

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Washburn University Diversity and Inclusion Division of Student Life (Administrative)
Bldg/Room Location	Morgan Hall Room 105
Name/Position Title of Reopening Plan Developer	Danielle Dempsey-Swopes, Director
Date Reviewed	May 22, 2020
Name/Position Title of Dean/Director Reviewer	Dr. Eric Grospitch, Vice President, Student Life
Date Reviewed	May 22, 2020
Area Head Name	Dr. Eric Grospitch
Date Reviewed and Approved	5/26/2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	6/1/2020

Washburn University Admissions Plan for returning to campus

The Washburn University Office of Diversity and Inclusion will be open intermittently and by appointment for students, faculty or staff who need services or support. Walk-ins will be discouraged and Students will be strongly encouraged to make appointments for in-person meetings or testing.

Danielle Dempsey-Swopes – Director

- Melisa Posey – Program Coordinator
- Lisa Galindo – Sr. Administrative Assistant
- Yvette Montgomery-Phifer – School Certifying Official
- Veteran student assistants - 2

Office Description

The department occupies office space on the first floor in Morgan Hall, near the east entrance. The director, program coordinator and school certifying official have individual offices with doors that can be shut. The administrative assistant has an open cubicle and the students work at an open cubicle in the reception area. The office includes a conference room and copier/storage areas shared with Career services and four small testing rooms.

Proposed Reopening process

Staff will provide office coverage, with at least one staff member present most business days. Group meetings will be held via Zoom or elsewhere on campus. Individual meetings with students will be held one student at a time.

1. The number of students present in the office at any given time should not exceed eight students. The number will be tightly controlled by the student receptionist and staff.
 - a. No more than three additional people will be allowed in the reception area, Visitors will be asked to remain six feet apart. Reminder signs will be placed on the floor, walls and counters.

- a. Masks will be required for students or staff who require individual meetings with staff. For those not comfortable wearing a mask we can arrange a Zoom meeting. The staff offices are not large enough to maintain a six foot distance inside the office.
- b. Meetings in the office with the door closed may be required to discuss confidential information regarding student disabilities, academic challenges or military records.
- c. A sign will be posted on the entrance door to indicate the need for a mask for an individual meeting. Otherwise students will be encouraged to utilize our electronic forms, send email or call to discuss sensitive matters.
- b. A desktop computer, scanner and printer will be available for students and families to provide required forms electronically. The staff will make every effort to reduce the need to handle paper forms.
- 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 provided information on social distancing expectations, office cleaning, hand hygiene and other safety measures. Staff who have concerns should report them to the director. Staff will be reminded to wash hands frequently and after using coffeepots, copiers and other shared items.
- e. Hand sanitizer will be placed in the reception area and conference room. 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 <https://www.washburn.edu/student-life/health-safety/index.html>
 - a. All cleaning chemicals will be requested through Campus Facilities by submitting a work order. Submit a work request to Facilities Services for products. <https://www.washburn.edu/faculty-staff/campus-services/facilities-services>

Expectations from the Reopening Department

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. We will promote social distancing measures in the office and in the building.
4. Staff will be discouraged from bringing non-essential items from home to the office.
5. We will encourage employees to wear face masks in shared areas, public settings, when interacting with others, or when in transit inside the building.
6. 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, promptly.
7. The director recognizes that this plan must remain congruent with guidelines from the Governor, SNCO Health Department, CDC, and Washburn University.

Work-Schedule

At least one staff member will be physically present from 8am until 5pm most business days. The office will be open to visitors generally from 9am until 4:00pm Staff will clean and disinfect surfaces from 8-9am and 4:30-5:00pm.

Office/Work Areas

Front Desk/Reception

1. Veteran Student Assistants will work at the front reception area. Their primary responsibility will be to check in with all visitors and assist in maintaining the stated office capacity. They will need to assure that only one student visits with the Administrative support for Diversity and Inclusion or Career Services at a time.
2. **Additional Safety Support for this area includes:**
 - a. Signage to denote six feet in the reception area
 - b. Hang Plexiglass barrier between front desk and visitors.
 - c. Provide wipes or sanitizer to Wipe down used spaces after each visit (*Includes pens, clipboards and other used items*) using the appropriate cleanings supplies as provided by Facilities staff.
 - d. Signage to encourage students to clean hands regularly using hand sanitizer and wash hands once per hour, especially after handling paper documents.
 - e. Install document scanner and printer in reception area for students bringing paper documents.
 - f. Install Stanchion type barrier to discourage students from walking through the reception area without checking in. This will allow student assistants to manage social distancing and reduced office capacity.

Student Accommodations/Testing/Certifications

1. Staff will alternate work days. One staff member will be present from 8-5. Administrative support staff will be present to administer exams.
2. We will strongly encourage all forms for accommodations, testing and certification be sent via email. We will encourage the campus community to call or send email regarding accommodation and certification issues, requests, questions and concerns.
3. Exam scheduling will be primarily by email and telephone. Non-essential visits to the Office will be strongly discouraged.
4. Faculty will be encouraged to send all exams via email. Walk-ins to drop off exams will be strongly discouraged. Faculty will be encouraged to wear a mask if they need to visit the office in person.
5. Students will be required to clean the exam table, light switch and door knobs upon entering and leaving the exam rooms.
6. Students will be encouraged to use hand sanitizer or physically wash hands before and after exams.

7. Students will be responsible for dropping off and picking up personal items following exams.
8. Social distancing measures of 6 feet is expected. Students will be encouraged to wear masks to take exams. Students who require exams be read to them will be required to wear a mask.
9. **Additional Safety support for this area includes:**
 - a. Hang plexiglass barrier at the Sr. Administrative Assistant desk.
 - b. Provide additional hand sanitizer, wipes and cleaning supplies for the testing rooms.
 - c. Provide a Bookshelf, cubby style storage for student bags and personal items while taking exams.
 - d. Signage to denote six feet.

Diversity Programs/Special Activities

1. Diversity Program guests will be limited to 30. (Or the capacity required by the County, State and CDC Guidelines.) These will not take place until fall.
2. Guest will be encouraged to wear a mask when visiting campus for campus programs. *(mask will not be provided for them)*
3. Visitors will be seated based on social distancing guidelines.
4. Virtual programs will be encouraged. We will also encourage livestreaming programs or recording programs with few in attendance for individual viewing at a later date.
5. Student group meetings will be held via zoom or in a larger space suitable for social distancing.
6. Students will be discouraged from congregating and socializing in Morgan 105. Students will be required to wear masks for individual meetings.

Shared Work Spaces/Equipment

Copiers

1. Career services staff will make primary use of the copier in the front of the office.
2. Diversity and Inclusion Staff will make primary use of the copier in the rear of the office.
3. Staff will be encouraged to wash hands before and after copier use. Copier keyboard will be sanitized after each use.
4. Staff will be encouraged to wear masks in shared spaces.

Storage Area

1. Social distancing measures are required.
2. No more than two people should occupy the storage area at one time.

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, 2020