

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Instructional Services-ITS
Bldg/Room Location	Henderson Learning Resource Center
Name/Position Title of Reopening Plan Developer	Brenda White-Asst. Dir. Instructional Services
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 Instructional Services (Information Technology Services) Plan for returning to campus

- ITS Instructional Services staff primarily support the online environment for faculty, staff, and students. All university courses are online for the summer 2020 sessions. We have all been working from home successfully since late March supporting all our tools/systems for faculty, staff, and students. Essential staff were identified for various systems to return to campus as needed for any physical work on the campus. Instructional Services requests to remain working remotely from home until **August 1st, 2020** when our physical presence on the campus will be needed more. Instructional Services has 7 fulltime employees and 3 student workers currently.
- Brenda White-Instructional Services Assistant Director (Essential)-HC 10A
- Marc Routsong-Online Education Support Coordinator (Essential)-HC 3A
- Xavier Garcia-Online Education Support Specialist II-HC 3B
- Chad Beatty-Web Administrator (Essential)-HC 18B
- Erin Manuel-Web Specialist-HC 18C
- Dale Rusche-Production Coordinator (Essential)-HC 10D
- Lyall Ford-Surveillance & Production System Administrator (Essential)-HC 10C
- Student workers-Josh Cannon-HC 10B, Joshua Isrik-HC 18D, Bryn Aytes-HC 1A (working in Production, Web, and Surveillance System areas)

Office Description

ITS Instructional Services has offices and lab areas in the basement level of the Henderson Learning Resource Center building on campus. All individual offices in Henderson 3, 10, & 18 have doors that can be shut. In addition, two of the individual editing lab areas have doors that can also be shut. These editing labs are primarily used by student workers and production staff. (HC 18A & 18D). The TV studio (HC 2) is a shared space with the Mass Media department who uses the facility for classes and will not be used this summer. Henderson 1B is a shared space with a conference table, mail drop, break room-refrigerator & microwave, and access to the switch area for the building. Henderson 1A is a shared

space for storage of production equipment, classroom equipment, and surveillance system equipment, as well as cubicle areas and shop work area for the cable technicians.

Proposed Reopening process

1. Open lobby area for HC 10
 - a. One visitor at a time in the lobby area. Strict social distancing will be maintained, with masks encouraged. Windows are by the lobby door to HC10, so visitors can see if someone is already inside before entering.
 - b. Visitors will be asked to remain at least six feet from the employee helping them and/or wear a mask. Employees will be asked to wear a mask in these areas.
 - c. Signage will be posted at the entrances. 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 the assistant director.
 - e. Hand sanitizer will be placed near the door to the offices. 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 materials will be requested through Campus Facilities by the assistant director. <https://www.washburn.edu/faculty-staff/campus-services/facilities-services>
2. Henderson 1 double door will be locked to prevent others outside ITS of using freight elevator. It will only be unlocked when main elevator is out of service.
3. Henderson 2, TV studio will remain locked and coordination with Mass Media department on its usage through the calendar. Groups working in this facility should wear masks. Social distancing guidelines should be met in the studio area.
4. Henderson 3 (online education support staff) area will remain locked. Support to faculty, staff, and students will be online through tickets, phone conferencing, and/or using Zoom, Skype for Business, or Teams.
5. Henderson 18 hallway doors will remain locked and those staff with offices and using editing lab facilities have keys to enter. All meetings/trainings should be conducted via Zoom or Skype for Business or Teams.

Expectations from the Reopening Department

The Instructional Services staff will abide by all criteria set up for operation during the reopening plan for WU. This includes the following:

1. The reopening plan will be sent via email to all Instructional Services employees, with a read receipt kept by the Assistant Director.
2. All staff will receive training on how to clean their office and any shared 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 or out on campus.
 6. Any staff member who may need disability accommodations due to being in a “high risk” category for COVID-19 will be directed to the Director of Human Resources, Teresa.lee@washburn.edu, promptly.
 7. The assistant director 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. Henderson 10 Open lobby area for Instructional Services:
 - a. One visitor at a time in the lobby area. Strict social distancing will be maintained, with masks encouraged. Windows are by the lobby door to HC10, so visitors can see if someone is already inside before entering.
 - b. Visitors will be asked to remain at least six feet from the employee helping them and/or wear a mask. Employees will be asked to wear a mask in these areas.
2. Signage will be posted at the entrances. Example signage can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Office/Work Areas

Lobby area-Henderson 10

1. Coffee pot/cups will be removed from lobby area. Individual staff will need to bring their own coffee or purchase it on campus and drink in their office.
2. Wipe down used spaces after each visit using the appropriate cleanings supplies as provided by Facilities staff.
3. Clean hands regularly using hand sanitizer and encourage wash hands in the nearest rest room with soap and water.

Instructional Services Staff

1. All Instructional Services staff will work M-F, 8am-5pm .
2. Social distancing measures of 6 feet is expected. We recommend wearing a mask when in spaces with multiple people. (*i.e. conference room/breakroom, bathroom, TV studio, hallways and other shared spaces*)
3. Staff will always keep their doors closed. Office meetings will be conducted via Zoom.
4. Staff in offices 10A & 10D will be asked to use their outer office door for entry and exit.
5. Staff with offices in 3, 10B, 10C, or 18 rooms should wear masks when entering offices through the hallways and maintain social distancing with other staff in the transition into offices.
6. All office meetings will be conducted via Zoom.
7. Zoom meetings with other departments will be highly recommended as well.

8. 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.
9. Clean hands regularly using hand sanitizer and wash hands in the nearest rest room regularly.

Shared Work Spaces

Conference room/Breakroom

1. Encouraged to wear facemask when entering.
2. Staff **will not** be allowed to eat in the break room.
3. All areas must be wiped down after each use.
4. Social distancing etiquette required. (**Face-covering, cleaning, etc.**)
5. All lunch storage receptacles must be sanitized before putting in refrigerator.
6. No more than two people in conference room/breakroom at any time.

Copier/Printers

1. Sanitize your hands after each use and before picking up printed materials.
2. Social distancing measures are expected to be maintained around copier/printers.
3. Cleaning of printers/copiers will be done daily.

Shared Areas/Equipment storage areas/dock

1. Sanitize your hands after use and before picking up equipment.
2. Social distancing measures are expected to be maintained.
3. Equipment cleaning will be done after each use.

TV Studio/control room

1. Groups working in facility should wear masks.
2. Sanitize your hands.
3. Social distancing measures are expected to be maintained in studio.
4. Equipment cleaning will be done after each use

Special Activities/work

Working in other areas on campus/events

1. Instructional Services staff should wear masks when working in other departments on the campus.
2. Sanitize your hands before and after working in other areas of the campus.
3. If possible, use gloves when working in areas outside of office. Dispose of gloves after each use.
4. Maintain social distancing requirements, as much as possible, when working in other areas.
5. Clean equipment taken to other areas after use and before returning to storage.

Facilities

1. Cleaning Supplies needed for offices, lobby areas, labs, TV studio, conference room/breakroom, equipment storage/shop, and to use on campus in other areas as we set up equipment. (HC 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 10, 10A, 10B, 10C, 10D, 18, 18A, 18B, 18C, 18D, 18E, Henderson dock .)
2. Gloves

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

Date requested to re-open: August 1st, 2020.