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| Name of WU/WIT Academic or Administrative Operational Unit | Washburn University Residential Living |
| Bldg/Room Location | LLC, Village, Lincoln |
| Name/Position Title of Reopening Plan Developer | Dr. Mindy Rendon |
| Date Reviewed | 5/20/2020 |
| Name/Position Title of Dean/Director Reviewer | Dr. Joel Bluml |
| Date Reviewed | 5/28/2020 |
| Area Head Name | Eric Grospitch |
| Date Reviewed and Approved | 5/29/2020 |
| Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD) | June 1 |

Washburn University

Residential Living

Main Office located in the Living Learning Center

Kuehne Hall

Lincoln Hall

Living Learning Center (LLC)

Phi Delta Theta Fraternity House

Washburn Village

West Hall

Date of return will need to be communicated to WU/WUTech/WUPD

What is the need to reopen?

1. Be available for students currently housed at the Washburn Village.
2. Be available to International students who are experiencing considerable difficulty scheduling flights to get them home. Residential Living made a commitment to these students and to the International House to work with them on their changing needs. We aim to minimize potential financial burdens due to canceled flights and the overall uncertainty of knowing the exact date they can return home. To support this commitment, administrative staff need to be available.
3. Be available for incoming students whether it be to assist with questions regarding academic year 2020-2021 on-campus housing or to assist with submitting an exemption to live on-campus.
4. Continue to work with Facilities Services on work orders and projects that help to prepare the residence halls for fall opening.

5. Provide guidance and expectations to those (Admissions and Athletics) seeking to provide tours of the residence halls over the summer months.
6. Be on site to walk through the different residence halls and continue to access potential problem areas (i.e. high touch areas) that could arise in the Fall and determine possible solutions.
7. Be on site to prepare for Fall opening and the academic year which includes creating multiple scenarios for Resident Assistant, Desk Assistant, and Desk Assistant training; move-in of early arrivals and staggering the arrival of the remaining on-campus student population; creating a new normal within the residence halls that pertain to personal hygiene, social distancing, staying home when sick, etc.

Requested date of reopening – June 1, 2020

Staff Impacted

Full or part-time staff (7)

Mindy Rendon, Director

Jared Dechant, Assistant Director

Kim Meehan, Office Coordinator

Kaylianne Weber, Lincoln Hall Residential Living Coordinator

Jack Van Dam, LLC Residential Living Coordinator

Alyssa New, Washburn Village Residential Living Coordinator

Karen Meats, Phi Delta Theta House Director

Student Staff (9)

Alaina McManus, Student Office Assistant

Bayley Wolf, Student Office Assistant

Maycee Ratliff, Student Office Assistant

Carley Nelson, Summer Resident Assistant

Koy Olberding, Summer Resident Assistant

Tierney Kester, Summer Resident Assistant

Eric Rorstrom, Summer Desk Assistant

Karla Molina, Summer Desk Assistant

Becca Nyman, Summer Desk Assistant

Physical Office Description

Residential Living Main Office - Located in the main lobby of the Living Learning Center

1. Main entrance opens to a small entrance area in front of the Office Coordinator's Reception Desk. Office Coordinator sits behind a large L-shaped desk. A plexiglass social distancing/sneeze guard will be needed for this front desk.
 - a. Area is not self-enclosed.
 - b. Staff members are not to use the phone, computer, or other items located in this area.
 - c. Six feet from the front desk will be marked by blue painters tape. Signage will be posted outside of Main Office door.
 - d. Visitor(s) coming into the office will be limited to no more than 2 at one time. Signage will be posted outside of Main Office door.
 - e. It is highly encouraged that visitors entering the Main Office wear a face mask.
 - f. It is highly encouraged that students and/or visitors schedule appointments in advance to meet with any of the staff located in the Main Office.
 - g. Half of seating in waiting area will need to be removed by Facilities.
 - h. Touch-free hand sanitizer posted outside of Main Office
2. Shared Student Office Assistant area has a door that leads to the main hall entering the residence hall. This area also opens into the entrance area and has no door.
 - a. If speaking with an OA, visitor(s) or staff members should stand no closer than the entry into this area. This area will be clearly marked by blue painter's tape on the carpet.
 - b. No one beside the scheduled OA will be permitted to come into this area
 - c. Shift changes should occur promptly on the hour. The incoming OA is not to enter the Main Office until the leaving OA has exited the area.
 - d. Shared workspaces should be cleaned and disinfected before and at the end of each shift. Wipes will be provided. Current inventory is low.

