

## Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Department of Mass Media
Building/Room Location	Mass Media Main Office - Henderson 316
Name/ Title of Reopening Plan Developer	Maria Stover
Date Reviewed	
Name/ Title of Dean/Director Reviewer	
Date Reviewed	
Area Head Name	JuliAnn Mazachek
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 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.

- Tracy Horacek, Sr. Administrative Assistant
  - HC316 main desk - open area desk
- Work Study Student (TBD)
  - HC316 - open area desk
- Balin Schneider, Student Employee, Equipment Checkout Room
  - HC023 – enclosed office
- Kristen Grimmer, Faculty
  - HC312 - enclosed office
- Regina Cassell, Faculty
  - HC313 - enclosed office
- Sam Finch, Faculty
  - HC314 - enclosed office

## Operational Area Reopening Plan

- Andrew Anglin, Faculty
  - HC315 - enclosed office
- Maria Stover, Faculty & Department Chair
  - HC316 - enclosed office with an entry through a second door (HC317)
- Matthew Nyquist, Faculty
  - HC318 - enclosed office

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

The Department of Mass Media will take all infection prevention and control measures to keep its students, faculty, staff and visitors safe.

- Tracy Horacek, senior administrative assistant, will be present at the front MM office (HC316) – Monday through Friday from 8 a.m. – 5 p.m.
- Work Study Student – (if hired) - will come to office as needed; he/she will be assigned remote work; schedule will be coordinated by senior administrative assistant.
- Balin Schneider, Student Employee, Equipment Checkout Room (basement of Henderson) – will be on campus 10 hours a week. Hours will depend on prescheduled appointments for equipment pickup.

The department modified work schedules for faculty so that there is at least one faculty member on campus and available to answer question during each day of the week. On days faculty are not on campus and work remotely, they will maintain the same duties and volume of work.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Andrew Anglin</b>	9:00 – 10:00 a.m. 11:00 – 12:00 p.m.	By appointment	9:00 – 10:00 a.m. 11:00 – 12:00 p.m.	By appointment	By appointment
<b>Kristen Grimmer</b>	8:00 – 8:50 a.m. 10:00 – 10:50 a.m.	By appointment	8:00 – 8:50 a.m. 10:00 – 10:50 a.m.	By appointment	By appointment
<b>Maria Stover</b>	By appointment	10:00 – 10:50 a.m. 1:00 – 2:00 p.m.	By appointment	10:00 – 10:50 a.m. 1:00 – 4:30 p.m.	By appointment
<b>Matthew Nyquist</b>	12:00 – 3:00 p.m.	By appointment	By appointment	By appointment	By appointment
<b>Sam Finch</b>	By appointment	4:00 – 5:00 p.m.	1:00 – 2:00 p.m.	4:00 – 5:00 p.m.	By appointment
<b>Regina Cassell</b>	10:00 – 11:30 a.m. Or by appointment	11:00 – 12:00 p.m.	10:00 – 11:30 a.m.	11:00 – 12:00 p.m.	10:00 – 11:30 a.m.

**C. Communication with Employees**

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

The Chair developed a draft version of the Department of Mass Media reopening plan, which was shared via email with all faculty and staff. The department had a Zoom meeting on June 8 where the plan was

## Operational Area Reopening Plan

3

finalized and later approved by all members of the team via email. The Mass Media plan follows closely the CAS Reopening Plan, which was approved by the VPAA on June 2, 2020.

- 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.**

Additional dissemination for the plan:

- The Mass Media Reopening plan will be placed in the SharePoint space for the department that can be easily accessed by all MM faculty.
- The plan will be also posted on the Mass Media D2L space that contains all current majors. Mass Media will create a special folder in this D2L space that will contain all the essential documents and links associated with the plan.
- During the week of August 3, Mass Media will send an email to all its majors outlining the new processes adopted for the fall semester and direct them to the D2L folder. Students will be encouraged to call or email the department chair or their advisor with any questions/concerns/or requests for accommodations. The idea is to start addressing questions prior to the beginning of the semester on August 17.
- A link to the plan will be disseminated on all social media channels maintained by Mass Media.
- Mass Media holds an annual majors meeting every fall. The plan and resulting questions will be addressed at that virtual meeting as well.

### 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 Mass Media will have a Zoom retreat on August 11 where 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. Each employee will be responsible for his/her own workspace, and share responsibility for the cleanliness of the communal spaces which are: copier, microwave and fridge.

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

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](mailto: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](mailto: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.

Main Mass Media Office: Henderson 316

The HC316 office has a single entrance that leads to a small area with Tracy's desk right across from the door, a student workstation immediately to the right of the entrance, and a shared fridge and a microwave right next to it. There are two settees and two coffee tables along the wall to the left. The entrance to the chair's office goes through a narrow passage that's between Tracy's desk and the settees. The settees will be removed from the area and placed in the storage area. The intent is to discourage visitors from sitting while waiting as well as adding extra space to the passage to the chair's office. The HC316 office has two additional chairs that will be placed in storage as well.

