

## Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Washburn University Career Services
Bldg/Room Location	Morgan Hall Room 105
Name/Position Title of Reopening Plan Developer	Kent McAnally, Director
Date Reviewed	5/20/2020
Name/Position Title of Dean/Director Reviewer	
Date Reviewed	
Area Head Name	Eric Grospitch
Date Reviewed and Approved	5/22/2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	June 1

### Washburn University Admissions Plan for returning to campus

"The Washburn University Career Services office has been determined to have a business need for its employees to work physically on campus during Washburn's Phase One." The Career Services office has 4 employees:

- Kent McAnally – Director
- Dana Nordyke – Career Specialist
- Duane Williams – Career Specialist
- Ronna Rees – Administrative Assistant

### Office Description

The department occupies office space in Morgan Hall sharing Suite 105 with University Diversity and Inclusion. The director and specialists have individual offices with doors that can be closed. The administrative assistant is in the welcome area and is the initial stop for visitors to Career Services. Diversity and Inclusion also has a full-time staff member in the open lobby 6 feet away and a student-staffed front desk about 6 feet away at the front of the suite. The suite also contains a conference room with conference table and 4 interview/testing rooms for individuals taking tests or for employer interviews. The open lobby is visible from the Career Services administrative assistant workstation, the director's office, and the Diversity and Inclusion student desk, full-time staff desk, and from the office of the VA coordinator.

### Proposed Reopening process

1. Open general office for limited staff. Each day of the week, either the director or administrative assistant will provide office coverage, with the career specialists splitting the work week in the office.
  - a. No more than three additional people will be allowed in the common lobby welcome area, and strict social distancing will be maintained, with masks encouraged.

- b. Visitors will be asked to remain at least six feet from front desk, maintaining social distance. Clients needing assistance requiring a specialist will be directed to email or phone or to schedule an appointment with the specialist via Handshake, with the appointment to be conducted by Zoom, regardless of whether the specialist is at home or in the office. Specialist's and director's offices do not allow for social distancing in the offices.
- c. Signage will be posted at the entrance and throughout the department. Example signage can be found <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- d. Returning staff will be briefed on social distancing expectations, sanitation, hygiene and other safety measures. Staff who have concerns should report them to the director.
- e. Hand sanitizer will be placed near the door to the office. Example training can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>.
- f. 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. 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>

### **Expectations from the Reopening Department**

The Career Services staff will abide by all criteria set up for operation during each phase of the reopening plan for WU. This includes the following:

1. The reopening plan will be sent via email to all office employees, with a read receipt kept by the Director.
2. All staff will receive training on how to clean their office and any communal areas.
3. At no time will all staff be required to work on campus at the same time as each phase dictates.
4. We will promote social distancing measures in the office and in the building.
5. Staff will be discouraged from bringing non-essential items from home to the office. Any items brought from home will be disinfected using appropriate cleaning methods.
6. We will encourage employees to wear face masks in shared areas, public settings, when interacting with others, or when in transit inside the building.
7. Any staff member who may need work assignment modification due to being in a "high risk" category for developing a severe illness from COVID-19 or an accommodation due to a disability will be directed to the Director of Human Resources [Teresa.lee@washburn.edu](mailto:Teresa.lee@washburn.edu), promptly.
8. The director recognizes that this plan must remain congruent with guidelines from the Governor, SNCO Health Department, CDC, and Washburn University.

### **Work Schedule**

All staff who consider themselves an at-risk category and/or those with other challenges due to COVID-19 should contact HR.

#### Office Traffic Flow

1. Movement around the office will be along the space between the two full-time staff workstations and along the corridor adjacent to staff offices. Visitors will be required to wait outside the space between workstations until the previous visitor has departed and proper sanitation has been completed before approaching the administrative assistant workstation on either side. Only one visitor will be allowed in the space between Career Services admin assistant and D&I admin assistant. Staff will be instructed to minimize foot traffic and watch before entering the traffic lane spaces to avoid each other. Appropriate Plexiglas barriers will be erected along the front (west side) of the administrative assistant workstation (standing desk) and the north side facing the staff offices. Masks are encouraged when staff are out of their respective offices / workspaces and in public space. Carpet-friendly tape will be placed on the floor to illustrate appropriate distancing.
2. On days staff members are not assigned to be in the office, they are expected to work from home and complete their assigned tasks as appropriate.
3. At no time during this phase should all employees be in the office.
4. Any office meetings will be conducted via Zoom.

