

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	UMAPS - Mailing
Bldg/Room Location	Post Office located at South End of Facilities Maintenance Building 1
Name/Position Title of Reopening Plan Developer	John Velde
Date Reviewed	
Name/Position Title of Dean/Director Reviewer	Janel Rutherford
Date Reviewed	
Area Head Name	Chris Kuwitzky
Date Reviewed and Approved	06/16/2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	Continued operations since March

Operational Area Reopening Plan

The Washburn UMAPS-Mailing department has remained operational throughout the spring semester. Mail has continued with limited delivery location and office hours to allow departments to pick up their mail. This plan is for reopening of the department on campus.

UMAPS Mailing has 3 employees:

- John Velde - Manager
- Jill Lavin – Mail Services Specialist
- Vacant – Mail Services Specialist
- Support from Printing employees:
 - Tim Halferty – Printing Specialist
 - Rob Coffelt – Graphics Designer

Office Description

The department occupies the south end of Facilities Maintenance Building 1. The manager has an office in the upper level of the Memorial Union. The employees work behind a sliding glass window that opens into a small lobby area.

Proposed Reopening process

1. The Post Office is currently open Monday – Friday with reduced hours. Deliveries are currently 2 days a week to open buildings. As departments return to campus and buildings open, we are being notified and adding them to our delivery route.
 - A. Employees will be able to sit a minimum of 6ft apart allowing for social distancing measures.

- Masks will be encouraged while in the office as well as when making campus deliveries.
- B. Visitors are currently limited to one at a time in the lobby area. Signage has been placed both on the entry door and inside to lobby stating this restriction. Visitors will be asked to maintain 6ft social distancing. A sliding glass partition separates the visitor lobby and employee work space.
 - C. An automatic hand sanitizing station is already placed inside the lobby. Vinyl gloves have also been provided by facilities.
 - D. Employees will be responsible for disinfecting their work areas, including phone, on a daily basis. This will also include south and east doors as well as lobby areas that customers come in contact with. 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>. Needed materials will be ordered from facilities. Additional information is available <https://www.washburn.edu/student-life/health-safety/index.html>

Expectations from the Reopening Department

The Post office staff 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 department manager.
2. We will promote social distancing measures in the office and lobby areas.
3. We will encourage employees to wear facemasks in shared areas, public settings and when interacting with others.
4. 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.
5. The manager 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. Movement around the office will be in a manner to minimize passing or close contact. Masks are encouraged when out of their respective offices and public space.