3. Residential Living Coordinator (RLC) office is an added space. It is small. Has no window and airflow comes from leaving the RLC's door open.
 - a. The RLC should not hold meetings in this space other than Zoom.
 - b. If speaking with the RLC, visitor(s) or staff member(s) should stand no closer than the entry into this area. This area will be clearly marked by blue painter's tape on the carpet.
4. The Assistant Director Office is located at the back of the Main Office. Office is a large space, with window, large desk and meeting table.
 - a. The AD may meet with no more than 2 other people in the office and social distancing guidelines must be followed.
 - b. While meeting with someone, it is recommended that the door be left open or the window be opened to create airflow.
 - c. The option to meet in a larger area should be provided to any visitor(s).
 - d. AD can choose to meet elsewhere if it is preferred.
5. The Director Office is located at the back of the Main Office and is the second largest office. Office has a window, large desk, small couch and seat. It will be requested that the small couch and seat be removed by Facilities.
 - a. Director may meet with no more than 1 other person in this office and social distancing must be followed.
 - b. While meeting with someone, it is recommended that the door be left open or the window be opened to create airflow.
 - c. The option to meet in a larger area should be provided to any visitor(s).
 - d. Director can choose to meet elsewhere if it is preferred.
6. Miscellaneous Notes
 - a. Each person is responsible for cleaning and disinfecting their own work area.
 - b. It is recommended that items on desks that tend to be picked up by others be removed. If not removed, items must be cleaned and/or disinfected as appropriate.
 - c. Staff Members working in the Main Office must adhere to all the guidelines outlined in this plan.

Lincoln Hall Residential Living Coordinator (RLC) Office – located in Lincoln Hall behind the Front Desk. The office has a window, large desk, small table and 4 chairs.

1. RLC should not hold meetings in this space other than via Zoom.

2. If speaking with the RLC, visitor(s) or staff member(s) should stand no closer than the entry into this area. This area will be clearly marked by blue painter's tape on the carpet.
3. All visitors entering the area behind the Lincoln front desk will be required to wear a face mask. Signage will be posted outside the door that provides access to the RLC office.
4. It is highly encouraged that student(s) and/or visitor(s) schedule appointments in advance.
5. Touch-free hand sanitizer posted outside of office door with keypad or between the front desk and the office door with the keypad.

Washburn Village Residential Living Coordinator (RLC) Office – located at Washburn Village behind the Front Desk. Office has a window, large desk, long table, chairs, and small couch. Second door to the office leads to a conference room.

1. RLC may meet with no more than 1 other person in this office and social distancing must be followed.
2. All visitor(s) entering the RLC's office will be required to wear a face mask. Signage will be posted outside the door that provides to the RLC's office.
3. It is highly encouraged that student(s) and/or visitor(s) schedule appointments in advance

Phi Delta Theta House Director Office – located in the space designated as the House Director's apartment. Office has a residence hall student desk and various pieces of furniture as it is furnished as an apartment.

1. House Director may meet with no more than 2 other people in this office and social distancing must be followed.
2. All visitor(s) entering the House Director's office will be required to wear a face mask. Signage will be posted outside the door that provides to the House Director's office.
3. It is highly encouraged that student(s) and/or visitor(s) schedule appointments in advance.
4. Touch free hand sanitizer posted outside of office

Proposed Reopening Plan

Guidelines provided in Ad Astra: The Plan to Reopen Kansas, A Guide to Reopen Shawnee County, Non Nobis Solum and the CDC are to be adhered. Residential Living's Plan to Reopen is a supplement to the guidance provided by these other entities

General Expectations

June 1st Professional staff will begin to work onsite as they are able (schedule provided below). Staff will be scheduled to minimize more than 3 people working in the Main Office at one time. Additionally, due to close proximity to each other, only 2 of the 3 following positions may work at the same time (Office Coordinator, Residential Living Coordinator, and Student Office Assistant).

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.

Staff members are not to use items on other staff member’s desk areas.

Items on desks or tables that are not needed for work purposes are to be limited. It will be the responsibility of the owner of the item(s) to clean and disinfect the item when someone other than the owner touches the item.

Meetings will continue to be held via Zoom.

