

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Kinesiology Department
Building/Room Location	Petro Center - Room 201
Name/ Title of Reopening Plan Developer	Roy Wohl, Department Chair
Date Reviewed	June 10, 2020
Name/ Title of Dean/Director Reviewer	Laura Stephenson, CAS Dean
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)	August 3, 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 limits 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.

Dr. Roy Wohl, Professor and Chair - enclosed office

Dr. Park Lockwood, Associate Professor - enclosed office

Dr. Tiffany Dirks, Assistant Professor - enclosed office

Dr. Ross Friesen, Assistant Professor - enclosed office

Mr. John Burns, Senior Lecturer - enclosed office

Ms. Karen Garrison, Lecturer - enclosed office

Dr. Loree Weir, Lecturer - enclosed office

Ms. Nancy Province, Sr. Admin. Assistant – Kinesiology (KN) reception area/open area desk

Ms. Anne Walbridge, Technology Support Technician - enclosed office. Anne is with the Washburn IT Department, but is housed at this time in a Kinesiology office so she can respond more quickly to any computer issues that develop in Petro Center classrooms or offices.

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

No modifications anticipated at this time.

C. Communication with Employees

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

All members of the staff gave input into creation of this plan, which will be carried out based on Washburn's guiding principle: Non Nobis Solum, and the associated ideals of inclusion, mutual respect and safety.

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.

The approved reopening plan will be sent via email to all office employees, with a read receipt kept by the Department Chair. We anticipate this will be done by June 30 with a return to campus date of August 3. The plan will be shared with our guests (faculty and staff, as well as patrons connected with us on Facebook) via the University COVID-19 website.

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.

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 COVID-19 risks: <https://www.erinbromage.com/post/the-risks-know-them-avoid-them>

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D. Employees who have concerns should report them to the Chair.

All concerns will be reported to the Chair as they arise.

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.**

No accommodations or modifications have been requested at this time.

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.

The KN office suite has one main entrance door. There are also two exit doors in the suite that automatically close and lock to prevent reentry. The main area is laid out in a basic L shape containing a reception area, seven offices with doors that shut, and a common room containing a copier, printer, small refrigerator, coffee station, sink, numerous storage cabinets and a supply closet. By walking through a second common area (aka the Hub), the main area is connected to 4 additional offices in a square pattern. The Hub has a refrigerator, microwave, sink, three work tables and nine chairs. The Hub is accessed through doors on each side that can each be locked to prevent access.

One employee, KN Senior Administrative Assistant, has her desk in the main area of the suite that includes a reception area with a small table and a few chairs for visitors. We will eliminate the reception area table and chairs for visitors. All visitors waiting for an appointment will be asked to maintain physical distancing in the reception area and wait to be directed to the respective faculty office. Three people can wait in this area and safely maintain the appropriate physical distancing requirements. The three tables in the Hub will only have one seat available at each table.

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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>

- 1 Plexiglas or acrylic shields will be installed at the reception desk.
- 2 The table and chairs will be removed from the main waiting/reception area.
- 3 Carpet tape will be used to direct visitors where to stand to ensure social distancing.
- 4 Hub tables will only have one chair available for each table.

C. 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.

There is one main entrance to the KN suite. When the office is open, the door will be propped open. Signs will be posted on the door so they are visible. Signs will instruct visitors to watch the floor marking so they maintain the appropriate physical distance from the reception desk. Signs will also ask visitors not to approach the reception desk if there is someone else at the reception desk. Visitors will be verbally directed to the appropriate places in the waiting area. If these spaces are occupied, the last visitor will be asked to wait in the hallway until a space becomes available. Social distancing requirements will limit the number of visitors to enclosed offices to one or two at a time.

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.

As previously mentioned, tables and chairs in the main waiting area will be eliminated. The other shared spaces are the two workrooms and the Exercise Science lab.

- 1 No more than two people should be in either work room at a given time in accordance with physical distancing guidelines.
- 2 Employees in a workroom should wear masks if more than one person is present and disinfect all items after usage.
- 3 Students using the Exercise Science lab will be directed to wash hands prior to and after handling lab equipment, as well as maintain appropriate physical distance. If appropriate physical distance is not possible, students will be directed to wear masks.
- 4 Eating in the main waiting area, either workroom, or the Exercise Science lab is discouraged.

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>.**

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- a. 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>.
 - b. Supplies needed from Facilities Services are as follows:
 - i. Automatic hand sanitizer dispenser on a stand by office entrance as well as communal containers in each work area and lab space.
 - ii. Detergent and paper towels for cleaning hard surfaces.
 - iii. Disinfectant wipes or disinfectant spray and paper towels.
 - iv. Disposable gloves
 - v. A supply of masks to distribute to visitors or students as needed.
- 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.**
- a. Each employee will be responsible for cleaning their own workspace.
 - b. Each employee will clean their workspace upon arrival and just prior to departure at minimum.
 - c. Reception areas will be wiped down after each visitor, including pens or any contacted supplies.
 - d. All lunch boxes or containers must be sanitized before being placed in the refrigerator.
 - e. Do not wipe down the copy machine. Frequent use of liquid products could damage the machine.
 - f. Employees will be encouraged to leave all non-essential items at home. Any items brought from home will be disinfected using appropriate cleaning methods and stored in a drawer when possible.
 - g. Employees using a workroom are expected to disinfect any areas after they have used or touched.
 - h. Employees should sanitize/wash their hands after using the workroom.
- 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..

- a. Hand sanitizer will be placed near the entrance to the office.
- b. Hand sanitizer will be available in communal areas and in the workroom.
- c. Employees will wash their hands throughout the day as needed, but especially upon returning to their office or work space after leaving the KN office suite area.

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>

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Spanish: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-sp.pdf>

Signage will be coordinated by the CAS Dean's office.

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.**

For the safety of our students, faculty, staff, and visitors, the use of masks is expected in all KN suite spaces whenever more than one person is present. KN office staff will wear masks when conversing with others, when in the open areas of the suite if other people are present, or when physical distance cannot be maintained. In addition, visitors to the enclosed offices are expected to wear masks as are employees in those offices when visitors are present.

For visitors who do not have masks, they will be provided. If a visitor cannot or does not choose to wear a mask, they will be asked to conduct their business with KN by phone or by email.

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

No mass gathering are planned for Fall 2020.

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

1. Individual faculty will determine the number of students allowed in their offices at one time. It is recommended that no more than 1 or 2 students be in a faculty office at the same time. Faculty will post this information on their doors.

2. A vacant KN faculty office can be specifically designated for meetings with advisees and visitors, with no more than 1 or 2 people maximum in this office. Upon ending the meeting, the faculty or staff member involved will disinfect the room surfaces and door handles.

Identify any special activities or plans (e.g., tours, visitors) within the department or unit which may occur during the respective phase(s).

No special activities are planned for Fall 2020.

- D. 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.**

1. Department meetings will be moved to a classroom large enough to ensure appropriate physical distancing, or be held remotely via Zoom.

2. Office traffic: One way arrows will be placed on the carpet to direct students throughout the KN suite once they leave the main reception area. Students and visitors will be able to access all faculty offices and then exit the KN suites without having to return to the main reception area.

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- 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: August 3, 2020

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Name of WU/WIT Academic or Administrative Operational Unit	
Bldg/Room Location	
Name/Position Title of Reopening Plan Developer	
Date Reviewed	
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