The front door will have a big sign with MM faculty schedules and instructions on how to best contact faculty. Majority of faculty have Calendly accounts that allow visitors/students to see faculty schedules and use to make appointments through this online system.

Faculty Offices: Kristen Grimmer HC312; Regina Cassell HC313; Sam Finch HC314; Andrew Anglin HC315; Matthew Nyquist HC318

Each Mass Media faculty has an individual office with a door that shuts. If their offices are too small so that a 6-foot social distancing is not possible, faculty will be encouraged to only use their offices to do remote work and keep the door to their office closed at all times. If faculty need to meet face to face with a student,

they will go to the mass media labs or another space in Henderson (or Mabee Library) that we will identify in advance.

### Mass Media Labs: Henderson 07 and 17

*Henderson 17 is our main computer lab.* It has 18 student stations along the walls, a row of desks in the middle and a teacher station up front. We will reduce the lab capacity to 6 students and an instructor at all times. We will remove the extra chairs, wrap every other computer station and remove keyboards so that it cannot be used. We also plan to purchase and place silicone covers on keyboards for easy and safe cleanup after each class.

*Henderson 17 is our video editing lab.* It has 9 workstations (three rows of three stations) and a teacher station up front. We will reduce the lab capacity to 6 students and an instructor. The setup does not allow us to reposition the workstations, but we will remove the extra chairs, wrap every other computer station and remove keyboards so that those stations cannot be used. We also plan to purchase and place silicone covers on keyboards for easy and safe cleanup after each class.

When labs are not occupied, the doors will stay closed. Students who access the labs during off hours will be required to follow the same cleaning and safety protocols. We have cameras in each lab so we are certain we can ensure those policies.

### Equipment Checkout Room: Henderson 023

This is a separate room in the basement of Henderson with a door that closes. Only the student worker and faculty supervisor will be allowed inside this room.

- We already have an online system that our students need to use to reserve their equipment pickup times.
- We will have recommended kits with essential items for each project to speed up the checkout process.
- Before checking out the equipment, students will be required to answer a brief symptoms questionnaire. Will use CDC guidelines.
- The equipment will be cleaned and sanitized for two days before it can be checked out by the next person/group.
- Carpet tape will be used to direct visitors where to stand to ensure social distancing.
- The student worker will wear a mask when checking out the equipment.
- All students checking out equipment will be strongly encouraged to wear a mask as well. If students do not have a mask, they will be directed to the front MM office where they will be able to receive a free mask.
- If students need to wait, they will be asked to wait in the hallway outside the HC023.

**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>**

### Henderson 316:

- Plexiglas shield will be placed at the front of Tracy's work station.

## Operational Area Reopening Plan

- Carpet-friendly tape will be placed 6 feet from Tracy's work station to indicate where visitors should stop.
- As described above, some of the furniture will be removed from the office.

Faculty offices: Kristen Grimmer HC312; Regina Cassell HC313; Sam Finch HC314; Andrew Anglin HC315; Matthew Nyquist HC318;

- Faculty will remove chairs and reposition furniture (if possible) to ensure that there is a 6-foot distance between the entrance to their office and their desk.

Mass Media Labs: Henderson 07 and 17

- Remove chairs, cover every other computer station
- Order silicone keyboard covers for stations that will be in use

### **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.**

The main Mass Media office (HC316) has a single entrance. During regular work hours, the main door to the office will stay open. Signs will be posted on front window so they are immediately visible. Signs will instruct visitors to watch the floor markings so they can maintain the appropriate social distance from Tracy's desk. Signs will also ask visitors not to enter the front office if there is someone else at the reception desk. Visitors will be verbally directed to the appropriate faculty office. If visitors need to wait, they will be asked to wait in the hallway outside the HC316 office or in front of the office of the faculty they need to talk to.

Henderson 07 and 17:

When labs are not occupied, the doors will stay closed. Signs will be posted in the hallway so they are immediately visible. Signs will instruct students to maintain social distance while waiting in the hallway and when they enter or exit the labs.

### **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.**

Henderson 316 and faculty offices: Mass Media does not have a break room or a student lounge, but the front office has a shared microwave and refrigerator.

- All faculty, staff and visitors will be strongly encouraged to wear masks when entering HC316.
- Social distancing etiquette will be required at all times: no more than two people should be in the shared workspace at any time.
- Faculty will be discouraged from multiple trips or spending prolonged time in the shared space. (Staggered work hours should help with alleviating traffic to HC316)
- Eating in HC316 is discouraged.
- Employees will be encouraged to leave all non-essential items at home.
- Employees are encouraged to wear a mask and wash hands for 20 seconds after each visit to the restroom.

## Operational Area Reopening Plan

7

- Employees are encouraged to wear a mask each time they are moving around campus. (the only time faculty can remove their mask is when they are in their office with their door closed)

### Copier:

- All employees should sanitize hands and wear a mask when using the copier.
- When possible, faculty should use digital means to disseminate/copy materials.
- Faculty are strongly encouraged to email classroom materials to Tracy who can make copies and place them in faculty mailboxes. This will reduce traffic to the front office and limit the use of the copier by multiple people.
- Employees will be warned not to wipe down the copy machine with sanitizing products. Frequent use of liquid products could damage the machine.