Cleaning and disinfecting office spaces

Staff who have a designated desk will be responsible for the cleaning and disinfecting of frequently touched surfaces and objects. These surfaces and objects need daily cleaning and disinfection following reopening.

- Tables
- Doorknobs and handles
- Light switches
- Desks/drawer handles
- Phones
- Keyboards/mouse
- Touchscreens
- Copy machine/laminator (as used)
- Desk chairs
- Staple
- Key boxes (as used)

Cleaning, Disinfecting, and Use of Department RezMobile (golf cart)

The appropriate University guidelines for using a University owned golf cart are to be followed. Only one person can use or be in the RezMobile at any given time. The person who checked out the RezMobile and drives the RezMobile will be responsible for cleaning and disinfecting commonly touched surfaces in the vehicle at the beginning and end of each use. For hard non-porous surfaces within and outside the vehicle use disinfectant wipes. Disinfectant wipes will be provided and kept in the Main Office. *Gloves

may be worn and removed and discarded properly after each cleaning. Specific places that must be cleaned and disinfected include seats, arm rests, door handles, seat belt buckles, light, air and wiper controls, doors and windows, grab handles and key ignition, reverse/forward button and keys.

Expectations

Cleaning – Cleaning and disinfecting products and the method and frequency of use that has been approved by Facilities Services supervisors must be followed by custodians working in the residence halls. Spaces that are not deemed high touch or high traffic will be cleaned and disinfected as prescribed by their supervisor. High touch and high traffic spaces will be cleaned and disinfected using the same product and method, but at a frequency outlined below.

High touch spaces are to be cleaned and disinfected twice a day by custodial staff: once at the beginning of the day and again before the end of their shift. Special events may require additional cleaning and disinfecting which will be relayed to Custodial Services.

High touch spaces include are listed below.

1. Door handles and door knobs
2. Sinks
3. Drinking fountains
4. Courtesy Phones
5. Key pads
6. Push bars
7. Handrails (stairs)
8. Light switches
9. Vending machines
10. Front desk counter
11. Washers and dryers

Education/Training

1. All staff members will be provided all the information in this plan prior to June 1, 2020.
2. Information will be shared via email and D2L.

3. All staff members will be required to take and pass a quiz on D2L prior to June 1, 2020 or their first shift. Staff who are currently working, and who have already been trained, will be provided the quiz as soon as it is completed. Staff will be have 48 hours to complete and pass the quiz.

On-site work schedule - Professional Staff

| Name | Building | Day(s) | On-Site | Telework |
|---------------------------|----------------------|-------------------------------------|---------------------------------|--|
| Mindy Rendon, Director | LLC – Main Office | M - F | 7:00 a.m. - 1:00 p.m. | 8:00 – 10:00 p.m. |
| Jared Dechant, AD | LLC – Main Office | M - F | 1:00 - 5:00 p.m. | 8:00 a.m. - Noon |
| Kim Meehan, OC | LLC – Main Office | Monday T - F Saturday | 8:30 – 11:00 a.m. | 8:00 a.m. - Noon 1:00 - 2:30 p.m. 8:00 a.m. - Noon 1:00 - 5:00 p.m. |
| Jack Van Dam, RLC | LLC – Main Office | M – Th Friday | 8:00 – Noon 1:00 – 5:00 p.m. | 8:00 – Noon 1:00 – 5:00 p.m. |
| Kaylianne Weber, RLC* | Lincoln Hall | M - F | | 8:00 a.m. – Noon 1:00 – 5:00 p.m. |
| Alyssa New, RLC* | Washburn Village | M - F | 8:00 a.m. - Noon | 1:00 – 5:00 p.m. |
| Karen Meats, HD** | Phi Delt House | M - F | | 9:00 – 11:00 a.m. |
| Office Assistants | LLC – Main Office | M - F | 8:00 a.m. - 5:00 p.m. | |

*Weber and New are able to flex on-site and telework as necessary.

**Meats hours are approximate and are able to be flexed as may be needed to monitor the entry and completion of work orders, Phi Delt meetings, etc.

PPE Need – Although professional staff work closely with WUPD on situations that may involve the need of PPE items, it is not atypical for professional staff to be first responders to various on-going situations; therefore, the need is to have a face mask, face shield, *gloves, and gown provided for each Residential Living Coordinator. Additionally, the need remains to have a minimum of two sets of each of these items stored in the Main Office for instances where the professional staff become first responders. Staff will be required to read or watch a training video on the proper use of personal protection equipment. RLCs will be responsible for the storage of all PPE items.

