

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	CIS
Building/Room Location	ST304/302
Name/ Title of Reopening Plan Developer	Bruce Mechtly
Date Reviewed	
Name/ Title of Dean/Director Reviewer	Laura Stephenson
Date Reviewed	
Area Head Name	JuliAnn Mazachek
Date Reviewed and Approved	July 1, 2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	August 3, 2020

CAS Administrative Department Opening (Phase 4/Phase Out of WU Non Nobis Solum Reopening Plan, anticipated June 29, 2020).

It is anticipated that CAS Administrative Departments will reopen on campus August 3, 2020 to more fully provide on-campus support for faculty, students, and other WU units in preparation for a face-to-face Fall 20 semester. Departments may open earlier as long as the university is in Phase 4. Please consult with the Dean if the Department plans to open before Phase 4.

The provisions of Phase 4/Phase Out are subject to change and may include:

- Mass gathering limit are significantly relaxed;
- Adhere to personal hygiene guidelines
- Individuals may choose to wear cloth masks in public settings as appropriate;
- Maintain a 6-foot social/physical distance (incidental or infrequent moments of closer proximity is limited to 10 minutes or less) where applicable;
- Telecommuting;
- Unrestricted travel; and
- Higher risk individuals are advised to continue to stay home except when conducting essential functions.

I. Employees

A. Identification. List each employee, position, work schedule and location upon re-opening.

1. Bruce Mechtly, Chair, enclosed office, scheduled office hours
2. Rick Barker, Professor, enclosed office, scheduled office hours
3. Cecil Schmidt, Professor, enclosed office, scheduled office hours
4. Nan Sun, Professor, enclosed office, scheduled office hours
5. Phil Hauptman, Lecturer, enclosed office, scheduled office hours
6. Karen Othmer, Admin Assistant, open area desk, 9 am-noon
7. Traevonne Green, Student Worker, shared open area desk, 1 pm–5 pm

B. Note modifications in work schedules to maintain appropriate infection prevention and control measures.

Faculty will set their own office hours, or have office hours entirely through Zoom. It is expected that when faculty are in the CIS suite they will normally be in their offices with their

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door closed. Faculty do not need to wear face masks in their offices, but should always wear them when they leave their office. Faculty may choose to meet with students/visitors in their offices while wearing face masks and maintaining social distance.

The admin assistant and student worker can choose to wear face masks or not while working in their space unless a visitor is present. They should always wear face masks when they leave their space.

C. Communication with Employees

1. **In developing the reopening plan, chairs should consult with departmental faculty and staff in a collaborative process.**

All CIS staff were given the opportunity to review this document and make suggestions.

2. **The approved reopening plan will be sent via email to all departmental office employees, with a read receipt kept by the chair. This will be done by June 30, 2020. It will also be posted on the University COVID-19 website.**

The approved reopening plan will be sent via email to all CIS staff, with a read receipt kept by the Chair. We anticipate this will be done by June 30 with a return to campus date of August 3.

D. Training

Returning staff will be briefed on social distancing expectations, sanitation (cleaning their office and communal areas), hygiene and other safety measures. Staff who have concerns should report them to the chair. CAS will provide these or the Department can use their own. In the latter case, please provide a copy or description with the Reopening Plan.

Before returning to work, all employees will receive training on social distancing, how to clean the office and any communal areas, the symptoms of COVID-19, stopping the spread of COVID-19, and the importance of mask use. We will each be responsible for our own workspace, and share responsibility for the cleanliness of our communal spaces. Training will consist of reading and watching the following:

- 1 Cleaning and disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.
- 2 Cleaning and disinfecting: <https://www.washburn.edu/student-life/health-safety/files/Cleaning-and-Disinfection-Protocols.pdf>
- 3 Masks are proven to limit droplet spread. Visualization: <https://www.youtube.com/watch?v=Uf7AmKXht28>
- 4 CDC guidance on masks: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- 5 Symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- 6 Stopping the spread of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>
- 7 Avoiding the risks of COVID-19: <https://www.erinbromage.com/post/the-risks-know-them-avoid-them>

E. Employees who have concerns should report them to the Chair.

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F. Accommodation and Modifications

1. 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.
2. 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.

II. Departmental Space

Phase 4 of the Non Nobis Solum plan states work spaces are to be reviewed to identify and recommend changes in layout of office spaces, furniture placement, shared spaces, and work schedules in order to maintain appropriate infection prevention, mitigation, and control measures. Please address changes needed for all department specific spaces including reception, shared work spaces, offices, lab/studio spaces, etc.

A. Describe changes in office spaces to ensure social distancing.

No changes in configuration or space assignment are anticipated.

B. Identify any appropriate facilities changes which may be necessary (e.g., moving furniture, adding a partition or Plexiglas, etc.). Submit a work request to Facilities Services for products and installation/service. <https://www.washburn.edu/faculty-staff/campus-services/facilities-services>

1. A plexiglass/acrylic shield will be installed on the divider attached to the west of the admin assistant's desk. It will require a mounting that is offset from center due to the configuration. It should be wide enough to block airflow for the length of the desk.
2. A small plastic or wood divider to divide the north and south parts of the admin assistant's desk.
3. An extra chair will be provided at the admin assistant's desk so that the admin assistant and student worker do not have to share a chair.
4. A hand sanitizer dispenser will be mounted inside the suite near the outer door.
5. A wide angle camera USB will be installed in ST304D to allow faculty to remotely proctor students that are taking exams in that room. The camera should be mounted above the desk at a 45 degree angle so the proctor can see both the student and the screen of any computer the student is using at the desk.

C. Describe the traffic flow of the space. How will individuals within the department be directed through signage (e.g., posted arrows, carpet safe tape) to move around the space (e.g., multiple entrances, hallways)? Please specify if different criteria for visitors or other individuals is needed.