#### Office/Work Areas

##### Front Desk/Reception

1. Ronna will work alternate days M-F, 8-5 from administrative assistant workstation. Director will work from his office on alternate days with administrative assistant. Students needing assistance will be directed to email or phone for a specialist or directed to schedule appointments via Handshake.
2. Tape put down 6 feet from workstation.
3. Install stanchion and rope or other barrier at the front desk area. VA student worker will be traffic control to allow only one visitor at a time to the area between the admin assistant work areas for Career Services and D&I. (This will also be in D&I plan.)
4. Install tall plexiglass barrier along front (west side) of front desk, shorter plexiglass barrier along north side of front desk facing the corridor / bank of offices.
5. Back work area will be limited to one staff member at a time.
6. Wipe down used spaces after each visit (*Includes pens, clipboards and other used items*) using the appropriate cleaning supplies as provided by Facilities staff.
7. Staff are to clean hands regularly using hand sanitizer and once per hour are encouraged to physically wash hands in the nearest rest room, especially after handling any paper documents.
8. Unnecessary paper documents, magazines, handouts will be removed from the lobby area.
9. Chairs in lobby area will be spaced appropriately for social distancing. Additional chairs will be removed, along with most lobby tables.

##### Career Specialists / Director

1. Specialists will work M-F from 8-5 physically on campus or from home on alternate days. This schedule will start no earlier than in week 3 of the reopening. The two specialists will work in office on M/W/F and T/TH schedules, rotating each week.

2. Social distancing measure of 6 feet is expected. Recommended to wear mask when in space with multiple persons and in transit, i.e., break room, restrooms, and other shared spaces.
3. Specialists and director will maintain distance by keeping their doors closed at all times. Office meetings will be conducted via Zoom.
4. Specialists / Director must keep all personal items brought from home in their offices. If used beyond secured spaces and on campus, the item(s) and area must be wiped down. Staff will be encouraged to limit what they bring on campus to essential items and to minimize transporting items to and from home.
5. Staff are to clean hands regularly using hand sanitizer and once per hour are encouraged to physically wash hands in the nearest rest room, especially after handling any paper documents.

### Shared Work Spaces

#### Break Room

1. Encouraged to wear facemask when entering.
2. Staff **will not** be allowed to eat in the break room.
3. All areas must be wiped down after each use.
4. Social distancing etiquette required, including cleaning, use of masks and all posted signage.
5. All lunch storage receptacles must be sanitized before putting in refrigerator.
6. When accessing the break room, all employees must follow marked traffic patterns. Those traffic patterns will be designated by the offices through which they pass, i.e., Enrollment Management units.

#### Work Area

1. Social distancing measures are expected to be maintained.
2. No more than one person in work area at any time.
3. Counter must be sanitized after use.
4. All lunch storage receptacles must be sanitized before putting in refrigerator.

#### Copiers / Printers

1. Since the copiers are frequently used, it is important to sanitize hands after each use and before picking up printed materials. Minimize printing and copying. Except in the case of a color print job, Career Services should use printer / copier in the lobby, D&I staff should use printer / copier in the back work area.
2. Do not wipe down machines. Frequent use of liquid-based products could damage the machines.
3. Social distancing measures are expected to be maintained.
4. Administrative assistant is to use printer on the reception desk. Director is to use printer in his office.

### Shared Public Areas

### Reception/Media Area

1. Social distancing measures are expected to be maintained.
2. Limit use of the area to essential functions only with no congregating.
3. When the front desk is staffed, the VA student worker will hold visitors beyond the barrier until the space between admin assistants is vacant and sanitized.

### Facilities

1. Cleaning Supplies needed for Morgan 105 lobby and offices.
2. Plexiglass shield installed on front desk workstation standing desk and side (east and north sides)
3. Stanchion and rope barrier at entrance to admin assistant work area – traffic control at front desk.
4. Carpet friendly tape for directional flow and distancing
5. Gloves

***Note: All protective items requested from facilities should be on-hand and ready for use before re-opening.***

Date requested to re-open: June 1