from google searches to amazon shopping sprees.

Now you are connected! When you are done using the VPN please disconnect as this is a shared resource.
VPN SETUP FOR macOS

1. Navigate to remotevpn.wwu.edu

2. Login using your WWU credentials
   i.e. Username: myUserName
   Password: mySecurePassword578

3. Navigate to the sidebar menu and click the AnyConnect button then click the “Download for Mac OS” button
4. Run the installation file (a .pkg file within the folder called AnyConnect VPN)
5. Double click on the .pkg icon to run the installer
After installation, you will most likely run into the issue of your security settings blocking the application. To allow the program to run:

1. Navigate to Security & Privacy in system settings. I suggest using Spotlight search like so:
   a. Press and hold “Command + Spacebar”, then type in “Security & Privacy”

   ![Security & Privacy](image1.png)

   b. In the bottom of the Security & Privacy menu (pictured below without the prompt) in the General tab, there will be a small prompt to allow RemoteVPN to run. Click the Allow button.

   ![Security & Privacy General Tab](image2.png)
6. Type “Cisco” into the Spotlight search or conversely look in your Applications Menu to run the VPN.

7. Setup your VPN:
   - For banner users connect to “securevpn.wwu.edu”
   - Otherwise connect to remotevpn.wwu.edu

   • Input your Username and Password
• Press Connect then freely access your WWU online resources. VPN activity will be indicated by the locked globe icon in the top right of your screen.
REMOTE DESKTOP: PC TO PC

1. First find the name of your machine

2. To find your machine name, type system information into the search bar. And locate the attribute that says system name. In order for this to be most effective do not shut down your computer when you leave! Remote desktop will not be able to connect to a machine that is powered off or in sleep mode.

3. Connect to the network through the VPN

4. To connect to a remote computer search for remote desktop and enter the name of the machine you want to use. You will need to login. If someone is currently using the machine it will prompt you to kick them off.
REMOTE DESKTOP: MAC TO PC

1. Find the name of your machine as described above in the PC TO PC connection

2. Navigate to the App Store on your Mac, and search for “remote desktop 10”. From there, you should be able to download Microsoft Remote Desktop 10 using your Apple ID credentials.

3. Connect to the network through the VPN

4. Once opened, add a PC by using the + icon at the top of the window. Enter your system name under the field titled PC Name, with “univ.dir.wwu.edu” appended to the end, and leave User Account as “Ask when required”. Customize the options to tailor your experience best, and save your changes.
5. Double click the added PC to connect remotely, and login with your user credentials once the desktop has booted. If you get a prompt about a valid certificate just click accept it and move on. If a user is currently logged in, you will have the option to log them off, however please do not do this if you are using a lab computer.
March 18, 2020

Dear Huxley Student,

We are writing to you as Huxley College, our state, and our world address the many challenges posed by COVID-19. In the coming spring quarter, the ways many of us connect and learn with one another will be different from what we are accustomed to. Please know that while Huxley faculty and staff will be working remotely to the extent possible, ensuring student success is always at the core of our work. We are here for you. Below is an overview of how Huxley faculty and staff are available to support you. We hope you take the time to read through this letter to learn who is available and how they can be reached.

David Wallin, department Chair of ESCI and Grace Wang, department Chair of ENVS are available if you have questions about courses or departmental matters (e.g. work study or travel). We realize that there is a lot of uncertainty. Thanks for your patience as we all navigate this together. We recommend that you reach out to the individual instructors for questions regarding courses themselves, but we are available to facilitate. David.Wallin@wwu.edu / Grace.Wang@wwu.edu

Kathy Patrick can be reached at kathryn.patrick@wwu.edu or 360-650-2817 for a phone appointment or a Zoom meeting. Kathy can help pre-majors with their major applications, understand the Huxley College major options, 105-holds, study abroad, schedules, overrides, minor evaluations and just about anything else. The next deadline for major application is April 18. You can find the major application here.

Mary Moores is available via email at mary.moores@wwu.edu and will be conducting scheduled student appointments via cell phone. For current Huxley majors wishing to speak with Mary, email her the following: Subject Line: "Phone appt Requested", Text or email should include at the top: Name, W#. phone # and availability for phone calls this week. You may also want to include: Major title, Minors, expected grad date. To make an appointment by phone please call 360-650-3520.

Ed Weber (ed.weber@wwu.edu) is available for all graduate student questions/issues, scheduling, TA assignments, payroll issues, as well as Graduate Program admissions/applications. He is also available to help with all overrides for Undergraduate Internships, Senior Projects, Senior Thesis (ESCI/ENVS 498 A, B, and C) and all Graduate-Level courses.

Shalini Singh, Diversity Recruiter & Retention Specialist is an advocate and support for first-generation, multicultural and non-traditional students and provides personalized academic coaching, mentoring, and resources using a global and multicultural focus to support student persistence and academic achievement at Huxley. She is available to provide the following support and services for students: Huxley Book Barn loan requests. Books may be checked out for up to one quarter per request. You can view the book catalog here and submit requests here. Please contact her directly to arrange pick-up. Other support services include diversity-equity-inclusion related questions, disability support, help communicating with faculty, time management, study skills, tutoring support, scholarship information, academic planning, and other support as needed. Shalini can be reached via WhatsApp: 206-595-6064 or email me at Shalini.singh@wwu.edu.
March 18, 2020
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If you are unsure who to contact please give the Administrative Assistant for Huxley College, Ingrid Patrick, a call or send her an email. She will either be able to help you immediately or direct you to the appropriate person for the job in a timely manner. Ingrid is able to set up phone appointments or Zoom appointments with any of our advisors (Mary, Kathy, Ed, or Shalini) and help you with the set up. Ingrid is also the Scholarship Administrator for Huxley College. You can find information about all of our available scholarships here. Any questions you have with regard to scholarships or reimbursement funds should be directed to ingrid.patrick@wwu.edu or 360-650-6744.

