

**Washburn University School of Law
Phased Re-Opening Plan
June 5, 2020**

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Date Reviewed	
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Date Reviewed	June 5, 2020
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Date Reviewed and Approved	
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	

I. BACKGROUND

On May 21st, the CDC released considerations for Institutions of Higher Education (IHEs) to implement to protect employees and students. The considerations first explain the risk levels of the general setting of IHEs. The risk levels range from the lowest risk (virtual only learning), more risk (reduced capacity learning), highest risk (normal in-person learning). Next the CDC suggests promoting behaviors that reduce spread; staying home or self-quarantining when appropriate, hand hygiene and respiratory etiquette, recommend cloth face coverings, keeping adequate supplies, and using signs and messages. The CDC offers strategies for maintaining healthy environments for employees and students. The CDC gives guidance on cleaning and

neatly environments for employees and students. The CDC gives guidance on cleaning and disinfecting, reducing shared objects, increasing ventilation, water systems safety (prolonged closure), modified layouts for seating and spacing (Social Distancing; 6ft apart), physical barriers and guides for foot traffic, closure of communal spaces, and modifications to foodservice.

The CDC also offers strategies for maintaining healthy operations. The guidance involves 1) planning for a telework/remote option for high-risk individuals, 2) awareness of state and local regulations, 3) reduce/modify gatherings, 4) encourage telework and virtual meetings, 5) discourage the use of mass transit and non-essential travel, 6) designate an administrator who will act as the COVID point of contact, 7) consider participating in community response efforts, 8) increase communication systems for health information sharing with employees/students, 9) implement flexible time off/absences policies, 10) plan for back-up staff and overall training, 11) conduct regular health checks of employees, 12) encourage organizations that share the same facility to follow consideration, and 13) support coping and resilience.

Lastly the CDC offers strategies to prepare for when someone is sick. The guidance is to advise sick individuals to isolate themselves, isolate and transport those who are sick to their home or healthcare provider, clean and disinfect the area occupied by the sick person, and notify the appropriate healthcare officials and close contacts.

Employee Health Protection

The CDC and OSHA have offered guidance for employers considering to reopen in-person operations. The CDC has provided a workplace decision tool to guide employers with when and how to reopen in-person operations. The tool ultimately leaves the decision of reopening to complying with state and local policies, which will be the final section of this memo. The CDC also provides interim guidance for businesses and employers responding to COVID-19. The considerations for employers are similar to the considerations above so I will only highlight any relevant information not previously mentioned.

The CDC advises employers to 1) consider conducting daily in-person or virtual health checks, 2) identify where, when, and how employees might be exposed at work, 3) educate employees on safety measure for home and work, 4) assess essential functions, 5) plans for absenteeism, and 6) provide employees with training. The CDC refers employers to also comply with OSHA guidelines.

Although IHEs are not an OSHA regulated industry, OSHA has provided helpful updated guidance for the control and prevention of COVID-19 in the workplace. OSHA also provides guidance for preparing the workplace for COVID-19. Consequently, the law school leadership consulted this guidance in preparing this reopening plan. OSHA reminds employers who plan to reopen to advise employees to observe basic sanitary measures such as frequent hand washing, avoid touching eyes, nose, or mouth with unwashed hands, practice good respiratory etiquette (cover mouth during cough), stay home if sick, and recognize personal risk factors. Lastly, OSHA alerted us to the need to designate effective means of communicating important COVID-19 information.”

Federal and Local Government Guidelines

The federal government has offered guidance for phased reopening across the country: “Opening up America Again”. The guidelines begin with the analysis of symptoms, cases, and hospitals. To proceed in and through the phased reopening; symptoms and cases must be on a downward trajectory within a 14-day period, and hospitals must be able to treat patients without crisis care and provide a robust testing program for at-risk workers. There are three phases given in this plan for employers and schools before phasing out. Kansas And Shawnee County are currently in phase 2 of reopening.

Phase Two asks employers to continue to encourage telework, close common areas, allows non-essential travel to resume, suggests considerations for vulnerable and high-risk employees. Phase Two of the federal guidelines also allow schools to reopen. The federal guidelines refer employers to ultimately follow State and local guidelines.

