

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Student Life/Enrollment Management
Bldg/Room Location	Morgan 240
Name/Position Title of Reopening Plan Developer	Eric Grospitch, VPSL
Date Reviewed	
Name/Position Title of Dean/Director Reviewer	
Date Reviewed	
Area Head Name	
Date Reviewed and Approved	
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	

Washburn University Student Life Office Plan for returning to campus

"The Washburn University Student Life and Enrollment Management Offices has been determined to have a business need for its employees to work physically on campus during Washburn's Phase One." The Student Life and Enrollment Management office has 5 employees

- Richard Liedtke, Executive Director Enrollment Management
- Kelli Wietharn, Executive Assistant Enrollment Management
- Eric Grospitch – Vice President for Student Life
- Joel Bluml – Associate Vice President/Dean of Students
- Jackie Askren – Executive Assistant Student Life

Office Description

The departments occupy office space in Morgan Hall. The VPSL, AVP/DOS and Executive Director have individual offices with doors that can be shut. Each of the executive assistants are in the welcome area, and are the initial stop for visitors. There is approximately 12 feet between the executive assistant work spaces.

Proposed Reopening process

1. Open general office for staff.
 - a. No more than three additional people will be allowed in the 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.
 - 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 their supervisor.
 - 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 <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. No employees other than trained facilities staff will 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 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 appropriate supervisor.
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. Any items brought from home will be disinfected using appropriate cleaning methods.
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 VP/ED recognizes that this plan must remain congruent with guidelines from the Governor, SNCO Health Department, CDC, and Washburn University.

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 minimal by guests.
2. No more than one visitor will be allowed to meet in the individual offices.
3. Guest will not be allowed back in the work areas.
4. Any office meetings will be conducted via Zoom.

Office/Work Areas

Front Desk/Reception

1. Tape put down 6 feet from work station.
2. Wipe down used spaces after each visit (*Includes pens, clipboards and other used items*) using the appropriate cleanings supplies as provided by Facilities staff.
3. Clean hands regularly using hand sanitizer and once per hour is encouraged to physically wash hands in the nearest rest room, especially after handling paper documents.

Executive Staff

1. Social distancing measures of 6 feet is expected. Recommended to wear mask when in space with multiple people. *(i.e. break room, bathroom and other shared spaces)*
2. Staff will maintain distance by keeping their doors closed. Office meetings will be conducted via Zoom or when social distancing can be ensured.
3. Staff 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. *(Please limit what you bring on-campus to essential items)*
4. Clean hands regularly using hand sanitizer and once per hour are encouraged to physically wash hands in the nearest rest room, especially after handling transcripts or other paper documents.

Shared Work Spaces

Coffee area/Microwave

1. Encouraged to wear facemask when entering.
2. Staff should wash hands after
3. Social distancing etiquette required. ***(Face-covering, cleaning, etc.)***
4. All lunch storage receptacles must be sanitized before putting in refrigerator.

Work Room

1. Social distancing measures are expected to be maintained.

Copier/Scanner

1. Since the copier is frequently used, it is important to sanitize your hands after each use and before picking up printed materials.
2. Social distancing measures are expected to be maintained.
3. Do not wipe down machine. Frequent use of liquid based products could damage the machine.

Facilities

1. Cleaning Supplies needed for office
2. Carpet friendly tape for directional flow and distancing
3. Gloves

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

Date requested to re-open: SL – June 1