

**Operational Area Reopening
Plan – WU/VPAA for
Department of Strategic
Analysis & Reporting**

Name of WU/WIT Academic or Administrative Operational Unit	WU/VPAA – Strategic Analysis and Reporting [SAR]
Bldg/Room Location	BTAC – Basement – Room 12
Name/Position Title of Reopening Plan Developer	William D. Finley, Director SAR
Date Reviewed	
Name/Position Title of Dean/Director Reviewer	
Date Reviewed	
Area Head Name	JuliAnn Mazachek
Date Reviewed and Approved	May 27, 2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	August 3, 2020

1] SAR staff will be required to maintain at least 6 foot distancing at all times when on-campus and related to all departmental matters that may arise while on campus.

2] SAR staff will be requested to wear cloth face masks while on-campus and suggested to wear cloth masks even while working in their own individual cubicle spaces.

3] SAR staff will place 6 foot distancing “blue” tape on the office staff floor area along with blue directional flow “arrows” and appropriate door signage, indicating that entry is to be made through the front / reception area and exiting through the rear office space exit, and that social distancing is to be maintained at all times by any visitors.

4] SAR staff will continue to utilize Lysol/Clorox wipes for all staff office surfaces, reception area desk area and shelving, printer and supply area spaces at least once per day; it is highly suggested for staff to utilize cleaning with wipes upon entering office space first thing in the morning and as-needed throughout the

work day. SAR will work with facilities to obtain and for placement of hand sanitizer dispensers at both the entry and exit doorways. SAR staff will work with building maintenance staff to sanitize door handles of both entry and exit doorways.

5] SAR will not need to reconfigure cubicle or reception area spaces; Administrative Specialist will be assigned a spare office / cubicle area as needed with visitor entry notification(s) when required to address visitors from a correct social distance spacing.

6] SAR departmental and individual staff meetings will continue to be scheduled and held via Zoom technology; including those situations where a mix of staff is resident on-campus and telecommuting.

7 & 8] All SAR staff are encouraged to continue to work from home/telecommute until notified by the university of the exact date(s) of return to work protocol as indicated in the *WU/WIT Campuses Reopening Plan*.

9] SAR staff will post uniform university signage for proper health & safety protocols on both the entry and exit doors of the department area.

10] SAR staff will utilize a cleaning wipes protocol [multiple times per day: Before office opening at 8am; 10am, Noon, 2pm] for the shared printing space, supplies area, and shared microwave/refrigerator(s) in shared spaces. SAR staff will utilize cleaning wipes before and after any meetings in the SAR Conference Room. Note that the SAR area conference room will not be used at all for meetings during these transitioning periods until notified to be able to do so.

11] The Director of SAR will work with HR/Director Lee to determine any staff at-risk or disability accommodations requested by our department staff.

12] Departmental planning will comply with all local, state, and CDC protocol guidelines.

13] SAR planning incorporates all checklist items from the WU Operational Area Reopening Plan Template.

Additional notes: During all phases of the re-opening, SAR staff will notify the SAR-Director of any on-campus visits/work days and will always be in compliance

of all safety protocols. SAR-Director will work with each staff member for any rotational on-campus work days planned weekly and with one week advance notice. SAR will limit to one occupant at a time the printing / supplies area room.