

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Department of History
Building/Room Location	Henderson 311 and offices 311A-F and 311N-Q
Name/ Title of Reopening Plan Developer	Thomas Prasch, Chair, History
Date Reviewed	
Name/ Title of Dean/Director Reviewer	Laura Stephenson, Dean, CAS
Date Reviewed	
Area Head Name	JuliAnn Mazachek, VPAA
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)	3 August 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 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.

- Robin Shrimplin, Administrative Assistant, front desk

Work schedule (at the office and remote): At the front desk MWF 8-12 and T-R 8-5; working remotely MWF 12-5

- Thomas Prasch, Chair, Henderson 311 A, enclosed office

Teaching schedule: MWF 12-12:50 (HI 399) and MW 1-2:15, plus online

Office hours: MW 11-12, 2:30-3:30; TR 11-2; office accommodates one student with social distancing; remote advising will also be available

- Kim Morse, Professor, Henderson 311 B, enclosed office

Teaching schedule: TR 9:30-10:45 (HI 102), MW 1-2:15 (HI 395)

Office hours: (remote advising only, fall 2020, by appointment)

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- Tony Silvestri, Lecturer, Henderson 311 C, enclosed office
Teaching schedule: MWF 10-10:50 (HI 100), MWF 11-11:50 (HI 100), MW 1-2:15 (HI 101), MW 2:30-3:45 (HI 300)
Office hours: MWF, 12-1 (office accommodates one visitor while maintaining social distancing; remote advising also available)
- Rachel Goossen, Professor, Henderson 311 D, enclosed office
Teaching schedule: Entirely remote/online in fall 2020
Office hours (remote only, fall 2020, by appointment):
- Kerry Wynn, Associate Professor/Director of Honors, Henderson 311 E/Henderson 110 (Honors office), both enclosed offices
Teaching schedule: TR 1-2:15 (WU 101) and online
Office hours: (remote only, fall 2020, by appointment)
- Bruce Mactavish, Assistant Professor, Henderson 311 F, enclosed office
Teaching schedule: MW1-2:15 (HI 111), MW 2:30-3:45 (HI 111), TR 9:30-10:45 (HI 300), TR 11-12:15 (HI 112)
Office hours: (remote advising only, fall 2020, by appointment)
- As-yet-undesignated Adjunct, Geography, Henderson 311 N, enclosed office
Teaching schedule: MWF 9-9:50 (GG 100), MWF 11-11:50 (GG 102)
Office hours: To be determined
- Kelly Erby, Associate Professor/Assistant Dean of CAS, Henderson O/Morgan 209 (CAS), both enclosed offices
Teaching schedule: MWF 11-11:50 (HI 304)
Office hours: M 9–11 and by appointment via Zoom or at an alternative campus location such as Mabee Library
- Joel Gillespie, Adjunct Professor, Henderson 311 P, enclosed office
TR 5:30-6:45 (HI 354), TR 7-8:15 (HI 101)
Office hours: (in office, 5-5:30, TR; no advising duties). During the daytime, the department's student worker and possibly also, at different times, the peer tutor will also use the office, schedule(s) to be determined, and following cleaning procedures outlined below. The office has space to accommodate one visitor while maintaining social distancing should the peer tutor choose to use the space.
- History Conference Room (and copier room), Henderson 311 Q, enclosed room
Usage discussed below

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

All faculty have been advised to consider infection prevention in determining office hours, in evaluating the ability for face-to-face advising in offices, and in developing remote advising capacities. All faculty will offer the option of remote advising, many exclusively (see above). The student peer tutor will be given the option of doing his or her work remotely or using the adjunct office (see above).

C. Communication with Employees

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

The plan has been developed in consultation with all faculty and staff.

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.

This will be done.

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.

The Department of History will follow the CAS model on training, as follows:

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/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.erinpbrumage.com/post/the-risks-know-them-avoid-them>

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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.

Signage on the office door will indicate the expectation that visitors wear masks in the office.

The communal coffeemaker will be removed from the table near the office to the conference room and made accessible only to faculty and staff. It will replaced with a hand-sanitizing station, cleaning supplies, and a supply of masks for visitors who lack them. A second hand-sanitizing station and more cleaning supplies will be located in the conference room, near the copier and (now) coffeemaker.

A Plexiglas partition will be provided for the front of Administrative Assistant Robin Shrimplin's desk.

In consultation with colleagues from the School of Business who occupy offices at the far (south) end of the hallway, a unidirectional traffic pattern will be established for the Henderson 311 suites, with the entrance being the north door (opening to the History common area) and the exit the south door. The pattern will be indicated by signage on both doors and arrows on the carpet.

A maximum of two visitors will be allowed to occupy the department's common area at any one time: one on the couch, and one at the computers. The department's two large chairs will be marked off as inaccessible during the fall semester.

The conference room will be made accessible to faculty and staff only, one person at a time.

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Each faculty member will determine the suitability of their office spaces for face-to-face meetings that meet conditions of social distancing. Faculty will be expected to close their office doors.

The student worker will use the adjunct office and will be given appropriate training to do so. The peer tutor will be given the option of using the adjunct office on a different schedule or doing work remotely, and will be appropriately trained for either eventuality.

Departmental meetings will be conducted remotely through the fall semester.

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

Application will be made to Facilities Services for the above-mentioned Plexiglass shield and two hand-sanitizing stations, as well as for cleaning supplies and masks. Access to the two chairs in the commons area can be blocked off with tape indicators for the semester.

D. 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.

As noted above, a unidirectional traffic flow for the office suite will be established and marked, applying to both visitors and faculty/staff. This will not cover the three offices (A, B, and Q) at the north end of the hallway; it will also not cover the area of the mailboxes. Signage will indicate that proper social distancing should be maintained in those two areas, and faculty/staff will be advised to exercise caution in those areas to avoid any crowding. Finally, signage will direct visitors to wear masks and maintain social distance.

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

The conference room and commons area are treated above. Mask use and social distancing are also discussed above. Cleaning will follow procedures outlined below.

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). 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>.

In accordance with CDC guidelines, needed cleaning supplies will be ordered from Facilities, along with a supply of masks. All faculty/staff will be supplied with the above guidelines and expected to participate in carrying them out.

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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.

Each member of the faculty and staff will be responsible for cleaning their own work space, at minimum at the beginning and end of each day.

The refrigerator and microwave will be cleaned after use by all those using it.

We will consult with Facilities on appropriate cleaning procedures for the copier.

The coffeemaker will be cleaned after each contact by all those using it.

No conferences will take place in the conference room during the fall semester.

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 and a supply of masks will be placed near the entrance to the office.

In addition to at the entrance to the office, a hand-sanitizing station and cleaning supplies will also be placed near the copier (see above).

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>

Signage in both languages at the entrance and exit to the office suite will note the expectation of mask-wearing and social distancing. Entrance and exit will be clearly signed on the doors, and arrows will establish the unidirectional traffic flow through most of the suite.

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

No more than 2 people will be allowed in the common area. The conference room will be used by one visitor at a time.

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

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Administrative Assistant Robin Shrimplin—protected by a Plexiglass shield—will welcome visitors and instruct them on expectations. She will also limit the number of visitors to ensure social distancing.

- 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 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.**

Departmental meetings and at least some advising will be handled remotely.

- 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.**

NOTE: All protective equipment items requested from facilities should be on-hand and ready for use before reopening.

Date requested to reopen: 3 August 2020

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