

## Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Human Resources Offices (WU & WIT)
Bldg/Room Location	Morgan 118 (WU) and Bldg A AW102 (WIT)
Name/Position Title of Reopening Plan Developer	Teresa Lee
Date Reviewed	6/24/2020
Name/Position Title of Dean/Director Reviewer	Teresa Lee
Date Reviewed	6/26/2020
Area Head Name	Chris Kuwitzky, VPAT
Date Reviewed and Approved	6/26/2020
Date Approved to Return to Campus (this date will need to be communicated to WU/WIT Facilities/WUPD)	7/13/2020

### Human Resources (HR) Plan for returning to campus

This plan will impact all HR employees as listed:

Administrative Specialist (WU shared support with Public Relations)  
Associate Director of Human Resources (WU)  
Benefits Specialist (WU)  
Compensation and Benefits Manager (WU)  
Director of Human Resources (WU)  
Human Resources Manager (WIT)  
Office Coordinator (WU)  
Student Employee (WU)  
Talent Acquisition Manager (WU)

### Office Description

Human Resources occupies office space in Morgan Hall suites 118 and 110 and Washburn Tech, Building A- AW102 . Except for the shared support provided by the Administrative Specialist, all regular employees have individual office space, with doors, which can be closed. The Administrative Specialist position sits by an open wall space for the purpose of assisting Human Resources department visitors (e.g., employees, visitors, vendors). The student employee(s) sit in an open area that is remotely situated and not immediately accessible to guests.

### Proposed Reopening process

1. A plexiglass partition will need to be installed within the open wall space in order to provide a barrier between the Administrative Specialist and visitors to Human Resources.
2. A plexiglass partition (likely free standing) will need to be installed between the two student employee desks as a social distance measure.

3. In an effort to remind all visitors of the current need for social distancing, carpet tape may be placed in front of office doors for staff who elect. Carpet tape will be placed in front of the open wall space. Carpet tape will also need to be placed around the student employee desk as a reminder for social distancing.
4. During Phase 2 and Phase 3 of the reopening plan, both WU and WIT HR offices will be open by appointment.
5. Following the move by the University to Phase 4 of the reopening plan, the WU Human Resources office will begin to reopen during regular business hours with general appointments to enter the department no longer necessary. Visitors who need to meet with a specific staff member should continue to schedule appointments, which was the practice pre COVID-19. As the WIT location is only staffed with one person, appointments are recommended (as they were pre COVID-19).
6. Signage:
  - a. A CDC sign will be posted at the entrance of both the WU and WIT HR locations to not enter if they are [sick or have symptoms of COVID-19](#).
  - b. Signage may be posted on/by the office door of HR staff members who elect to remind visitors to social distance.
7. All HR staff will receive [CDC information](#) on how to safely wear and take off a cloth face covering. While the University has ordered a mask (cloth face covering) for all employees they are not expected to arrive until the beginning of the fall semester. Staff may either wear the University provided mask or supply their own.
8. Videos and documentation available for staff to review include:
  - a. Cleaning and disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
  - b. Symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
  - c. Stopping the spread of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>
9. Hand sanitizer has been centrally placed on the wall, inside the WU Human Resources office for individuals to voluntarily use when entering/exiting. Additionally, hand sanitizer will be available in Morgan Hall 110 (office for the Associate Director of Human Resources), the WIT Human Resources office and for the back of the Morgan 118 suite for easier use when handling documents.
10. Cleaning and sanitizing of surfaces will be done in accordance with [WU Facilities Services COVID-19 cleaning and disinfection protocols](#). The use of disposable gloves is recommended when handling chemical sprays.

## **Expectations from the Reopening Department**

The HR staff will adhere to the WU Non Nobis Solum Reopening Plan for WU and WIT campuses and the Human Resources department reopening plan. This includes the following:

1. The department reopening plan will be sent via email to all HR employees, with a read receipt retained by the Director.
2. The department will promote social distancing measures.
3. Department employees will be discouraged from bringing non-essential items (e.g., decorations) from home to the office. Any items brought from home will be disinfected using appropriate cleaning methods.
4. Department employees who bring essential items (e.g., lunch) from home to the office are asked to keep items in a clean container and not leave in the office over a long period of time.
5. Department employees will adhere to the Non Nobis Solum Reopening Plan as it relates to the use of masks/cloth face coverings. Unless otherwise required, staff are encouraged to wear face masks in shared areas and public settings, when interacting with others, or while in transit inside the building.
6. Staff members 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.
7. The director recognizes that this plan must remain congruent with guidelines from the SNCO Health Department, CDC, and Washburn University.

## Office Traffic Flow

1. Plexiglass will be installed in front of the service counter located in Morgan 118.
2. Other campus visitors (e.g., employees, vendors) coming into Morgan 118 will be asked to stay in front of the plexiglass which will be placed in front of the Administrative Specialist’s service counter. Additional signage will be provided in Morgan 118 and 110 directing visitors where to go for assistance. No other visitor traffic will be allowed beyond the Morgan 118 lobby area unless invited to do so by a HR staff member.

## Workspace

1. Staff will follow the University’s directive for wearing masks or cloth face coverings when working alone in their individual office.
2. Visitors should not be allowed in offices if the office does not have enough space for 6’ of physical separation.
3. Virtual meetings or reservations of conference rooms are options to hold meetings.

4. Visitors will follow the University's Non Nobis Solum Reopening Plan regarding the use of masks or cloth face coverings when meeting with staff.
5. Additional signage may be posted on a staff member's office door subject to approval by the Director.
6. Employees are expected to clean/sanitize their individual office daily.

#### Staff Schedules

1. Student employee work schedules will vary depending on availability. During the summer no more than one student employee will be authorized to scan/index until a plexiglass partition is installed between the two student employee desks for physical distancing purposes.
2. The HR staff schedules will alternate between telecommuting and working onsite several days a week. This arrangement may continue into the fall subject to proven success and interest by the respective staff member.

### **Share Spaces**

#### Use of Break Room, Mail Room

1. Staff are encouraged to wear a mask or cloth face covering when entering.
2. All areas must be wiped down after each use.
3. Social distancing is to be maintained.
4. Containers which may need to be placed in the break room refrigerator will be cleaned.

#### Use of Computer

1. Occasionally employees visit the HR office, Morgan 118, for assistance with their online benefit enrollment. Assistance with enrollment may require use of an office computer terminal. For this type of purpose, or any other purpose whereby a visitor uses an office computer terminal, the use of disposable gloves will be requested. Disposable gloves are available within the department.

#### Use of Copier/Fax/Scanner Machine

1. As this machine is frequently used, it will be important to sanitize hands throughout the day if touching the machine.
2. Social distancing measures are expected to be maintained however due to location of the machine it may not always be possible. At those times when social distancing is not able to be maintained should be infrequent or incidental moments of closer proximity of no more than 10 minutes.

3. The use of a liquid based product for cleaning the machine may cause damage. Therefore users should sanitize hands prior/after use. Use of any cleaning product on the machine will be done in accordance with [WU Facilities Services COVID-19 cleaning and disinfection protocols](#).

#### Common Spaces

1. Common furniture (chairs, table etc.) should be spaced 6' apart. Excess furniture will be stored or signage will be posted to not use.

#### Conference Rooms

2. Social distancing measures are expected to be maintained expect for infrequent or incidental moments of closer proximity of no more than 10 minutes.

Questions or concerns regarding the operational area reopening plan will be addressed to the Director of Human Resources.