Updated as of 06/04/2020

Operational Area Reopening Plan Guideline and Checklist

Instructions: All University operational areas are required to develop and submit for approval an Operational Area Reopening Plan ("the plan") before allowing their non-essential employees to return to campus. The plan will align with the phases identified within the university Reopening Plan and encompass the criteria listed below. Academic departments or units will submit their respective Operational Area Reopening Plan to the Dean for review. Deans will then submit a summary of all plans within their college to the Vice President of Academic Affairs for final approval. Administrative units will submit their plans to the respective Area Head for review before issuing a final approval.

All approved Operational Area Reopening Plans will be filed with the Area Head and posted on the university coronavirus website.

Criteria:

☐ 1. The plan will address the reopening process for the department or unit and will include the business need to reopen within the respective phase(s). Employees who are identified as having a business need to work on campus will be determined by the supervisor.

☐ 2. The plan will identify the positions impacted by the reopening phase(s) and include:

- o The work schedule and location for employees within the department or unit within the respective phase(s).
- o The plan will encourage employees to work remotely as much as possible.
- o The plan will stipulate the notification period employees will receive prior to being asked to return to campus. The notification period may not be less than 5 business days.

☐ 3. The plan will address how social distancing measures will be practiced within the department or unit.

☐ 4. The plan will address if the use of masks will be different from the guidance provided in the university Reopening Plan.

☐ 5. The plan will address how individuals within the department will be directed through signage (e.g., posted arrows, carpet safe tape) to move around the space (e.g., multiple entrances, hallways). If different criteria for visitors or other individuals is needed please specify.

☐ 6. The plan will stipulate the cleaning supplies, processes which will be needed and describe how employees will be educated on appropriate cleaning processes (Facilities Services will be able to assist you with completing this criteria).

☐ 7. The plan will address whether any appropriate facilities changes which may be necessary (e.g., moving furniture, adding a partition).

☐ 8. The plan will address how the department or unit will limit all mass gatherings in each phase of the reopening.

☐ 9. The plan will address the use of signage (see following resource information for samples) to educate and remind individuals of proper health and safety protocols.

☐ 10. The plan will address the 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).

☐ 11. The plan will reinforce that 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.

☐ 12. The plan will direct 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.

☐ 13. The plan will need to adhere to department specific requirements which may be necessary to comply with Shawnee County, CDC, WHO, accrediting body or similar (e.g., Little Learners child care, retail, health care) guidelines.

☐ 14. The plan will identify any special activities or plans (e.g., tours, visitors) within the department or unit which may occur during the respective phase(s).

☐ 15. The plan will incorporate the information within the Operational Area Reopening Plan template.

Resource Information

Guidelines/Regulations:

Centers for Disease Control (CDC)

CDC guidelines as to who should/should not wear a cloth mask

Guide to Re-opening Shawnee County

Kansas Governor's Ad Astra: A Plan to Reopen Kansas

KDHE travel and quarantine guidelines

Washburn University regulations and procedures – 20. Communicable Disease

CDC Flyers:

CDC Flyer - How to Protect Yourself and Others

CDC Flyer – How to Safety Wear and Take Off a Cloth Face Covering

CDC Flyer - Stay Home When You are Sick

CDC Flyer - Stop the Spread of Germs

CDC Flyer - Symptoms of COVID-19

CDC Health:

CDC Self-Checker

CDC Video about Handwashing

CDC Videos on Prevention and Symptoms

CDC Definition of Higher Risk Individuals

Additional Resources:

ACHA Guidelines

CDC Response Plans for Institutions of Higher Education