

## Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Office of Student Involvement and Development (OSID)
Bldg/Room Location	Main Level of Memorial Union
Name/Position Title of Reopening Plan Developer	Isaiah Collier/Director of OSID
Date Reviewed	
Name/Position Title of Dean/Director Reviewer	Eric Grospitch/ VP of Student Life
Date Reviewed	
Area Head Name	Eric Grospitch
Date Reviewed and Approved	5/26/2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	June 1 - 2020

### Washburn University OSID for returning to campus

"The Washburn University OSID office has been determined to have a business need for its employees to work physically on campus during Washburn's Phase One." The OSID office has 3 employees

- Isaiah Collier– Director
- Christopher Miofsky – Assistant Director
- Angela Valdivia – Administrative Assistant

### Office Description

The OSID office is located on the main level of Memorial Hall. The director, assistant director and administrative assistant have individual offices with doors that can be shut. The welcome space (lounge area) will have signage on the floor directing visitors to stay 6ft from the front desk. We have requested a sneeze guard for the front desk area as preventive measure. Students will only be able to use one computer cubicle at a time to stay within the 6ft guidelines.

### Proposed Reopening process

1. Open general office for limited staff. Each day of the week, either the director or assistant director will provide office coverage. The administrative assistant will be in the office to work full-time.
  - a. No more than two additional people will be allowed in the welcome area, and strict social distancing will be maintained, with masks encouraged.

- b. Visitors will be asked to remain at least six feet from front desk, maintaining social distance.
- c. 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>
- d. Returning student staff will be briefed on social distancing expectations, sanitation, hygiene and other safety measures. Staff who have concerns should report them to the director.
- e. Hand sanitizer will be placed near the door to the office. 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 OSID will abide by all criteria set up 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 Director.
2. All staff will receive training on how to clean their office and any communal areas.
3. At no time will all staff be required to work on campus at the same time as each phase dictates.
4. We will promote social distancing measures in the office and in the building.
5. 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.
6. We will encourage employees/students to wear face masks in shared areas, public settings, when interacting with others, or when in transit inside the building. We will provide face masks for those who don't already have one.
7. Any staff member who may need a work assignment modification due to being in a "high risk" category for developing a severe illness from COVID-19 or an accommodation due to disability will be directed to the Director of Human Resources, [teresa.lee@washburn.edu](mailto:teresa.lee@washburn.edu), promptly.

8. 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/Work Areas

##### OSID Staff

1. All staff for the first phase will work normal business hours or remotely if preferred.

#### Shared Work Spaces

##### Work Room

1. Social distancing measures are expected to be maintained.
2. No more than two people in work room at any time.

##### 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 machine. Frequent use of liquid based products could damage the machine.

#### Shared Public Areas

##### Reception/Media Area

1. Social distancing measures are expected to be maintained.
2. Limit use of the area to essential functions only. *(no congregating)*

### **Facilities**

1. Cleaning Supplies will be ordered for the OSID office.
2. Sneeze Guard shield installed on front desk work-station admission counters
3. Carpet friendly tape for directional flow and distancing
4. Gloves

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

Date requested to re-open: June 1<sup>st</sup>