

## Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Ichabod Shop-Main Campus
Bldg/Room Location	Memorial Union-Lower Level
Name/Position Title of Reopening Plan Developer	Karen Peterson
Date Reviewed	
Name/Position Title of Dean/Director Reviewer	Janel Rutherford
Date Reviewed	
Area Head Name	Chris Kuwitzky, VPAT
Date Reviewed and Approved	June 5, 2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	July 8, 2020

The Washburn University Ichabod Shop has been determined to have a business need for our employees to work physically on campus. We are taking in Spring course material rental returns, filling online orders, offering a curbside pick-up for Summer course materials and prepping for our end of year inventory.

The Ichabod Shop/s have 7 employees:

- Karen Peterson-Director
- Adrienne Johnson-Merchandising Manager
- Brielle Barrett-Operations Manager
- Nikki Daniels-Course Materials Specialist
- Lesley Ostmeyer-Web/Course Materials Specialist
- Rhonda Wedel-Retail Coordinator
- Todd Grant-Receiving/Shipping Specialist

### **Retail Description**

The Ichabod Shop is located in Memorial Union on the Lower Level. There is approximately 2000 square feet of retail space. The director, merchandise manager, and operations manager are located in office space with doors.

At this time, we have regular hours for both the Web Specialist and Receiving/Shipping Specialist. They each work in separate areas of the store so are rarely in close proximity. We have PPE supplies and masks are worn, with 6 ft distance kept between staff. All areas are wiped down at end of shift with supplied cleaning materials.

Other staff have a revolving presence on campus as needed and follow current State and Shawnee County guidelines. At this time all staff are encouraged to wear masks, wash hands, keep a social distance of 6 ft. and wipe down work areas on a regular basis.

### **Proposed Reopening Process**

1. The Ichabod Shop will remain closed to the public except with scheduled visits of no more than 10 customers at one time until after end of year inventory at the end of June. We will continue our online orders and delivery with either curbside pick-up or shipping. On July 5, 2020 staff will work from 8 am. – 5 pm, as needed either in the shop or from home. We will open our doors for customer service from 9 am – 4 pm, with no more than 20 in the shop at one time.

2. The entrance of the shop will be posted with signage with current CDC Guidelines and there will be designated signage for ENTER and EXIT.
3. The Cash Registers will have plexi glass protection installed by Facilities for our cashiers, as will the customer service desk/s in the Course Material area.
4. There will be floor signage in several areas of the shop for distancing of 6 ft, with specific line signage at the registers.
5. There will be a one-way queue for the check out line with floor signage for distancing.
6. The Shop will have one designated cashier when the doors are open with additional staff filling in as needed.
7. The Course materials area will have the Web Specialist in the store every day for online order processing. The Course Materials Specialist will work as needed in the shop or from home.
8. All returning staff will be re-briefed on safety expectations throughout the phased re-opening.
9. 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>
10. Hand Sanitizer will be available through out the store, as well as at the ENTER and EXIT locations.
11. Shopping baskets will be removed from the retail sales area.

### **Expectations from the Reopening Department**

1. The reopening plan will be sent via email to all staff with a delivery and read receipt kept by the Director.
2. All staff will receive training on how to clean their office and any communal areas.
3. At no time will staff be required to work on campus at the same time as each phase dictates.
4. Staff will promote social distancing on the sales floor as well as their work areas.
5. Staff will be discouraged from bringing non-essential items from home to the office. Any items brought in will be disinfected using appropriate cleaning methods.
6. Staff are currently required to wear face masks by the guidelines. If guidance changes, staff will be encouraged to wear facemasks in public settings, when interacting with others, or when in transit inside the building.
7. 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 direct to the Director of Human Resources. [Teresa.lee@washburn.edu](mailto:Teresa.lee@washburn.edu) promptly.
8. The director recognizes that this plan must remain congruent with guidelines from the Governor, SNCO health Department, CDC and Washburn University.

### **Work-Schedule**

All staff who consider themselves an at-risk category and/or those with other challenges due to COVID should contact HR.

1. The shop has current regular in-house hours for both the Web Specialist and Receiving/Shipping Specialist from 8 am – 1 pm. Other staff have a revolving presence on campus as needed and follow current State and Shawnee County guidelines. All staff are observing regular 8 hours work either in-house or at home.
2. Customers can schedule shopping visits in the store with no more than 10 individuals at a time.
3. Shop staff will maintain work obligations when at home
4. Beginning July 5, 2020 staff will work from 8 am. – 5 pm, as needed either in the shop or from home. We will open our doors for customer service from 9 am – 4 pm, with no more than 20 in the shop at one time.

### **Shared Work Spaces**

1. Social distancing measures are expected to be maintained in all areas of the shop.
2. Retail floor: all staff are required to wear face masks.
3. Checkout areas: pin pads and cash register surface will be disinfected after each use.
4. Stock-room: has limited access, but social distancing will be maintained.
5. Copiers: hand sanitizer will be available at the walk-up copier, with social distancing being maintained.

### **Facilities**

1. Cleaning supplies will be needed for disinfecting communal areas and workstations.
2. Plexiglass shield will need to be installed at front four registers, sales floor workstation at front of store and customer walk-up stations including Course Materials customer service counter which has 6 stations at the back of the store.
3. Floor will be needed for directional signage and distancing information.
4. Gloves.