

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Philosophy and Religious Studies/Communication Studies suite
Building/Room Location	Morgan 206
Name/ Title of Reopening Plan Developer	Ian Smith and Jim Schnoebelen, Chairs
Date Reviewed	
Name/ Title of Dean/Director Reviewer	Laura Stephenson
Date Reviewed	
Area Head Name	Juli 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 limits 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.

(for updates see: <https://washburn.edu/student-life/health-safety/files/WU-Web-Reopening.pdf>)

I Employees

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

- 1 Ian Smith, Chair, enclosed office
- 2 Jim Schnoebelen, Chair, enclosed office
- 3 Rik Hine, Assistant Professor, enclosed office
- 4 Tracy Routsong, Professor, enclosed office
- 5 Chris Jones, Assistant Professor, enclosed office
- 6 Justin Moss, Lecturer, enclosed office
- 7 Mary Pilgram, Associate Professor, enclosed office
- 8 Kevin O'Leary, Senior Lecturer, enclosed office
- 9 Steve Doubledee, Senior Lecturer, enclosed office
- 10 Carson Kay, Lecturer, enclosed office
- 11 Kai Xu, Lecturer, enclosed office
- 12 Rebecca Rochelle, Sr. Administrative Asst., open area desk

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

Faculty will typically hold office hours by appointment. Walk-ins will have to wait in the debate room (maximum of one person) or in the Welcome Center area. Unless faculty need to be on

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campus, then they will be encouraged to work remotely and maintain virtual office hours, but ultimately faculty will have discretion in terms of when they are working in their offices or working remotely.

C Communication with Employees

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

All members of the staff gave input into creation of this plan, which will be carried out based on Washburn's guiding principle: Non Nobis Solum, and the associated ideals of mutual respect and safety.

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 office employees, with a read receipt kept by Ian Smith and Jim Schnoebelen. We anticipate this will be done by June 30 with a return to campus date of August 3. The plan will be shared with our guests (faculty and administrative assistants, as well as patrons connected with us on Facebook) via the University COVID-19 website.

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/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>

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

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. Address changes needed for all department specific spaces including reception, shared work spaces, offices, lab/studio spaces, etc.

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

The office suite has one door. The space includes fourteen offices with doors that shut. One employee has a desk in the open area of the suite that includes a reception area with chairs for visitors. There is a common workroom including one copier. We will eliminate the reception area. Visitors waiting for an appointment will be asked to wait in the Welcome Center area or the debate room (maximum of one person) and will be called on their cellphones when the faculty member is available.

B Identify any appropriate facilities changes that 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 Plexiglas or acrylic shields will be installed at Rochelle's reception desk.
- 2 Rochelle will move her current workstation to behind the one she currently occupies.
- 3 Carpet tape will be used to direct visitors where to stand to ensure social distancing.
- 4 Chairs will be removed from the waiting/reception area.

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.

There is a single entrance to the suite. When the office is open, the door will be propped open. Signs will be posted on the door so they are visible. Signs will instruct visitors to watch the floor markings so they can maintain the appropriate social distance from the reception desk. Signs will also ask visitors not to enter the suite if there is someone else at the reception desk. Visitors will be verbally directed to the appropriate faculty or chair office. Social distancing requirements will limit the number of visitors to enclosed offices to one. Faculty and staff in the suite will be expected to give each other at least six feet, or better, as wide a berth as is

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practically possible when they are passing each other. Visitors who must wait to see a chair or faculty member will wait in the Welcome Center area or debate room until they are called on their cellphones. There will be a sign up sheet for visitors managed by Rebecca Rochelle. Faculty should also maintain a list of those individual with whom they meet privately in their office.

D. Describe changes that 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.

As previously mentioned, the waiting area will be eliminated. The other shared space is the workroom. Finally, there is a debate practice room. Debate practice will be virtual, and not held in the debate room.

- 1 No more than two people should be in the workroom at a given time in accordance with physical distancing guidelines.
- 2 Employees in the workroom should wear masks and disinfect after use. Prior to and after using the copier or any other equipment, they should sanitize hands.

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).

- 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 office entrance as well as communal containers in work areas and one for the workroom.
 - 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 that will be implemented in workspaces, shared food spaces (e.g., breakroom, refrigerator, microwave), meeting/conference room spaces, or other shared spaces (e.g., workroom, 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.
- c Reception areas will be wiped down after each visitor, including pens or any contacted supplies.
- d Do not wipe down the copy machine. Frequent use of liquid products could damage the machine.
- e 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.
- f Employees using the workroom will be expected to disinfect any areas after they have used or touched
- g Employees should sanitize/wash their hands after using the workroom.

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3. All cleaning chemicals will 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 Hand sanitizer will be placed near the entrance to the office.
- 2 Hand sanitizer will be available in communal areas and in the workroom.
- 3 Employees will wash their hands once per hour and as needed.

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>

PH and RG/CN signs at the entrance will include:

1. “Thank you for wearing a mask. If you don’t have one, please take one from the counter inside our office as you enter. If you are unable to wear a mask or do not choose to wear one, please contact us by phone at 785-670-2230 or email us at Rebecca.rochelle@washburn.edu so that we can assist you.”
2. “Please observe social distance in this office. Please wait outside if there is a person already at the reception desk. Follow tape floor markings to talk with the receptionist.”
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>

4. In the workroom area, signs will be posted about cleaning and preventing the spread of germs:
 - a <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
 - b <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

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.

For the safety of our students, faculty, staff, and visitors, the use of masks is expected in all PH and RG/CN suite spaces whenever more than one person is present. PH and RG/CN office staff and faculty will wear masks when conversing with others, when in the open areas of the suite if other people are present, or when social distance cannot be maintained. In addition, visitors to the enclosed offices are expected to wear masks as are employees in those offices when visitors are present.

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For visitors who do not have masks, they will be provided. If a visitor cannot or does not choose to wear a mask, they will be asked to conduct their business with PH and RG/CN by phone or by email.

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

Only one visitor will be allowed in the open area of the office at a time. Visitors meeting with the faculty and chairs will be limited to one per office.

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

Visitors will be admitted one at a time. If the person they wish to speak with is not available, the receptionist will take their cell phone number, ask them to wait in the Welcome Center or debate room, and will call them when the PH and RG/CN person is available.

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

1. The CN Department is exploring ways to host a virtual version of the bi-annual Nall Speak Off contest sometime in November.
2. The Debate team is exploring ways to host a virtual version of their annual debate tournament if possible.

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.

1. Most routine PH and RG/CN business will be conducted electronically.
2. Meetings will typically be conducted via Zoom. This includes normal department meetings. A retreat for CN may be held in person, TBA.
3. Employees with office doors will be encouraged to keep them closed when they are in their offices.

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, 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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Name of WU/WIT Academic or Administrative Operational Unit	
Bldg/Room Location	
Name/Position Title of Reopening Plan Developer	
Date Reviewed	
Name/Position Title of Dean/Director Reviewer	
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