

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Memorial Union
Bldg/Room Location	Bradbury Thompson Alumni Center
Name/Position Title of Reopening Plan Developer	Becky Bolte, Director
Date Reviewed	6/1/2020
Name/Position Title of Dean/Director Reviewer	Janel Rutherford, Director Business & Auxiliary Services
Date Reviewed	
Area Head Name	Chris Kuwitzky, VPAT
Date Reviewed and Approved	6/8/2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	Originally scheduled for 6/15/2020 and then moved to 6/8/2020

This plan intends to align with the phases identified within the Washburn University Reopening Plan and Phases as related to or necessary to comply with Shawnee County, CDC, WHO, accrediting body or similar guidelines.

Business Need

“The Washburn University, Bradbury Thompson Alumni Center (BTAC), is currently closed. The Memorial Union maintains the custodial and event operations in BTAC.” The Memorial Union has one custodian who resides in the building and direction is overseen by The Director Memorial Union and Memorial Union Facilities Manager.

- Becky Bolte, Director Memorial Union/University Scheduling
- Richard Chavez, Memorial Union Facilities Manager (office plan under University Scheduling)
- Chris Iott, Custodial Worker II

Bradbury Thompson Building Description

The BTAC houses many departments as well as event/meeting space. The following departments should be submitting their own reopening plans, however are listed here for reference. Academic Scheduling, Alumni, Institutional Research, Inventory Control, and VPAA/VPAT.

1. Social Distancing Measures
 - a. Entrances will continue to be the two main entrances (East & South). Open entrances include ADA doors. Exit of all doors allowed for fire/ safety.
 - b. Traffic flow in main lobby areas does not allow for directional signage due to use of space.
 - i. During events traffic flow signage consist of 6ft spacing between traffic directed by “walk this way” floor arrows (carpet safe) each direction to allow for “IN” and “OUT” to Convocation and Forum room.
 - ii. “IN” and “OUT” signage will be placed on Convocation and Forum room doors if needed
 - c. Elevator signage to consist of preventative measures against COVID 19 (includes social distancing, use of sanitizer after touching controls, etc..) is posted inside and outside of each elevator.
 - d. Lobby and seating spaces are reduced using social distancing standard.
 - i. Signage will be posted and areas checked often for reset if needed.
 - ii. Social distancing signage placed on wrap around bench.
 - e. Custodian office cleaning will be adjusted to maintain social distancing by the following:
 - i. Departments within BTAC will contact Facilities Manager via cell phone or Richard.chavez@washburn.edu for office needs.

1. Employees will be directed by Facilities Manager on office cleaning needs in lieu of entering offices during normal hours.
 - ii. Office vacuuming will be done after office hours to reduce interaction with other employees. Access to offices will be assisted by Facilities Manager if BTAC custodian is not available.
 - iii. Office trash will be picked up after office hours. Departments will be asked to consolidate trash to one can and place outside office door.
 - iv. Alpha HP Disinfectant and towel delivery/pickup will be requested through Memorial Union Facilities Manager at: Richard.chavez@washburn.edu . Facilities Manager will deliver after office hours.
 - f. Bible Room will remain closed for viewing, seating is reduced using social distancing standard and will only allow scheduled meetings to ensure sanitizing between meetings.
 - g. Preset meeting rooms seating are reduced using social distancing standard. Contact universitiescheduling@washburn.edu for more information.
 - h. Open meeting rooms seating is planned with social distancing standard. Contact universitiescheduling@washburn.edu for more information.
 - i. Reduced options for setup configuration planned
 - i. Employees will be briefed on social distancing expectations, sanitation, hygiene and other safety measures. Employees who have concerns should report them to the Director of Memorial Union.
2. Use of masks will follow the University guidelines. Example of proper use training can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>
3. Flow in building space
 - a. Entrances will be reduced to two main entrances (East & South). Open entrances include ADA doors. All others will be locked but open for exit.
 - b. Traffic flow in main lobby areas does not allow for directional signage due to use of space.
 - i. During events traffic flow signage consist of 6ft spacing between traffic directed by “walk this way” floor arrows (carpet safe) each direction to allow for “IN” and “OUT” to Convocation and Forum room.
 - ii. “IN” and “OUT” signage will be placed on Convocation and Forum room doors if needed
 - c. Elevators have social distancing guidelines posted inside and outside of each elevator
4. Cleaning and sanitizing of surfaces will be done in accordance with CDC Guidelines. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> additional information is available <https://www.washburn.edu/student-life/health-safety/index.html>
 - a. All cleaning chemicals will be provided by Memorial Union Facilities Manager which will be requested through Campus Facilities. No employees other than trained custodians and business services employees should be mixing any cleaning chemicals. <https://www.washburn.edu/faculty-employees/campus-services/facilities-services>
 - b. Alpha HP disinfectant cleaner in spray bottle and clean towels provided by Memorial Union Facilities Manager. Dirty towels disposed of into marked container will be picked up regularly by Memorial Union custodians.
 - c. Hand sanitizer will be placed near the door to the office with signage. Example of training can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>
 - d. Pens or other office supplies used by visitors will be cleaned after each visit (includes pens, staplers, tape dispensers, dry erase markers and other used items)
 - e. Storage spaces and employee break room will be equipped with hand sanitizer in either

bottle or wall mount form.

