

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Modern Languages Department
Building/Room Location	MO350
Name/ Title of Reopening Plan Developer	Miguel Gonzalez-Abellas, Chair
Date Reviewed	
Name/ Title of Dean/Director Reviewer	Laura Stephenson
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

Modern Languages Department Opening (Phase 4/Phase Out of WU Non Nobis Solum Reopening Plan, anticipated June 29, 2020).

It is anticipated that the Modern Languages Department will reopen on campus August 3, 2020 to more fully provide on-campus support for faculty and students in preparation for a face-to-face Fall 2020 semester.

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. List each employee, position, work schedule and location upon re-opening.

Other than teaching classes, faculty members will have a flexible schedule in terms of accessing their office space. Most have offices with doors that close, so they can have social distancing/isolation. Our secretary and student worker will try to keep the office open as much as possible Monday thru Friday.

1. Miguel González-Abellás, Professor of Spanish and Chairperson, enclosed office (MO350B)
2. Courtney Sullivan, Professor of French, enclosed office (MO350E)
3. Michael O'Brien, Assistant Professor of Spanish, enclosed office (MO350D)
4. Georgina Tenny, Senior Lecturer in Spanish, enclosed office (MO350F)
5. Hélène Perriguet-Keene, Lecturer of Spanish and French, enclosed office (MO350C)
6. Ailyn Castillo-Najera, Administrative Assistant, open area desk
7. Randall Martin, Adjunct in Japanese, open area desk
8. Yuhua Tsui, Adjunct in Chinese, open area desk
9. Jordan Noller, Adjunct in Latin, open area desk
10. Christine Patry, Adjunct in German, open area desk
11. One student worker TBD, open area desk

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

Modern Languages will modify in-office work schedules to mitigate the risk of infection and prevent potential problems with instructors being quarantined and unable to perform their duties. Despite being physically on campus, priority will be given to telecommuting when possible.

Faculty members, full and part-time, will hold office hours virtually, and will work from home when possible.

Our administrative secretary (split position with theatre) will be on campus several times a week, and complete some assignments from home as well. The student worker will be in the administrative assistant's place when she is not in the office.

C. Communication with Employees

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

The initial draft was circulated via email and some faculty members (Drs. Courtney Sullivan and Michael O'Brien; Professors Georgina Tenny, Jordan Noller, and Chrissie Patry; and administrative assistant Ailyn Castillo-Najera) exercised the option to offer input, which is included in the plan.

- 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 chair. We anticipate this will be done by the end of June, with a return to campus date of August 3, 2020. The plan will be shared with our guests 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. Each one of us will 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>

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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>

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

No employee has indicated any particular concern.

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 should contact 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.

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 office suite (MO350) has only one door and looks like a T, with the main area and two branches that lead to the 6 individual offices. These offices have doors and can be shut. The administrative assistant and the student worker work on the main reception area, which is open and contains the copier/printer, information brochures, and chairs for visitors. Across the hall, there is another area with a student lounge and a private room for the coffee maker, small fridge, microwave, and other amenities. Out of the student lounge there is the entrance for our adjunct office space (one door only).

We will eliminate the reception area and the student lounge for the time being. Visitors who want to speak with the chair will be asked to make an appointment and the meeting would be preferable via Skype or

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Zoom when possible. The chair already shares his calendar with the administrative assistant, and she has been setting up appointments in the past using this system.

The adjunct office allows for limited social distancing, but we will coordinate to avoid more than two adjuncts in the office area at the same time. We can accomplish this goal, since two of our adjuncts have office space in other areas on campus and will be using that space.

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 where our administrative assistant works.
2. Carpet tape will be used to direct visitors and indicate where to stand to ensure social distancing.
3. The student worker will take over Ailyn's spot when she is not present (working for Theater or doing other assignments/telecommuting).
4. Chairs will be removed from the open reception area.
5. Student lounge will be closed.

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 a single entrance to the main 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 markings so they can maintain the appropriate social distance from the reception desk. Signs will also ask visitors not to enter the suite if there is someone else at the reception desk. Visitors will be verbally directed to the chair's office. Social distancing requirements will limit the number of visitors to enclosed offices to one at a time. Visitors who must wait to see the chair in person will wait in the Welcome Center area until they are called on their cellphones. Visitors will be encouraged to contact the chair via phone, email, or videoconferencing.

E. 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.

1. We will maintain the student lounge closed to visitors, including students.
2. Our adjunct office space will have only two adjuncts in at the same time, to maintain proper social distancing. Tentatively: Randall and Yuhua on MW, since Jordan and Chrissie will use their other office space on campus.
3. Faculty and staff should wear masks (see III A below) and disinfect space after use.
4. No eating in the student lounge or common areas.

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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>.**

Cleaning supplies needed from Facilities Services are as follows:

- Hand sanitizer on a stand by office entrance, in the main office room, and in adjuncts' room.
 - Detergent and paper towels for cleaning hard surfaces.
 - Disinfectant wipes or disinfectant spray and paper towels.
 - Disposable gloves.
 - Masks (reusable or disposable) and clear shields for faculty and staff.
 - Masks to distribute to visitors as needed.
 - Two containers for pens: one for clean pens and another for used pens (to clean).
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.**
 - Each employee will be responsible for cleaning their own workspace, at least twice: upon arrival and just prior to departure.
 - Reception areas will be wiped down after each visitor, including pens or any other supplies used by visitors.
 - If faculty and/or staff bring lunch boxes, they must be sanitized before being placed in the refrigerator.
 - Microwave will be cleaned after each use.
 - Do not wipe down the copy machine: frequent use of liquid products could damage the machine.
 - 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.
 - Employees should sanitize/wash their hands after using the restroom or any common areas.
 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.

1. Hand sanitizer will be placed near the entrance to the office, in the main office area, and in the adjuncts' room.

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2. Employees will wash their hands after using the restroom, before and after going to class, and as often as they consider it is needed.

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>

Modern Languages Office signs at the entrance will include:

1. “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, on the secretary’s desk. If you are unable to wear a mask or do not choose to wear one, please contact us by phone at 785-670-1714 or email us at modern-languages@washburn.edu so that we can assist you.”
2. “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 secretary.”
3. “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>

4. In the workroom area, 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>

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.

- We ask that visitors who are not able to wear a mask or choose not to wear a mask, please conduct their business with the Modern Languages Department via phone, email, or videoconferencing.
- For visitors who do not have a mask, they will be provided one by our office.
- Use of masks by faculty and staff is required when conversing with visitors or in public areas when more than one person is present.

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

Only one visitor at a time will be allowed in the open area of the office. Visitors to individual faculty in their offices will be limited to one to allow for social distancing.

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

Visitors will be admitted one at a time. If the faculty member they wish to talk to is not immediately available, the secretary will take their contact information (email and/or phone number), ask them to wait in the Welcome Center, and will call them when the faculty member is available. If the faculty member is not available or on campus, the administrative assistant or student worker will take their contact information, so the faculty member can contact them later.

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

No plans for Fall 2020.

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.

1. Most departmental business will be conducted electronically, as we have been doing in Spring 2020. Visitors can always contact us at modern-languages@washburn.edu or via phone at (785) 670-1714. We will take advantage of recent innovations, such as digital signatures. Email correspondence is encouraged.
2. Departmental meetings will be conducted via Zoom.
3. Faculty members with office doors will be expected to work with their doors shut. Faculty members are encouraged to telecommute when possible.

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.

N/A

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	
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Area Head Name	
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