

Operational Area Reopening Plan

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| Name of WU/WIT Academic or Administrative Operational Unit | English Department |
| Building/Room Location | Morgan 237 |
| Name/ Title of Reopening Plan Developer | Vanessa Steinroetter (Chair) & Kara Kendall-Morwick (Spring 2020 Interim Chair) |
| Date Reviewed | |
| Name/ Title of Dean/Director Reviewer | Laura Stephenson, CAS Dean |
| 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 |

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

It is anticipated that the English Department office will reopen on campus on August 3, 2020 to more fully provide on-campus support for faculty and students in preparation for a face-to-face Fall 2020 semester. The following policies and procedures are intended to protect the health and safety of the English department faculty, staff, students, and visitors by minimizing in-person contact and, when in-person contact occurs, promoting mask/face-shield use and physical distancing to minimize the risk of coronavirus spread.

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.

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

Vanessa Steinroetter, Chair—Morgan 133 (enclosed office) & remote, flexible hours

John Chavez, Senior Administrative Assistant—Morgan 237, M-F 9:00-5:00

Karen Barron, Senior Lecturer—Morgan 131 (enclosed office) & remote, flexible hours

Melanie Burdick, Associate Professor—see CTEL reopen plan

Erin Chamberlain, Assistant Professor—Morgan 235 (enclosed office) & remote, flexible hours

Liz Derrington, Lecturer—Morgan 232 (enclosed office) & remote, flexible hours

Dennis Etzel Jr., Senior Lecturer—Morgan 236A (enclosed office) & remote, flexible hours

Andy Farkas, Assistant Professor—Morgan 115 (enclosed office) & remote, flexible hours

James Harris, Adjunct Professor—Morgan 236B (enclosed office) & remote, flexible hours

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Kara Kendall-Morwick, Associate Professor—Morgan 231 (enclosed office) & remote, flexible hours

Louise Krug, Assistant Professor—Morgan 132 (enclosed office) & remote, flexible hours

Eric McHenry, Professor—Morgan 113 (enclosed office) & remote, flexible hours

Jennifer Pacioianu, Adjunct Professor—Morgan 234 (enclosed office) & remote, flexible hours

Mary Sheldon, Associate Professor—Morgan 111 (enclosed office) & remote, flexible hours

Bradley Siebert, Assistant Professor—Morgan 117 (enclosed office) & remote, flexible hours

Danny Wade, Associate Professor—Morgan 114 (enclosed office) & remote, flexible hours

Muffy Walter, Assistant Professor—Morgan 112 (enclosed office) & remote, flexible hours

Izzy Wasserstein, Senior Lecturer—Morgan 134 (enclosed office) & remote, flexible hours

David Weed, Senior Lecturer—Morgan 233 (enclosed office) & remote, flexible hours

Corey Zwikstra, Associate Professor—Morgan 116 (enclosed office) & remote, flexible hours

The department will suspend the use of work-study students for Fall 2020.

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

The chair will relocate from the department office to a vacant faculty office (Morgan 133) to mitigate the risk of infection and prevent a scenario in which both she and the administrative assistant face simultaneous mandatory quarantine due to known exposure. Faculty may work remotely when not teaching face-to-face classes to minimize the risk of infection from in-person contact.

C. Communication with Employees

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

Vanessa Steinroetter (Chair) and Kara Kendall-Morwick (Spring 2020 Interim Chair) collaboratively drafted this plan and shared it with all department faculty and staff for feedback prior to submitting it for approval.

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.

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:

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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.

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.

Chairs will be removed from the waiting area of the department office. Because only the administrative assistant will work from the department office and all faculty will have private offices, no further changes to office spaces are needed.

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

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

1. A plexiglass or acrylic shield will be installed at the reception desk.
2. Carpet tape will be used to direct visitors where to stand to ensure social distancing.
3. 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 directly across from the administrative assistant's desk and workspace. In addition to this workspace, the suite includes a small reception area, a copy room with refrigerator and microwave, and an office supply storage area by the mailboxes with a coffee machine and water dispenser. Prior to the COVID-19 pandemic, the combination of the large number of English faculty and the centralization of supplies and equipment in a relatively small space meant that the department office routinely saw significant traffic flow, especially at peak times between classes. This volume of traffic is not compatible with the need to protect the health and safety of students, visitors, and employees—especially the administrative assistant, whose workplace is in the department office. Therefore, the department must adopt relatively stringent policies to minimize traffic flow in the department office. The following policies will be in effect for Fall 2020:

1. When the office is open, the door will be propped open. Signs will be posted at the door so they are visible. Signs will instruct visitors (including faculty) to stand outside the office until invited to enter by staff and, once inside, to observe floor markings and maintain a distance of at least 6 feet from staff. Signs will also ask visitors not to enter the suite if there is someone else at the reception desk. Because much of the office is not visible from the doorway, social distancing requirements will limit the number of visitors to the suite to one (or two who are together) at a time.
2. All faculty photocopying, printing, and scanning using the department office equipment will be done by the administrative assistant in order to avoid crowding at peak times and to eliminate the need to disinfect the machine after every use. Requests must be submitted one full business day in advance. For hygienic reasons, faculty are encouraged to minimize the use of photocopied or printed handouts for students and to make materials available electronically instead.
3. Faculty are encouraged to minimize the number and duration of visits to the department office. To aid in this, they should contact the administrative assistant before coming to pick up office supplies so he can prepare the supplies for pickup. They may also contact the administrative assistant to confirm whether they have mail before visiting the office to pick it up.
4. Faculty use of the department microwave, refrigerator, coffee maker, and water dispenser will be suspended.
5. Faculty may enter the department office to use equipment and/or pick up supplies outside of normal business hours. Before leaving, they must clean all hard surfaces they came into contact with using sanitizing wipes or spray.

