

## Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Washburn Strategic Marketing and Communications
Bldg/Room Location	Morgan 100
Name/Position Title of Reopening Plan Developer	Ernie Webb
Date Reviewed	Orig. 5/21/2020 / Revised 6/30/2020
Name/Position Title of Dean/Director Reviewer	
Date Reviewed	
Area Head Name	Richard Liedtke
Date Reviewed and Approved	Orig. 5/22/2020 / Revised 7/8/2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	July 13, 2020

### Washburn University Marketing and Communications Plan for returning to campus

The Washburn University Strategic Marketing and Communications office will continue to work on campus beginning July 13, 2020.

The Marketing and Communications department has three employees:

- Ernie Webb – Director
- Travis Perry – Assistant Director
- Emily DeShazer – Digital Media Specialist

#### Office Description

The department occupies office space in Morgan Hall. The director has an office. The assistant director and digital media specialist occupy cubicles in the same area occupied by Admissions staff. From July 13 to July 31, the digital media specialist will continue to work from an office south of Registrars. On Aug. 1, the digital media specialist will move to a cubicle located across from the NSO director. The assistant director, who works in a cubicle space with processing staff in Admissions, will continue to work his current schedule (Monday and Thursday morning in the office to process mail and telecommute the rest of his shift). Per Human Resources, the assistant director's status will be re-evaluated on July 31. When working in the office, he will maintain work-space physical distancing protocols and wear a mask.

#### Proposed Reopening process

1. Each day of the week, the director will provide office coverage. The assistant director and digital media specialist will provide office coverage that adheres to their schedules.
  - a. We will adhere to the guidelines established by the Admissions office, which we work with closely on a daily basis. No more than three additional people will be allowed in the welcome area, and strict physical distancing will be maintained, with masks required.
  - b. Each staff member will be required to adhere to physical distancing AND wear a mask when leaving their cubicle/office.

- c. Visitors will be asked to remain at least six feet from their desk, maintaining physical distance and encouraged to wear a mask.
- d. Signage will be posted at the entrance and throughout the department. Example signage can be found <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- e. Returning staff will be briefed on physical distancing expectations, sanitation, hygiene and other safety measures. Staff who have concerns should report them to the director. Example training can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>.
- f. 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 <https://www.washburn.edu/student-life/health-safety/index.html>
  - a. 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>

### **Expectations from the Reopening Department**

The marketing and communications staff will abide by all criteria set up for operation during each phase of the reopening plan for Washburn. This includes the following:

1. The reopening plan will be sent via email to all office employees, with a read receipt kept by the director.
2. All staff will receive training on how to clean their office and communal areas.
3. We will promote physical distancing measures in the office and in the building.
4. 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.
5. Employees to wear face masks in shared areas, public settings, when interacting with others, or when in transit inside the building when physical distancing cannot be maintained.
6. 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](mailto:Teresa.lee@washburn.edu), promptly.
7. The director recognizes that this plan must remain congruent with guidelines from the Governor, SNCO Health Department, CDC and Washburn University.

### **Work-Schedule**

All staff who consider themselves an at-risk category and/or those with other challenges due to COVID-19 should contact HR.

### Office Traffic Flow

1. Preferred movement around the office will be in a circular manner, in order to minimize passing each other in the hallways. Carpet friendly tape will be placed on the floor to illustrate the appropriate walking direction. Masks are required when out of their respective offices and in public space.
2. Any office meetings will be conducted via Zoom, including communications meeting and internal staff meetings, where physical distancing is inhibited.

### Office/Work Areas

#### Marketing and Communications Staff

1. Director will work from 8 a.m. to 5 p.m. Monday through Friday, ensuring that a member of the staff is in the office each day.
2. The assistant director will work the schedule he has during the pandemic, per HR: Monday and Thursday mornings to process mail and telecommute during the remainder of his M-F schedule. When in the office, he will work on a rotating schedule in coordination with the Admissions office because of his location in the cubicle area.
3. The digital media specialist will work in the office she's in until Aug. 1. She will move to a cubicle across from the Student Transition and Family Engagement director beginning Aug. 1.
4. Social distancing measures enforced. No congregating. Required to wear mask when in space with multiple people. (*i.e. break room, bathroom and other shared spaces*)
5. The director will maintain isolation by keeping his door closed at all times. Internal office meetings will be conducted via Zoom.
6. The assistant director will have six feet taped off in his area. Because he uses the copier often for mailing, assistant director will adhere to sanitation guidelines, washing hands multiple times each day.
7. Staff will maintain remote work obligations when home.
8. The staff must keep all personal items brought from home in their offices or in closed drawers. Smaller items can, if necessary, be stored in the director's office. If used beyond secured spaces and on-campus, the item(s) and area must be wiped down. (*Please limit what you bring on-campus to essential items*)
9. Clean hands regularly, especially after handling public documents.

### Special Activities

Working outside the office on campus (e.g. events for social media content/coverage)

1. The digital media specialist and other staff members may have obligations to cover events on campus for social media or the website. During this work, staff will wear masks, practice physical distancing and adhere to other University and CDC guidelines.

## Shared Work Spaces

### Break Room

1. Required to wear facemask when entering.
2. Staff **will not** be allowed to eat lunch in the break room.
3. All areas must be wiped down after each use.
4. Physical distancing etiquette required. (*Face-covering, spacing, etc.*)
5. All lunch storage receptacles must be sanitized before putting in refrigerator.
6. Make sure to wipe down potentially compromised areas before using the microwave.

### Work Room

1. Social distancing etiquette required.
2. No more than two people in work room at any time.
3. Required to wear facemask when entering.

### 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. Physical distancing etiquette required.
3. Wipe down areas/things used before departing.
4. Required to wear mask when using.

## Shared Public Areas

### Reception/Media Area

1. Physical distancing etiquette required.
2. Limit use of the area to essential functions only. (*no congregating*)
3. Sanitize after each use.
4. Required to wear mask when entering.

### Morgan Hall Welcome Center.

1. Physical distancing etiquette required.
2. If you eat lunch or take break in the welcome center, make sure to properly sanitize hands upon re-entry to the office and work station.
3. Required to wear masks in public settings.

## **Facilities**

1. Cleaning Supplies needed for Office, Cubicle Area and Morgan 202.
2. Carpet friendly tape for directional flow and distancing.
3. Gloves

4. Cleaning supplies available in Welcome Center for guest and student use.
5. University branded mask – 1 per employee (total = 3)

***Note: All protective items requested from facilities should be on-hand and ready for use before re-opening.***

Date of return: July 13