- i. Employees will be directed to use sanitizer before/after each use of equipment.
- f. Meeting room cleaning/sanitizing will occur between events and will include door handles, light switches, tables, chairs, countertops, etc.
- g. Event equipment will be cleaned and sanitized in accordance with CDC Guidelines listed above. All equipment will be sanitized before storing in addition to after each use.
 - i. University Scheduling will work to schedule events with extra time between to allow for cleaning/sanitizing rooms, equipment, and high touch areas.
 - ii. Audio Video
 1. Microphones (including stands)
 - a. Countryman and catchbox will not be available through the COVID-19 pandemic due to inability to clean and sanitize properly.
 - b. Handhelds will only be offered if used as individual and not passed or multiple speakers using same handheld.
 - c. Wired and gooseneck will be offered and cleaned/sanitized after each use.
 - d. Cleaning and Sanitizing will include using Alpha HP to wipe down stand, microphone body and removing the microphone covers and foam insert for sanitizing.
 - e. Employees will use a fresh pair of disposable gloves each time when handling microphones before and after events.
 2. Remote controls (flat screen or projectors) and advancers (clickers) will be sanitized after each use and encouraged to not be passed from customer to customer.
 3. Floor projectors and carts will be sanitized after each use.
 4. Crestron controls (located in Washburn A/B and Kansas Room) will be sanitized after each event.
 5. Portable sound system controls and auxiliary cord will be cleaned/sanitized after each use.
 6. Direct box controls will be cleaned/sanitized after each use.
 7. Piano rental will be allowed if only one player per event. Piano will be cleaned/sanitized after each use.
 - iii. Tables, chairs, and credenzas will be cleaned between events.
 - iv. Hand sanitizer will be placed on podiums for use before/after during multiple speaker events.
 - v. Employees will use disposable gloves when cleaning items and wash hands thoroughly after using following the CDC guidelines.

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

5. Facility changes

- a. Lobby and seating spaces are reduced using social distancing standard.
 - i. Signage will be posted and areas checked often for reset if needed.
 - ii. Social distancing signage placed on wrap around bench in lobby.
- b. Bible Room will remain closed for viewing, seating is reduced using social distancing standard and will only allow scheduled meetings to ensure sanitizing between meetings.
- c. Preset meeting rooms seating are reduced using social distancing standard. Contact universitiescheduling@washburn.edu for more information.
- d. Open meeting rooms seating is planned with social distancing standard. Contact universitiescheduling@washburn.edu for more information.
 - i. Reduced options for setup configuration planned

6. Mass gatherings

- a. University Scheduling handles the scheduling of meeting/events on campus, they will follow phase requirements for mass gatherings along with social distancing standards set by facilities for rental spaces and communicate to Memorial Union custodians and business services employees set up requirements. Contact universitiescheduling@washburn.edu for more information.
 - b. Memorial Union facilities manager (or designated custodian and building manager) will enforce, as much as possible, social distancing standards with employees and event coordinators for BTAC.
7. Telecommuting
 - a. Custodian will continue working on campus. Employees will be notified more than 5 business days if required to change.
8. Work schedules
 - a. Custodian will continue to cover business needs currently from 8am – 5pm Monday through Friday on campus through July 31st.
 - b. Fall semester hours to continue 8am-5pm Monday through Friday (as in past).
 - c. Special event needs may determine later hours with consideration of full sanitation requirements for meeting rooms and building high touch areas. These hours may require special services fee.
9. The following signage will be posted in employee break space and restrooms.
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
10. Shared food spaces – Custodial storage area (does not include VPAA/VPAT or Dining Services Kitchens)
 - a. Refrigerator, microwave, and table will be sanitized each use by the employees with the Alpha HP disinfectant cleaner provided by facilities manager.
 - b. All outside food receptacles must be sanitized before putting into refrigerator.
11. Employees who may need disability accommodations will be directed to the Director of Human Resources, Teresa.lee@washburn.edu , promptly. The Director will request a Disability and Impairment Assessment Form, available online, be completed by the employee’s health care provider. Upon receipt of the completed Disability and Impairment Assessment Form, the Director will engage in a cooperative process with the employee and supervisor to determine what, if any, accommodations are necessary in allowing the employee to perform the essential functions of their job.
12. Employees who may seek a modification to their work assignment (e.g., change in location, shift, schedule) due to being in a “high risk” category for COVID-19 to the Director of Human Resources, Teresa.lee@washburn.edu. The Director will gather relevant information from the employee before engaging in a cooperative process with the employee and supervisor to determine what, if any, modifications may be available.