

Name of WU/WIT Academic or Administrative Operational Unit	Finance (Purchasing /Grant Accounting & Controller)
Bldg/Room Location	Morgan 214
Name/Position Title of Reopening Plan Developer	Luther Lee, Controller
Date Reviewed	05/22/20
Name/Position Title of Dean/Director Reviewer	Not Applicable
Date Reviewed	
Area Head Name	Chris Kuwitzky, VPAT
Date Reviewed and Approved	June 2, 2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	June 8, 2020

**Washburn University Finance Office (Room 214) Plan for Reopening**

The Finance Office was never fully closed during the shutdown, with usually one person in the office almost every day performing essential on-campus duties. We each worked from home as much as possible and scheduled our work schedules in the office to minimize contact. As reopening of the campus progresses, we will adjust our hours and processes to align with the rest of the campus and make sure we have a safe environment for students, faculty, staff, vendors and guests that need to visit our office.

**Location:** Morgan 214

**Employees:**

- Luther Lee, Controller
- Sherry Draper, Director of Purchasing
- Matt Busey, Grant Accounting
- Eileen Phillips, Sr Buyer Purchasing
- Jody Johnson, Purchasing Assistant

**Office Description:**

The office space, located in Morgan Hall 214, is a suite occupied by five employees – Controller and Dir of Purchasing have individual offices with doors that can be shut. Grant Accountant and Sr Buyer sit behind cubicle walls and Purchasing Assistant sits at the front desk. There is more than 6 feet of space between each of the employees’ offices and workstations. Visitors enter the office through a hallway door to drop off paperwork and generally do not stay for long periods of time.

**Proposed Reopening Process:**

- Beginning June 8, the Finance Office will transition to Phase 2 of the Washburn University Reopening Plan.

- Three staff (Controller, Dir of Purchasing and Grant Accountant) will primarily work on campus while two staff (Sr Buyer and Purchasing Assistant) will initially continue working remotely and over time transition to primarily working on campus.
- We have requested a Plexiglass shield to be installed on the front desk/counter.
- Strict social distancing will be maintained by everyone in the office. We will limit the number of guests/visitors in the area in order to maintain social distancing.
- Signage regarding social distancing and mask use will be posted on the office door
- Masks will be encouraged for all staff when meeting with visitors
- Visitors will be encouraged to wear masks and expected to keep social distance
- Returning staff will be briefed on social distancing expectations, sanitation, and other safety measures.
- Hand sanitizer and cleaning supplies will be available to staff members so work areas can be sanitized each day and as needed.
- 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.

#### **Shared Work Spaces / Equipment**

- Lunch storage containers must be sanitized before being placed in the refrigerator
- To avoid congregating in the break room, staff will be allowed to eat lunch at their desk -- staff should wash hands before returning from the break room to the office
- Staff should sanitize their hands after each use of the copier; social distancing measures are expected to be maintained when using the copier
- Desks, countertops, phones, copy machine and door handles will be wiped with disinfectant at least daily

#### **Protective Items and Supplies:**

- Cleaning supplies for each workstation
- Hand sanitizer for each workstation and the copy machine area
- Masks for staff
- Masks for visitors (for use as needed)
- Plexiglass shield for front desk/counter