On-site work schedule - Student Staff

Washburn Village Front Desk Hours

10:00 a.m. - 4:00 p.m.

Desk Assistants cover all front desk hours

Resident Assistant Nightly Rounds

Night Duty begins at 6:00 p.m. and ends the following morning at 10:00 a.m.

Rounds are to be completed at Lincoln and the LLC between the hours of 6:00 p.m. and 9:00 p.m. and rounds at the Village are to be completed between the hours of 9:00 p.m. – 11:00 p.m.

PPE Request – Due to the nature of the position there is an increased likelihood that an RA will need to interact with a student while on night duty; therefore, a face mask is needed in order to perform the job safely. To perform rounds the RA will go to each facility and walk through the entire building which requires the opening, closing, and locking of numerous doors. Though the CDC does not recommend the use of gloves due to the risk of cross contamination, the staff member should be permitted to have access to gloves to perform this job function. Although, staff work closely with WUPD on situations that may involve the need to have a gown, the possibility remains; therefore, the need is to have one gown per RA that is currently working. Gowns will be properly stored in each building. Staff will be required to read or watch a training video on the proper use of personal protection equipment. RLCs will be responsible for the storage of all PPE items.

Summer Housing

Residential Living procedures will be different for summer due to COVID-19

- No gathering of groups in the Village Commons Area
- No guests will be permitted, the guest policy will be suspended during this time. The Director or Residential Living will periodically review the policy to determine if a change is necessary. Please see end of report for additional information on guest(s).
- Recreational equipment such as pool or ping pong tables will not be permitted.
- The conference room will not be available for use.
- The student printer is still available though student staff will pick up items from the printer and place them on the front desk for pick up.
- Maintain a distance of six feet from others and limit interaction in spaces such as community bathrooms and laundry rooms.
- Residents will be expected to practice social distancing, which has been shown to slow a disease outbreak. This means reducing the number of times and places people gather to no more than 15.
- Residents will be notified if they have a received a package. Once you receive an email notification, then please go by the front desk (following social distancing when speaking with staff) and follow the prescribed directions for picking up a package.

Prevention Information for Students

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Maintain social distancing by staying six feet away from others. Avoid contact with others, such as handshakes and embracing.
- Stay home when you are sick.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

- Follow CDC's recommendations for using a face mask.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- For information about hand washing, see CDC's Hand washing website.
- For information specific to healthcare, see CDC's Hand Hygiene in Healthcare Settings.
- These are everyday habits that can help prevent the spread of several viruses.

Students worried about potential COVID-19 related symptoms

Call your healthcare professional if you feel sick with fever, cough, or difficulty breathing, and have been in close contact with a person known to have COVID-19, or have recently traveled from an area with ongoing spread of COVID-19.

If you meet these criteria, isolate yourself and seek medical attention by calling your primary healthcare provider or Washburn University's Student Health Services at 785-670-1470 (M-F from 10:00 a.m. – 4:00 p.m.). If it is after hours then The University of Kansas Health Systems – St. Francis Campus (833-463-9362) or Stormont Vail Hospital (785-354-6000). It is not advised to go to class, work or spend time with others, until you have talked to a Healthcare Provider. It is important to not go to the Student Health Clinic or other Health Care Provider offices without calling first.

It is highly encouraged that students, faculty, and staff who self-isolate or self-quarantine contact Student Health Services (785-670-1470).

Self-Quarantine

Shawnee County Order dated March 13, 2020 states that if a person has received notification from a public health official(s) that they have had close contact to a laboratory confirmed COVID-19 case, you should home quarantine for 14 days since the last contact with the case.

The CDC recommends students self-quarantine at their permanent residence. If this is not a viable option, the student will be relocated to a suite specifically designated for students who need to self-quarantine.

Students remaining on campus to quarantine should not leave their room unless it is to satisfy critical needs such as seeking medical care or obtaining food or other essential items. Public transportation should be avoided.

Students who live on campus and who are required to self-isolate or self-quarantine are eligible to get meals via Dining Services. Staff members from Residential Living and Dining Services will work together to deliver and place meals outside the student's suite door at a designated time. More information about meals and the opportunity to request necessary items from the Corner Store will be provided.