The dean, Steve Hollenhorst (steve.hollenhorst@wwu.edu) is available to help with any remaining issues or questions you may be having. If he doesn’t have the solution or answer, he’ll find out for you or connect you with the people who can help.

Be well, and be in touch. If you need information about campus assistance concerning the Coronavirus, please check here: https://www.wwu.edu/coronavirus.

With care,

Steve Hollenhorst, Dean of Huxley College
Dave Wallin, Chair Environmental Science
Grace Wang, Chair Environmental Studies
Kathy Patrick, Pre-Major Advisor
Mary Moores, Major Advisor
Ed Weber, Graduate Program and Internship Advisor
Shalini Singh, Diversity Recruiter & Retention Specialist
Ingrid Patrick, Administrative Assistant to the Dean
Huxley Faculty,

Some of our students performing internships over the Spring Quarter will have significant issues in completing their Spring Internships. The 30-hours per credit requirement will be very challenging for many since some employers are terminating all face-to-face trainings/meetings/etc. They may experience significant modification to their approved Learning Agreements as employers modify work methods and contact.

Faculty will have maximum flexibility in modifying internships for Spring Quarter as appropriate to help your students.

Ideas might include:

- See if employer can allow the student to work remotely
- Allow students to set up alternative experiences through volunteering, service projects, etc.
- Allow students to set up alternative projects.
- Allow students to perform additional learning objectives such as appropriately related literature reviews, or research on the organization they were working for

For students finishing/graduating during Winter Quarter that may be short in total hours due to worksites reducing schedules: Faculty can make the call if the student has completed enough of the internship hours to get the full credits. (Example: Student only put in 130 of their 150 scheduled hours).

Thank you.

Ed

Ed Weber
Graduate/Internship Program Specialist
Huxley College of the Environment, MS9079
Western Washington University, ES 545
OFFICE: (360) 650-3646
FAX: (360) 650-2842
https://huxley.wwu.edu/graduate-programs
Allowable Research Decision Tree

Mitigating Impacts to Research Activities Due to COVID-19
The research is directly related to COVID-19\(^1\)

The research involves long-term experiments for which a pause would cause undue harm or cost\(^2\)

The research is essential to meet thesis requirements for a final defense Spring Quarter

I care for live animals

I provide core computational services

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**You must suspend your on premises research until the *Stay Home, Stay Healthy* directive is lifted.**

YES to any question

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___ Can you maintain social distancing of at least 6 ft at all times?
___ Can you carry out frequent and effective decontamination procedures?
___ Can you maintain personal safety?
___ Are required supporting services available (e.g. hazardous waste disposal, emergency services)\(^3\)

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**NO to any question**

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With approval from your supervisor you may perform on premises research. You must provide ehs@wwu.edu with information about where and when you will be working.

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(1) Research directly related to COVID-19 includes fundamental studies of the virus, disease, transmission or treatment; related public health, economic, logistical or business impacts research; research to understand misinformation, public perception, social isolation.

(2) Examples include maintenance of difficult-to-reproduce cell lines, and long-term, time-sensitive measurements.

(3) You may assume that EH&S and University emergency services will continue to be available. Department chairs will be notified if this changes.
Recommended Guidance for Daily COVID-19 Screening of Employees and Visitors

The Washington State Department of Health recommends that all employers put COVID-19 screening protocols in place.

You can help prevent the spread of COVID-19 in your facility by screening employees and visitors on a daily basis.

The screening protocol outlined below is based on the following:

- A review of screening protocols from multiple agencies
- Recommendations by the CDC
- A literature review of the most common signs and symptoms of COVID-19

COVID-19 screening protocol: What to do

Screen everyone who enters your facility, including:

- All employees before the start of each work shift
- All visitors

Ask the following questions when you screen employees and visitors:

“YES or NO, since your last day of work, or since your last visit to this facility, have you had any of the following:”

- A new fever (100.4°F or higher), or a sense of having a fever?*
- A new cough that you cannot attribute to another health condition?*
- New shortness of breath that you cannot attribute to another health condition?*
- A new sore throat that you cannot attribute to another health condition?*
- New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?*

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.
*If an employee or visitor answers YES to any of the screening questions, immediately activate your agency’s emergency protocol for COVID-19. The designated screener should consider:

- A review of the screening results
- Recommendations for possible exclusion of the employee or visitor from the facility
- Recommendations for medical follow-up

**Additional COVID-19 Resources**

- [DOH Coronavirus (COVID-19) webpage](#) – updated information and resources daily
- Local Health Jurisdictions
- Workplace and Employers
- Persons Who are at Higher Risk for Serious Illness
- Communities and Community Organizations
- Stigma Reduction
- How Can I Be Prepared for a COVID-19 Outbreak?