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

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the area at a time based on physical distancing of at least six feet, mask use, hand washing, cleaning, etc.

Morgan 236 is a suite that includes a faculty office, a room subdivided into an adjunct office and a communal printing area, and a common area used as a student lounge. To minimize risk to faculty whose offices are in this suite, the following policies will be in place for Fall 2020:

1. Use of the common area as a student lounge will be suspended. Only faculty, staff, and visitors to faculty offices in the suite will be permitted to enter.
2. Visitors (including faculty and staff) must wear a mask or face shield when in the communal printing area or common area.
3. Only one visitor (including faculty and staff) may be present in the communal printing and common areas at a time.
4. Faculty/staff are responsible for cleaning any hard surfaces in the communal printing and common areas with which they come into contact with disinfecting wipes or spray and paper towels. Faculty whose offices are in the suite are responsible for cleaning any hard surfaces in the communal printing and common areas with which their visitors come into contact.

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 for table by office entrance, reception desk, communal printing area in Morgan 236, and each faculty office
 - ii. Disinfectant wipes or disinfectant spray and paper towels for the department office, communal printing area in Morgan 236, and each faculty office
 - iii. Disposable gloves
 - iv. 50 masks to distribute to students and 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. The administrative assistant will clean door handles, light switches, the screen and touchpad of the photocopier, and other hard surfaces in the department office at the beginning and end of each workday (and more often if needed) using sanitizing wipes.
 - b. The administrative assistant will clean door handles, light switches, and other hard surfaces in the student lounge at the beginning and end of each workday.
 - c. Each employee will be responsible for cleaning their own workspace.

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- d. Any hard surfaces with which a visitor to the department office or a faculty office comes into contact will be cleaned with disinfecting wipes or spray and paper towels immediately after they leave (including pens and other contacted supplies).
- e. Employees will be encouraged to leave all non-essential items at home or confine them to their private office. Any items from home brought into the department office or student lounge will be disinfected using appropriate cleaning methods and stored in a drawer when possible.
- f. Employees should sanitize any hard surfaces and supplies (such as pens) they contacted while visiting the department office.

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. Hand sanitizer will be placed near the entrance to the office and in the student lounge.
2. All faculty offices and the reception desk will be equipped with hand sanitizer.
3. Faculty will sanitize/wash their hands before and after visiting the department office, before and after receiving any visitors in their own offices, and before and after teaching an in-person class.

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>

1. Signs at the department office entrance will include:
 - a. “Thank you for wearing a mask. If you don’t have one, please ask the senior administrative assistant to give you a mask. If you are unable to wear a mask or do not choose to wear one, please contact us by phone at 785-670-1441 or email us at english@washburn.edu so that we can assist you.”
 - b. “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 speak with staff.” This sign will include or be accompanied by an image of a STOP sign.
 - c. “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>
 - d. Information about cleaning and preventing the spread of germs:
 - i. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

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- ii. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>
2. Signs at the student lounge entrance will include:
 - a. “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>
 - b. “The English Department student lounge is closed for Fall 2020. Please do not enter unless you are meeting with a faculty member whose office is connected to the lounge.”

This sign will include or be accompanied by an image of a STOP sign.
3. Signs and templates available for faculty to post on their office doors will include:
 - a. “Thank you for wearing a mask. If you don’t have one, please visit the English Department office (Morgan 237) and ask the senior administrative assistant to give you a mask. If you are unable to wear a mask or do not choose to wear one, please contact me by phone at 785-670-xxxx or email me at xxxx@washburn.edu so that I can assist you.”
 - b. “To protect the health and safety of myself and others, I am holding all office hours remotely for Fall 2020. Please contact me by phone at 785-670-xxxx or email me at xxxx@washburn.edu so that I can assist you.”
 - c. “To protect the health and safety of myself and others, I am keeping my door closed while in my office for Fall 2020. Please knock to see if I am in and wait for me to open the door. You can also contact me by phone at 785-670-xxxx or email me at xxxx@washburn.edu.”
 - d. “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>

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 or face shields is expected in all English department spaces whenever more than one person is present. Faculty and staff will wear masks or face shields when conversing with others in person, when in the open areas of the department office if other people are present, and whenever social distance cannot be maintained. In addition, visitors to the department office, student lounge, and faculty offices are expected to wear masks or face shields, as are employees in those spaces when visitors are present.

For visitors who do not have masks or face shields, masks will be provided. If a visitor cannot or does not choose to wear a mask, they will be asked to conduct their business with the department by phone or email.

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

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Face-to-face events and gatherings (e.g. guest speakers, Halloween party) are suspended or must take place remotely

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

See above (II C & G, III A).

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

None are planned for Fall 2020.

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 departmental business will be conducted electronically. Documents requiring the chair's signature should be sent electronically and signed digitally.
2. Faculty annual review meetings with the chair will be conducted remotely via Zoom.
3. Department and internal committee meetings will be conducted remotely via Zoom.
4. Faculty are encouraged to keep their office doors closed at all times and post signs indicating when they are available.
5. Faculty will not be required to hold in-person office hours and may hold some or all of their office hours remotely. Regardless of whether they hold in-person office hours, faculty must give students the option of meeting remotely and must clearly state in their syllabi that students have this option.
6. Faculty and staff are encouraged to call or email each other for unplanned or informal conversations rather than visiting each other's offices or congregating in hallways or outside the department office.

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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| Name/Position Title of Reopening Plan Developer | |
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