### 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>.**
  - 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. Hand sanitizer on a stand by office entrance as well as communal containers in work areas and all labs.
    - ii. Detergent and paper towels for cleaning hard surfaces.
    - iii. Disinfectant wipes/disinfectant spray and paper towels.
    - iv. Disposable gloves
    - v. 20-50 masks to distribute to visitors/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.**

Henderson 316: Mass Media does not have a break room or a student lounge, but the front office has shared microwave and refrigerator.

- Each employee will be responsible for cleaning their own workspace.
- Each employee will clean their workspace upon arrival and just prior to departure at minimum.
- Reception areas will be wiped down after each visitor, including pens or any contacted supplies.
- All storage containers must be sanitized prior to placing/returning in the refrigerator.
- Microwave screen should be wiped after each use.

- All employees should sanitize hands and wear a mask when using the copier.

### Mass Media Labs:

- There will be a sanitizer next to the entrance of each lab. At the beginning of class students will be prompted to sanitize hands.
- At the end of each class students will be asked to wipe their desks and keyboards.

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.**

- Hand sanitizer will be placed on a stand near the entrance to Henderson 316.
- Hand sanitizer will be available on top of the microwave, all MM labs and all faculty offices.
- Employees will be reminded wash their hands once per hour and as needed. (will create a sign about this).

### **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>

Henderson 316 signs:

Entrance:

- “Thank you for wearing a mask. If you don’t have one, please take one from the table inside our office directly on the left as you enter. If you are unable to wear a mask or do not choose to wear one, please contact us by phone at 785-670-1836 or email us at [massmedia@washburn.edu](mailto:massmedia@washburn.edu) so that we can assist you.
- “Please observe social distance in this office. Please wait outside if there is a person already at the reception desk. Follow tape floor markings to talk with the receptionist.”
- **DO NOT ENTER IF YOU HAVE COVID-19 SYMPTOMS OR HAVE BEEN EXPOSED TO SOMEONE WITH COVID-19 SYMPTOMS.** This sign will include symptoms of COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Next to the refrigerator, signs will be posted about cleaning and preventing the spread of germs:

- a <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>



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

All Mass Media Labs:

Entrance of the labs:

- “Please observe social distance in this space. Please remain in your assigned seat at all times.”
- “Thank you for wearing a mask. If you don’t have one, please go to the front Mass Media office (HC316) to get a free mask. If you are unable to wear a mask or do not choose to wear one, (*will insert university guidelines here for classrooms*).”
- “Please sanitize your hands when entering the lab.”
- DO NOT ENTER IF YOU HAVE COVID-19 SYMPTOMS OR HAVE BEEN EXPOSED TO SOMEONE WITH COVID-19 SYMPTOMS.” This sign will include symptoms of COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Inside the labs:

- DO NOT STAY IN CLASS IF YOU HAVE COVID-19 SYMPTOMS OR HAVE BEEN EXPOSED TO SOMEONE WITH COVID-19 SYMPTOMS.” This sign will include symptoms of COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- Please sanitize your work area after class.

### 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 will be strongly encouraged in all Mass Media spaces whenever more than one person is present. Mass Media faculty and staff will be strongly encouraged to wear masks when conversing with others, when in the open areas of the office if other people are present, or when social distance cannot be maintained. In addition, visitors to the enclosed offices are strongly encouraged 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 given a list of options to conduct their business with Mass Media that will include: phone, email, virtual meetings (Zoom, Skype, Teams, Discord).

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

- Mass Media has an annual majors meeting that usually takes place during the second week of the semester. This year, the meeting will be moved to Zoom and will take place during the first week of the semester.
- Prospective student meetings will follow Admissions guidelines, but where possible, will be conducted via Zoom or other virtual means.

- Advising of students will be moved to virtual environments, when possible. If faculty office is too small to accommodate two or more visitors, those meetings will be moved to the MM labs or another room in Henderson where social distancing can be maintained.

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

Visitors will be admitted one at a time. If the person they wish to speak with is not available, the administrative assistant will take their cell phone number, ask them to wait outside Henderson 316, and will call them when the person they are looking for is available.

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

Mass Media will not conduct tours of its labs in the fall.

### **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.**

All faculty meetings and retreats for the fall semester will be moved to a virtual setting (using Zoom or Teams).

To reduce office traffic, faculty will have staggered campus schedules for the fall.

When possible, faculty will use digital means to disseminate/copy materials.

To reduce traffic to the copier, faculty are strongly encouraged to email classroom materials to Tracy who can make copies and place them in faculty mailboxes. This will reduce traffic to the front office and limit the use of the copier by multiple people.

Employees with office doors will be expected to work with their doors shut.

### **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

## Operational Area Reopening Plan

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