Kansas has provided employers with guidelines in “Ad Astra”. According to this plan, Kansas is

anticipated to conclude the phases June 22, 2020. Kansas is currently in phase two, which recommends IHE's remain closed for or limit gatherings that are more than 15 individuals, and allows libraries, community centers to reopen. Phase Three (anticipated June 8th, 2020) recommends IHE's remain closed for or limit gatherings that are more than 45 individuals. Shawnee County has announced that it will follow the Ad Astra Plan.

II. OBJECTIVE AND CALENDAR

This plan for reopening the law school building is also based on guidance provided in the University's reopening plan. See, https://washburn.edu/student-life/health-safety/_files/WU-Web-Reopening.pdf and https://washburn.edu/student-life/health-safety/_files/OPERATIONAL-AREA-Reopening-Plan-Guide.pdf

The decision about whether the Law School is in-person or remote in the Fall is the Governor's in the first instance, the Shawnee County Health Officer's in the second instance, and the University President's in the third instance, and will be based upon public health guidance about what is in the best interest of the Washburn community. As of the date of this document, based on guidance of government officials, Dr. Farley has announced that Washburn University will have in-person instruction and activities in the Fall 2020 semester.

Washburn Law is on track to pursue a phased reopening, according to the original semester start dates on the AY 20-21 academic calendar while protecting the safety of our students, faculty and staff.

Key dates for this plan include the following:

- June 20: The dean's office and library leadership will meet at the building and work with facilities to ensure that workspaces are adjusted appropriately to maximize safety for the safe return of employees
- July 20: If the university facilities department has completed the work on the law school building to make the workplace environment safe, the dean's office, all library staff and staff with regular duties that require access to the building will be brought back to work in the law school building (with the exception of any employee who has an accommodation from HR to continue to work from home and with some exception to create social distancing).
- August 1: If facilities did not complete its work on the law school building by July 20, the return to the building date for law school employees will be August 1st.
- August 17 to 21: 1L Orientation (First Week). We are planning for an entering class of about 74 JD students and 3 LLM students, and had reserved Washburn A/B in order to conduct presentations and classes in person with social distancing Monday, August 17 through Thursday, August 20. We hope this reservation can still be honored, as there is no room in the law school large enough to accommodate this group with social distancing. Monday and Tuesday will be dedicated to orientation presentations and Wednesday and Thursday to all-day classes on legal reading, analysis, case briefing, and outlining skills fundamental to law school success. A/B has not been reserved and will not be needed on Friday, August 21, as activities on that date are planned off campus, in staggered groups at the Brown Site
- August 24: First day of classes for returning students
- November 24: Last Day of Classes
- December 1: Final Exams Begin
- December 11: Final Exams End

The Law School plans to make only one change to its AY 20-21 Academic Calendar which is to move fall On Campus Interviewing (OCI) to January 2021.

If the virus prevents us from administering exams in person we will administer open book take

If the virus prevents us from administering exams in person we will administer open book take home exams.

The Law School's plan for a phased reopening imagines multiple methods of course delivery consistent with guidance allowing distance learning provided by the American Bar Association's Council on Legal Education (ABA). The ABA Managing Director has been given the power to extend distance education flexibility to law schools for the Fall 2020. Consequently, each ABA Approved law school has been asked to file a Request for a Variance from the Standards (the ABA is waiving the variance request fee) and submit answers to an ABA questionnaire related to COVID-19.

The following principles inform the Law School's approach to a phased reopening:

- Ensure the safety and well-being of our employees
- Serve students first, then alumni, then the public
- Ensure substantially in-person classes for 1L students and bar courses first, with the remainder of the curriculum having in-person classes to the extent feasible;
- Ensure all classes occur consistent with social distancing guidelines;
- Be ready to go remote at a high quality at any time OR start remote and go in-person when possible;
- The Dean has urged law school faculty members to take the C-TEL course on online teaching this summer;
- Use a combination of online (synchronous and asynchronous Quality Matters (QM) compliant), hybrid, and live classes to deliver the curriculum

This plan focuses on in-person delivery, because that requires the most planning, and would be the baseline from which adjustments would be made. Faculty members understand that class preparation must anticipate in-person instruction with remote attendance by some student to accommodate various circumstances for students:

- 1) Those with an underlying health condition that affords them the accommodation to participate in all of their classes remotely and those who assert a "health and safety concern" pursuant to ABA guidance.
- 2) Those who are ill with symptoms of a cold or flu who need to self-isolate for a period of time;
- 3) Those who are notified that they have had exposure to the virus due to contact tracing.

