

## Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	UMAPS - Printing
Bldg/Room Location	Memorial Union-Lower Level-Inside Ichabod Shop
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, VPAT
Date Reviewed and Approved	June 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-Printing department has remained operational throughout the spring Semester. Production has continued in our location within the Ichabod Shop. Graphics and Customer Service has been done both remotely and on site. This plan is for the reopening of the department on campus.

UMAPS Printing has 4 employees:

- John Velde - Manager
- Tim Halferty – Printer Specialist
- Rob Coffelt – Graphics Designer
- Linda Mathews – Administrative Assistant

#### Office Description

This department operates in the south east corner of the Ichabod Shop. The manager has an office in the upper level of the Memorial Union. The Printer Specialist works in the production area, the Administrative assistant works behind the front counter and the Graphics Designer has his own office cubicle. All work stations are more than 10ft apart.

#### Proposed Reopening process

1. Print production currently operates normal work hours. Customer service and Graphics will continue to work remotely and on campus as needed.
  - 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 will be limited to one at a time at the counter area and asked to maintain proper social distancing. Floor signage will be placed to show proper distancing. Plexiglass shield will be placed above customer service counter.

- C. Hand sanitizer will be placed on customer service counter.
- 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 Printing 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 surrounding 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](mailto: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.
2. Any office meetings will be conducted via Zoom.

## **Shared Work Spaces**

### **Printer**

1. Since the printer is frequently used, it is important to sanitize your hands after each use.. All areas must be wiped down after each use. Do not wipe down machine. Frequent use of liquid based products could damage the machine.