

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Washburn Payroll Office
Bldg/Room Location	Morgan 212
Name/Position Title of Reopening Plan Developer	Marsha Stromgren
Date Reviewed	5/21/2020
Name/Position Title of Dean/Director Reviewer	Luther Lee
Date Reviewed	5/22/2020
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)	6/1/2020

Washburn University Payroll Plan for returning to campus

The Washburn University Payroll Office has been determined to be an essential business function and its employees have been required at certain times to work on campus during Washburn's Phase One. The Payroll office has 3 employees.

- Marsha Stromgren – Payroll Manager/Accountant
- Payroll Specialists – 2

Office Description

The payroll office occupies space in Morgan Hall. The payroll manager has an individual office with doors that can be shut. The payroll specialists are in one larger area, which are open for faculty, staff or students to visit and ask payroll questions. Since the payroll staff occupies individual cubicle areas, they occasionally came in during the shutdown to process payroll. They sit 6 feet apart but face each other, so masks are worn when both are occupying the space on processing days. However, most days they have been telecommuting from home.

Proposed Reopening process

1. The payroll manager will be in the office each day during normal business hours. The payroll specialists will rotate so that only one of them will be in the office each day in order to assist faculty, staff and students and one will work from home. This rotating schedule will continue until we are in the Washburn University Phase 4, at which time both payroll specialists will be back in the office full time.
 - a. No more than one additional person will be allowed in the office area at a time, and strict social distancing will be maintained.

- b. Signage will be posted at the entrance notifying guests of only one additional person permitted at a time and that masks are required.
- c. Returning staff will be briefed on social distancing expectations, sanitation, hygiene and other safety measures. Staff who have concerns should report them to the manager.
- d. Hand sanitizer and masks will be placed near the door to the office.
- e. Cleaning and sanitizing of surfaces will be done in accordance with CDC Guidelines.

Expectations from the Reopening Department

The payroll staff will abide by all criteria established for operation during each phase of the reopening plan for WU. This includes the following:

1. The reopening plan will be sent via email to all office employees, with a read receipt kept by the Manager.
2. We will promote social distancing measures in the office and in the building.
3. Staff will be discouraged from bringing non-essential items from home to the office. Any items brought from home will be disinfected using appropriate cleaning methods.
4. We will encourage employees to wear face masks in shared areas and public settings, when interacting with others, or when in transit inside the building.
5. 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 directed to the Director of Human Resources, Teresa.lee@washburn.edu, promptly.
6. The manager recognizes that this plan must remain congruent with guidelines from the Governor, SNCO Health Department, CDC, and Washburn University.

Work-Schedule

Office Traffic Flow

1. Plexiglass will be installed on the two office counters to protect staff and visitors.
2. Other campus staff/students/guest coming into the office will be asked to stay between the counters and plexiglass and hand paperwork through the plexiglass opening. No other staff traffic will be allowed beyond our counter area.

Office/Work Areas

Counter/Open Area

1. Place Plexiglass barrier between each desk and visitor area.
2. Wipe down used spaces every 2 hours using the appropriate cleanings supplies as provided by Facilities staff.
3. Clean hands regularly using hand sanitizer and/or wash hands in the nearest rest room, especially after breaks and lunches.

Payroll Staff

1. Staff will work M-F from 8-5, with one physically on campus and one telecommuting each

day until we are in Phase 4.

2. Social distancing measures of 6 feet is expected. Recommended to wear mask when in space with multiple people. (*i.e. break room, restroom and other shared spaces*)
3. The Office door will remain closed with signage for visitors to limit them to one at a time.

Break-Room

1. Encouraged to wear a facemask when entering.
2. All areas must be wiped down after each use.
3. Social distancing etiquette required. (*Face-covering, cleaning, etc.*)
4. All lunch storage receptacles must be sanitized before putting in refrigerator.

Copier

1. Since the copier is frequently used, it is important to sanitize your hands after each use and before picking up printed materials.
2. Social distancing measures are expected to be maintained.
3. Do not wipe down the machine as frequent use of liquid based products could cause damage.