III. TECHNOLOGY AND PEDAGOGY

A. Fall Classes

Dean Mastrosimone has been consulting with individual faculty members regarding the format/mode for their Fall classes, assuming a start to the Fall semester with in-person instruction for all professors who were not previously scheduled to teach online or who do not have an accommodation from HR to teach remotely.

i) Teaching Emergency Back-Up Plan

We are planning with the understanding that public health measures may impact the preferred plan and faculty illness may also impact the plan. Consequently, we have asked each faculty member to identify an emergency substitute teacher in the event that the faculty member becomes too ill to teach. If a faculty member becomes ill, the faculty member will continue to teach their classes remotely from home using Zoom to conduct class sessions at the regularly scheduled times until such date as the faculty member is

cleared to return to work in person. If the faculty member becomes too ill to teach from home using Zoom, the law school will implement *Operation Back-Up* by contacting the person(s) that the faculty member has identified as the emergency substitute teacher for each of the faculty member's courses. Each emergency substitute teacher will be hired over the summer as "Contingent Adjunct Faculty" so that the requisite background check and access to Washburn computer systems and the law school building can be accomplished and the emergency substitute teacher can be enrolled in the faculty member's course in D2L with instructor level privileges.

Faculty members have been asked to share their teaching notes for the course with their emergency substitute teacher and to add the emergency substitute teacher to D2L with instructor level privileges after the teacher has cleared the background check and has been hired as a "Contingent Adjunct Faculty" member. Emergency substitute teachers will receive compensation at the usual adjunct faculty rate of compensation only if deployed to substitute teach.

If a Contingent Adjunct Faculty member is activated and deployed to substitute teach and then subsequently becomes too ill to teach before the course concludes, the law school will seek to reinstate the teacher initially assigned to teach the course if that teacher has recovered from their illness. If neither the originally assigned teacher nor the emergency substitute teacher are available to continue teaching the course, the course will be concluded administratively and the Associate Dean for Academic Affairs will supervise the administration of a summative assessment and assign academic credits proportionate to the portion of the course that was completed.

ii) **Class Formats**

1. Live In-Person with Social Distancing

Most classes at the law school will be offered in-person with social distancing and remote broadcast via Zoom. Accommodations for remote attendance will be available for students so designated by the Office of Disability Services and/or Dean Mastrosimone and for those students with cold, flu or COVID-19 symptoms or those who have been exposed to the virus so that self-isolation precludes their attendance. We have the ability to convert to remote instruction for the entire class if required by public health authorities. The goal is for a majority of courses to have live in-person instruction with some remote participation by the students in circumstances identified above. Remote participation by some students will not only accommodate those students so that they do not incur excessive absences, it will also position live classes to convert to a remote format for some portion of the semester if the virus requires that migration at some point during the semester. Consequently, the transition to remote instruction will not be as jarring as it was for students in the Spring 2020 term. Finally, remote participation by law students who are unable to participate in class in person will also enable the law school to comply with ABA Standards that require law schools to require attendance in classes and track student attendance.

2. Hybrid

1L classes and other large enrollment classes may be required to employ a rotation system whereby a different portion of the class attends remotely every other week or every two weeks. In addition, some faculty members are planning to use a hybrid form of instruction for some upper level courses to minimize the time that students spend in classrooms in the building.

3. Online

The law school will have a few synchronous online courses satisfying Quality Matters (QM) standards. Very few law school courses will be offered in a pure asynchronous online delivery format for Fall 2020 and only faculty members who

have completed C-TEL or other documented training on asynchronous online teaching will be permitted to teach in this manner.

B) **Summer- Technology Training and Technology Upgrades**

The Associate Dean for Academic Affairs (Joe Mastro Simone) has notified the law faculty that all faculty members are to use the D2L Learning Management System (LMS) to ensure that all students have a centralized place to acquire course material and information and that the law school has access to all course information to share with a substitute teacher in the event that the faculty member becomes too ill to teach.

All Faculty will receive additional training on the D2L platform. Administrative staff members are being trained on D2L online during the month of June and faculty members will be offered an in-person training in addition to the online D2L training. Faculty members will also be offered one on one training on Zoom to ensure their comfort with the use of split screens, gallery views of classes, break-out groups, polling, and more sophisticated and varied use of demonstrative tools such as video.

