

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Physics & Astronomy Department
Building/Room Location	Stoffer 210
Name/ Title of Reopening Plan Developer	Karen Camarda/Chair
Date Reviewed	
Name/ Title of Dean/Director Reviewer	Laura Stephenson/Dean
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. List each employee, position, work schedule and location upon re-opening.

1. Karen Camarda, Chair and Associate Professor, enclosed office
2. Tandra Eifert, Lecturer, enclosed office
3. Keith Mazachek, Senior Lecturer & Coordinator, Engineering Transfer Program, enclosed office
4. Vincent Rossi, Assistant Professor, enclosed office
5. Mark Smith, Lecturer, enclosed office
6. Brian Thomas, Professor, enclosed office
7. Karen Othmer, Senior Administrative Assistant, open area desk

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

1. None

C. Communication with Employees

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

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All departmental faculty and staff gave input into creation of this 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 June 30 with a return to campus date of August 3. 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. 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 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, 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.

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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.

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 has one door. The space includes six offices with doors that shut. One employee has a desk in the open area of the suite that includes a reception area with chairs and a desk for visitors. The chairs will be removed. A sign at the entrance to the office will direct visitors to return at another time if there is already someone in the reception area, or to contact the person they wish to see via phone or email. A second sign will be posted which will include the contact information of each department member.

Communal office supplies, including a color printer, will be relocated from a table in the Senior Administrative Assistant’s space to a desk in the main reception area, which will allow these items to be accessed while maintaining social distance.

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. Plexiglass or acrylic shield will be installed at the reception desk.
2. Carpet tape will be used to direct visitors where to stand to ensure social distancing.
3. Chairs in reception area will be removed.
4. Color printer will be moved (ITS).

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 department office. When the Senior Administrative Assistant is in the office, the door will be left open. Signs will be posted on the door and/or on a sign stand so they are visible. Signs will instruct visitors to watch the floor markings so they can maintain appropriate social distance from the reception desk. Signs will also ask visitors to not enter the office if there is already someone at the reception desk. Visitors who wish to see a faculty member will be verbally directed to that faculty member’s office, or asked to make an appointment with them.

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When the Senior Administrative Assistant is not in the office, the door will be closed and a sign will direct visitors to contact the person they wish to see via phone or email. A second sign will be posted which will include the contact information of each department member.

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.

1. Department Seminar Room (ST 212): This room may be used for small, face-to-face meetings. No more than three people should be in this room at a time, and social distancing must be maintained. Employees and others should wear masks in this room when others are present, and disinfect surfaces when finished. This room will remain locked.
2. Tutor and study room (ST 205): This room may be used for small, face-to-face meetings; for class preparation by adjunct instructors; or as a space for tutors to do remote tutoring via Zoom or similar means. This room also contains a refrigerator and microwave oven. No more than three people should be in this room at a time, and social distancing must be maintained. Employees and others should wear masks in this room when others are present, and disinfect surfaces when finished. No more than one person may be in the attached HiPACE computer room at a time. This room will remain locked.

Note that no tutor will be allowed to use this space until they have completed the training noted above for employees, and have received approval from the Department Chair. Note also that all tutoring will be remote; i.e., the students being tutored will not be physically present in the room.

3. Adjunct office/storage (ST 201): No more than one person should be in this room at a time. Employees should disinfect surfaces when finished. This room will remain locked.
4. Research Lab (ST 008): No more than three people should be in this room at a time, and social distancing must be maintained. Employees and others should wear masks in this room when others are present, and disinfect surfaces when finished. This room will remain locked.

Note that students will be allowed to work independently in the research lab only after having completed the training noted above for employees, and after having received approval from Dr. Rossi.

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>.

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b. Supplies needed from Facilities Services are as follows:

- i. Hand sanitizer on a stand by office entrance as well as communal containers in ST 201, ST 205, ST 212, and ST 008.
- ii. Disinfectant wipes or disinfectant spray and paper towels, and in ST 201, ST 205, ST 212, and ST 008.
- iii. 50 masks to distribute to visitors 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 a 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. Employees will wash or sanitize their hands before and after using the refrigerator or microwave oven.
- f. Do not wipe down the copy machine. Frequent use of liquid products could damage the machine. Instead, employees should wash or sanitize their hands before each use that involves touching the machine.
- g. 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.
- h. Employees accessing filing cabinets, the supply cabinet, or other shared equipment (other than the copier) will be expected to disinfect any surface they have touched.
- i. Employees should wash or sanitize their hands after accessing filing cabinets, the supply cabinet, or other shared equipment.
- j. All surfaces in the research lab (ST 008) will be disinfected before and after use.

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.
2. Hand sanitizer will be available in the main office, and in ST 201, ST 205, ST 212, and ST 008.
3. Employees will wash their hands once per hour and as needed.

G. Signage.

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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>

Physics Department 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 filing cabinet inside our office directly on the right as you enter. If you are unable to wear a mask or do not choose to wear one, please contact us by phone or email so that we can assist you.”
2. There will be a sign with all faculty and staff members’ phone numbers and email addresses.
3. “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.” (Visible when door is open.)
4. “The Physics and Astronomy Department office is currently closed to walk-in visitors. Please contact the person you wish to speak with via phone or email. If you have scheduled an appointment with a faculty member, please call them to let them know that you have arrived” (Visible when door is closed.)
4. “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>

In ST 201, 205, 212, and 008, 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.**

For the safety of our students, faculty, staff, and visitors, the use of masks is expected in all departmental spaces whenever more than one person is present. Physics Department faculty and staff will wear masks when conversing with others, when in the open areas of the suite if other people are present, or when social 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 the department by phone or by email.

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

Only one visitor will be allowed in the open area of the office at a time. Visitors meeting with faculty members in ST 210A or ST 210E will be limited to one or two, and chairs in these offices will be placed to maintain social distance. Visitors wishing to meet face-to-face with faculty members with smaller offices will need to make an appointment to meet with those faculty members in ST 205 or ST 212.

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

When the Senior Administrative Assistant is present, visitors will be admitted one at a time. If the person wishes to speak to a faculty member and that faculty member is not available, she will refer the visitor to the contact information on the door, and ask that they contact the faculty member via phone or email.

When the Senior Administrative Assistant is not present, if a visitor has an appointment with a faculty member, they may call that faculty member when they arrive at the office. The faculty member would then admit the visitor or meet with them in ST 205 or ST 212 as appropriate, being careful to maintain social distance as much as possible.

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

None are planned 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 routine business will be conducted electronically. Email correspondence is encouraged.
2. Meetings will be conducted via Zoom.
3. 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.

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

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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	
Name/Position Title of Dean/Director Reviewer	
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