The student should remain in the bedroom assigned to them unless they are going to the bathroom or opening the suite door for meal delivery. Whether a student has a suite mate or not, a face mask should be worn any time the student is not in the bathroom or in the shower. Leaving personal items in the shower or sink area is not recommended. Personal items must be kept in the student's bedroom. Washing hands frequently with soap and water for 20 seconds is recommended after coughing, sneezing, blowing you nose, and before eating. As long as the student is able, it is recommended that they clean and disinfect their bedroom and bathroom.

While in quarantine a student self-monitor symptoms. If COVID-19 symptoms develop, such as fever, coughing, or difficulty breathing, the student should call 911 and tell the operators you are seeking care for COVID-19 related symptoms.

The CDC recommends that a person does not stop self-isolation until 10 days after the onset of illness and at least 3 days after recovery.

Self-Isolate

Depending on the severity of symptoms, a student who has a laboratory confirmed case of COVID-19 may need to stay in a health care facility, but if not, they will have the option to self-isolate at their permanent address or a room on campus that has been designated for students who need to self-isolate.

Students remaining on campus to quarantine should not leave their room unless it is to satisfy critical needs such as seeking medical care or obtaining food or other essential items. Public transportation should be avoided.

Students who live on campus and who are required to self-isolate or self-quarantine are eligible to get meals via Dining Services. Staff members from Residential Living and Dining Services will work together to deliver and place meals outside the student's suite door at a designated time. More information about meals and the opportunity to request necessary items from the Corner Store will be provided.

The student should remain in the bedroom assigned to them unless they are going to the bathroom or opening the suite door for meal delivery. Whether a student has a suite mate or not, a face mask should be worn any time the student is not in the bathroom or in the shower. Leaving personal items in the shower or sink area is not recommended. Personal items must be kept in the student's bedroom. Washing hands frequently with soap and water for 20 seconds is recommended after coughing, sneezing, blowing you nose, and before eating. As long as the student is able, it is recommended that they clean and disinfect their bedroom and bathroom.

While in quarantine a student self-monitor symptoms. If COVID-19 symptoms develop, such as fever, coughing, or difficulty breathing, the student should call 911 and tell the operators you are seeking care for COVID-19 related symptoms.

The CDC recommends that a person does not stop self-isolation until 10 days after the onset of illness and at least 3 days after recovery.

Note – Students who need to self-quarantine or self-isolate will be assigned a room of their own in West Hall. There will be suite(s) designated for specifically for quarantine and specifically for isolate. The sharing of a toilet, shower, or sink area will ideally be kept to one person, but the need to place a student in the opposite room may result in two people sharing one toilet, shower, and sink area. CDC information regarding self-quarantine will be provided in each each suite.

Special Events

Tours - The observance of the following public health orders is required.

- The size of tours must be under 15 individuals.
- Individuals are strongly encouraged to wear cloth masks while being present in Residential Living facilities.
- While present for tours in any Residential Living facility, please maintain a 6-foot social distance if possible.
- Signage outlining the above will be posted outside on the suite door of the tour room

Tour Logistics

1. The Residential Living Office will work with the Admissions Office and the Athletic Department to determine the number of tour iCards each department needs. Each tour card will provide access to the Lincoln Hall main entrance and the tour room & LLC front door and tour room. The tour iCards will be kept in the Admissions Office and checked out to the Admission Counselors/Student Ambassadors.
2. Because the buildings are closed for the summer, tours may be provided between 9:00 a.m. and 4:00 p.m. Monday – Friday. Tour iCards will not work outside of these days and times.
3. In consultation with the Director of Health Services and according to the New England Journal of Medicine, when the Coronavirus becomes suspended in the air in the form of droplets, the virus can be suspended in the air anywhere from 30 minutes to 3 hours before settling down on surfaces. Due to the concern of potentially spreading COVID-19, the following measures have been set in place.

If there is a member of the tour group who does not or cannot wear a mask while they are in the tour room, then after that specific tour, there will need to be a 3-hour cooling off period where the tour room will not be accessible. This time will allow the room to be aired out and all surfaces wiped down by Facilities Services staff. The person leading the tour will be responsible for calling the Main Office, 785-670-1065, and informing a Residential Living Coordinator. Failure to call the Main Office and notify a Coordinator may result in the tour room being closed for a longer period of time as it will be necessary for Custodial Services to be contacted to come and clean and disinfect the tour room.