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There is a single entrance to the suite. The door will normally be closed and unlocked. There will be a sign on the door instructing visitors to not enter the suite if there are any other visitors in the reception area. They will also be instructed not to enter the suite without wearing a face mask.

D. Describe changes in any other departmental spaces.

Do you have a break room, work room, conference room, lab space, waiting area, student lounge, or copy area? If so, explain what is expected for each. Consider – how many can be in the area at a time based on physical distancing of at least six feet, mask use, hand washing, cleaning, etc.

1. CIS has a copy break room with a copy machine, printers, a refrigerator and microwave. It will be understood that only one person can be in the copy room at a time.
2. It will be the expectation that anyone who uses the copy room will disinfect whatever area they used following its use.
3. There are several narrow hallways. It is understood that only one person can be in the hallway at a time.

E. Cleaning Office Space

1. **Stipulate the cleaning supplies and cleaning processes that will be needed and describe how employees will be educated on those cleaning processes (Facilities Services will be able to assist you with completing this criteria). 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 at: <https://www.washburn.edu/student-life/health-safety/index.html>.**
 - a. 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 at: <https://www.washburn.edu/student-life/health-safety/index.html>.
 - b. Supplies needed from Facilities Services are as follows:
 - i. Hand sanitizer on a stand by the office entrance as well as communal containers in work areas and one for the copy room.
 - ii. Detergent and paper towels for cleaning hard surfaces.
 - iii. Disinfectant wipes or disinfectant spray and paper towels.
 - iv. Disposable gloves
 - v. 50 masks to distribute to visitors as needed
2. **Describe cleaning protocols which will be implemented to address any shared food spaces (e.g., breakroom, refrigerator, microwave), meeting/conference room spaces, or other shared spaces (e.g., work room, copier space). You may also want to consider frequency of cleaning and who is responsible.**
 - a. Each employee will be responsible for cleaning their own workspace.
 - b. Each employee will clean their workspace upon arrival and just prior to departure at minimum. Enclosed offices are excepted from this rule as long as there have been no visitors.

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- c. Reception areas will be wiped down after each visitor, including pens or any contacted supplies.
- d. All lunch boxes or containers must be sanitized before being placed in the refrigerator.
- e. Do not wipe down the copy machine. Frequent use of liquid products could damage the machine.
- f. Employees will be encouraged to leave all non-essential items at home. Any items brought from home will be disinfected using appropriate cleaning methods and stored in a drawer when possible.
- g. Employees using the copy room will be expected to disinfect any areas after they have used or touched
- h. Employees should sanitize/wash their hands after using the copy room.

- 3. All cleaning chemicals should be requested through Campus Facilities by submitting a work order. No employees other than trained facilities staff should be mixing any cleaning chemicals. Submit a work request to Facilities Services for products.**

<https://www.washburn.edu/faculty-staff/campus-services/facilities-services>

F. Hand sanitizer/Handwashing. Indicate hand sanitizing availability and handwashing expectations..

1. A hand sanitizer stand will be placed near the entrance to the office.
2. Small dispensers of hand sanitizer will be placed on the reception desk to the west of the plexiglass, in the copy room and wherever else it is deemed necessary.

G. Signage.

Describe any signage will be posted at the entrance and throughout the department. Example signage can be found at:

English: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

Spanish: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-sp.pdf>

CIS Office signs at the entrance will include:

1. “This office suite is open from 9 to 5 Monday through Friday. Only one visitor is permitted in the reception area at a time. Please look through the glass and ensure that there are no other visitors in the waiting area before entering the suite. Visitors are expected to wear a face mask while inside this suite. If you don’t have one you can open the door and grab a mask just inside the door to the right. If you are unable to wear a mask, please call 785-670-1739 and we will try to assist you over the phone.”
2. “You may contact your instructor directly by email or phone.” The sign will have email addresses and phone numbers of all instructors.
3. “DO NOT ENTER IF YOU HAVE COVID-19 SYMPTOMS OR HAVE BEEN EXPOSED TO SOMEONE WITH COVID-19 SYMPTOMS.” This sign will include symptoms of COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

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III. Physical Distancing/Interactions

A. Use of Masks: In all Non Nobis Solum phases, the use of cloth masks in public settings as appropriate is encouraged. If the use of masks will be different in your department from this, please describe.

1. Staff and visitors will wear masks at all times when not in their assigned spaces, or if they have visitors in their assigned spaces.
2. The admin assistant and student worker will work at the same desk, but the admin assistant will work at the south end and the student worker at the north end. The student worker will use a laptop and not use the admin assistant's computer. They are not scheduled to work at the same time, but the admin assistant leaves at 1 pm and the student worker arrives at 1 pm, so they need to social distance during this brief shift change. The telephone will be forwarded to the cell phone of whoever is at the desk (someone needs to contact ITS to determine how to best do this).

B. Address how the department or unit will limit all mass gatherings in reopening.

Only one visitor will be allowed in the suite at a time.

C. Address how the department will receive and assist visitors.

The sign on the suite door will instruct visitors to check to see if there are any visitors in the reception area, and given a phone number if they need any help.

D. Identify any special activities or plans (e.g., tours, visitors) within the department or unit which may occur during the respective phase(s).

Nothing like this has been planned.

E. Address other ways the department will ensure or promote physical distancing of at least six feet. Consider electronic documents, virtual meetings, reducing office traffic, etc.

Department business will be conducted using email and/or Zoom.

IV. If applicable, address any department specific requirements that may be necessary to comply with the orders and guidelines issued by Shawnee County, CDC, WHO, KBI, or an accrediting body.

N/A

NOTE: All protective equipment items requested from facilities should be on-hand and ready for use before reopening.

Date requested to reopen: August 3, 2020

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