4. To promote social distancing, no more than 2 people in addition to 1 Admissions Counselor/Student Ambassador will be present in a suite at a time.

5. Tour routes (provided below) are pre-determined and trips down hallways will be one way. Coordinators will have worked in advance with Custodial Services to clean and disinfect along this specific path; therefore, it is important to adhere to the pre-determined route.
6. LLC set tour path – Tour Room TBD. Rooms that will be locked throughout the summer include the kitchens, study rooms, classrooms and the Reading room.
 - a. Access the LLC via the south glass door entrance that is closest to the front desk.
 - b. Proceed toward to the left passed the front desk and mailboxes.
 - c. Continue toward double doors, swipe in and continue to proceed straight. The tour room will be down the hallway ahead.
 - d. Kitchens will remain locked throughout the summer
 - e. Study room
 - f. Take stairs up to the 2nd floor and walk down the 2nd floor towards the laundry room and activity room.
 - g. The laundry room door will be propped open and visitor(s) can view the activity room through the glass door.
 - h. Take the stairs down the grand staircase in the lobby
 - i. *If there are any mobility or accessibility concerns, please only limit one person per elevator, unless otherwise necessary.
7. Lincoln Hall set tour path – Tour Room TBD.
 - a. Lobby
 - b. After the front desk and mailboxes, please turn right (around the front desk and past the public bathrooms)
 - c. Tour Room
 - d. Lounge
 - e. Walk down the stairs to the kitchen
 - f. The laundry room door will be propped open and visitor(s) can look inside
 - g. Walk towards the study room in the Lower Level
 - h. Walk back up the stairs to the lobby
 - i. *if there are any mobility of accessibility concerns, please only limit one person per elevator, unless otherwise necessary.

Programming

Any summer program proposals will be reviewed by the Residence Life Coordinator team to ensure all the most recent safety protocols are adhered to including, but not limited to, Ad Astra: A Plan to Reopen Kansas, the Guide to Re-opening Shawnee County, and the Center for Disease Control (CDC).

Training

1. In accordance with Federal, state and local guidance, all summer student staff members have been instructed not to come to work if they are sick. No accountability action will be taken against them for reporting sick.
2. Student staff summer trainings was completed by utilizing a hybrid mix of in person meetings and Zoom meetings.
3. Staff meetings will be held via Zoom, unless a situation arises that would make it necessary to meet in person, in which case social distancing guidelines would be followed.

Shared Items/Places

Shared Fridges/Microwaves in Workrooms- Staff must sanitize containers prior to placing them in the fridge. Additionally, staff must sanitize the parts of the fridge and microwave that were touched before and after each use.

Office Trash - Staff will place trash and recycling outside of closed office for custodians to retrieve.

Plexiglass – A plexiglass social distancing/sneeze guard barrier is needed at the Washburn Village front desk. Since summer students are currently residing at the Village the installation of a plexiglass barrier in this building is a high priority. Another high priority area is the reception desk located in the Main Office (LLC).

Plexiglass social distancing/sneeze guard barriers will also be needed at the front desks of Lincoln Hall and the LLC. Since the front desks areas of these two facilities are long and wrap around a corner, the request is to take this into consideration and either install a wider plexiglass barrier or two separate barriers for Lincoln and the LLC.

Lobby furniture: Furniture arrangements and the amount of furniture in the LLC, Lincoln and Village lobbies will be reviewed and Facilities will be asked to remove excess furniture, if necessary. The CDC recommends removing porous surfaces where possible.

Foosball Table – Facility Services will be asked to remove the foosball table that is in the lobby of the Washburn Village. Since the Village is currently open the need to remove the table is a high priority. Other recreational games that are at Lincoln and the LLC will be reviewed for use in the fall semester. There is potential need to pick up ping pong tables and/or pool tables at a later date this summer.

Laundry Rooms - A touch free hand sanitizer station will be provided for residents to use upon entering and leaving the laundry rooms. Residents will be highly encouraged to utilize the Laundry Tracker that shows which washers and dryers are currently in use. The same web site also permits students to request to be texted when their washer and/or dryer cycle is complete. Though the number of people permitted in the laundry rooms, at any given time, will be limited, this does not impact the number of people who can utilize the washers and dryers. This information will be posted outside of each laundry room and will also be shared with residents via their Resident Assistant (RA) or House Director.

Number of people permitted in individual laundry rooms.

Lincoln – 1

LLC – 5

Phi Delta Theta – 1

Washburn Village - 4

Conference Rooms and Reading Room – Will be for Professional Staff use only. Professional Staff will be responsible for posting a sign reserving the room for a specified day and time. Disinfectant wipes will be provided in each space and Professional Staff will be responsible for wiping down areas of use. If the rooms is being utilized for an event that will bring in people throughout the day (i.e. RA interviews) this would qualify as high use. In instances such as this, the Professional Staff member will request in advance that the room be cleaned and disinfected two times on that specific day(s). Unless otherwise requested, these rooms should be cleaned and disinfected as regularly prescribed.

Key Room – The staff utilizing the key room will sanitize everything that is touched before and after each use. Door handles, pegs, keys, etc. If necessary, the Professional Staff may request Custodial Staff to clean and disinfect on a as needed basis.

Public Bathrooms – Will be cleaned and disinfected by Custodial Staff twice per day, once in the early morning and once before end of shift. Custodians are to use the products and methods prescribed by Facility Supervisors. Hand blowers are to be taped off and not used. CDC signage will be posted inside the bathroom promoting and illustrating hand washing guidelines. Touch free hand sanitizers will be placed outside all public bathrooms.

Shared Spaces

1. Staff should clean and disinfect their workspace before and after each shift. Disinfectant wipes will be provided.
2. Staff are to wash their hands before and after using disinfectant wipes.
3. Whenever possible, staff should minimize the number of items they bring with them to work a shift. All personal items that will be used should be cleaned and disinfected, as appropriate, prior to entering the front desk area. Backpacks should not be placed on desk surfaces.
4. Each staff member will be provided an individual supply box that includes a pen and note pad that they may use during a desk shift. Each staff member will be responsible for cleaning and disinfecting these items after each shift.

Facilities Operational Need

Plexiglass – 4 locations (Main Office, LLC Front Desk, Washburn Village Front Desk and Lincoln Hall). Washburn Village and Main Office are high priority in that the Village currently housing summer residents and the Main Office will open June 1st.

No touch hand sanitizer dispensers - 21 locations (outside Main Office, outside the door that provides entry to each of the hall's front desks, outside LLC main floor public restrooms, outside LLC 2nd floor public restrooms, outside Washburn Village public bathrooms, outside Lincoln Hall public restrooms, outside Phi Delt House Director office (between office and kitchen area), outside each of the laundry rooms in each residence hall, outside the elevator of each floor of the LLC, outside the elevator of each floor of Lincoln).

Blue Painter's Tape

Face masks – for the RA on duty to complete rounds each night. This is the summer only. Fall number would go up. Will also need face masks to store in rooms set aside for quarantine.

Gowns - 8 (3 RLCs, 2 Main Office, 3 Summer RAs); this is for summer only.

Gloves in Main Office and the Washburn Village

Face Shields – 3 (3 RLCs)

Clorox Wipes – 25 bottles to serve different locations outlined through plan. Some locations such as the front desk and work desk stations/offices would likely go through more wipes than meeting room settings.

Storage space for to store furniture that will need to be moved in order to promote social distancing. There is also a foosball table at the Village that should be moved in order to keep people from congregating.

Additional information on guest(s) in student housing.

Heather Dunlap provided the information via email to Alyssa New, Mindy Rendon, Eric Grospitch and Chris Enos.

I just had a conversation with Errin Mahan, who is the acting Director of Shawnee County Emergency Management. Per his guidance, residents at the Village would be allowed to have visitors in their rooms as long as the following guidance is followed:

Guests should avoid common areas, such as the Commons building. (This is Village specific, and other plans will need to be made as the phases change and as other buildings open for occupation)

The total number of persons in any given suite may not exceed 10 persons at this time.

In the event it is a shared suite, both residents must give consent for the guest(s) to be in the suite, whether the resident is present or not.

There would be no different guidance for overnight guests, as it would not pose any different health/safety issue.

Mindy Rendon reached out to the Kansas Housing Officers at the six regent schools and asked what their summer guest policy was. Including Washburn's current policy, 5 schools had a no guest(s) on campus over the summer, 1 school was seeking information, 1 school did not provide a conclusive answer.

Lastly, the CDC recommends that permitting guests to enter resident's rooms should be avoided, and if it can not be avoided, that it should be kept to a minimum.