Faculty assigned online classes will adhere to QM and undergo the extant processes for QM review by C-TEL.

C) **Classroom Modifications**

The greatest investment required to accomplish this plan will be in the classrooms. The law school will request that plexiglass shields be added to lecterns to protect professors and students from droplets emitted during speech.

A pop-up classroom will be created in the former law school computer lab to add to our capacity to deliver the curriculum with social distancing in place.

The use of masks, and, in some instances, plexiglass face shields, will require professors to use microphones in the large classrooms to project their voices to the back of the classrooms. Ideally, faculty members assigned to rooms requiring microphones should each receive their own portion of the microphone that contains the mouthpiece.

The ability to provide remote access for students precluded from attending live classes will require the installation of additional cameras in all classrooms, and speakers in some classrooms.

D) **Attendance**

Students may be assigned seats in some of their classes to help facilitate social distancing. We researched various software options for recording class attendance to avoid having students pass a sign-in sheet around the classroom and to facilitate the capture of students attending class remotely. Our initial research has revealed a D2L application called *You Attend* which is estimated to cost about \$2000 annually. We met with the creator of this application and were pleased with its functionality. The law school plans to purchase this software to enable faculty members to take attendance without passing an attendance sheet and to create the evidence of attendance record-keeping that the ABA accrediting body expects.

E) **Fall exams**

Fall exams will be administered remotely. We are returning to regular grades, ranking, and academic policies beginning this summer. Dismissals, academic probation, and scholarship retention decisions will occur at the conclusion of the Fall 2020 semester.

STUDENT SERVICES

This plan remains fluid and amendable as the circumstances surrounding COVID-19 continue to develop.

- **Workshops**
Workshops will be facilitated using Zoom and the breakout features associated with the programming unless the number of students gathering is 10 or fewer and social distancing can be implemented.
- **Advisory Meetings**
Regular advisory meetings will continue with students utilizing Zoom or in-person one-on-one meetings with social distancing in place.
- **Mentorship**
The switch to a remote learning model does impact the law school's mentorship program, but we will ask mentors to meet their new mentee via Zoom and connect via Zoom until it is safe to meet in-person.
- **Student Information Meetings**
Regular Student Information meetings such as Student Officer Training, 3L Information meeting, and Bar Application Information meeting will be conducted through Zoom in order to free up large classroom space and limit student exposure.
- **Student Organization Meetings with Outside Speaker**
No student organization will be allowed to schedule an in-person event on campus with an outside speaker. If there is a need for such an event unanticipated at this time, it must be specifically authorized by Associate Dean Shawn Leisinger. It is anticipated that all student organization events with outside speakers will be conducted through Zoom.
- **Student Organization Meetings without an Outside Speaker**
Student organizations without an Outside Speaker will be expected to meet via Zoom during the fall.
- **Professionalism Groups**
Entering 1Ls will meet in groups of approximately 6-7 with an upper-class Leader for the first six weeks of the semester through Zoom or masked in person as safe social-distancing room availability allows.
- **Study Groups**
Study groups will meet in person as safe space availability on campus allows; otherwise they must meet at another safe venue or via Zoom or other safe distancing method.
- **Social Events**
Instead of the traditional lunches, dinners and gatherings that are more social in nature, virtual meet and greets will be established.
- **Ongoing Considerations**
Much of the specifics remain flexible and open to change in order to create and provide the best possible opportunity for students. Remote formats will be used when necessary under social distancing guidelines.

A. One L Orientation

Orientation has been scheduled for August 17 -21.

The first four days of orientation is planned to be in person in Washburn A/B, which provides enough space for social distancing for the expected group of approximately 80 students. The orientation will also be available live through Zoom for any entering student who is feeling ill, who has been exposed to the virus, or who has expressed a desire for remote instruction due to a health and safety concern per American Bar Association (ABA) guidelines. The orientation will also be recorded via Zoom in case any entering student is too ill to attend any session in real time. The last day of orientation is expected to be held off-campus at the Brown Site, in staggered groups at staggered times. Zoom will not be offered for this experience, but a make-up time will be scheduled for any student unable to attend.

In order to limit in-person exposure, four orientation activities will occur in advance of the “First Week” of 1L Orientation:

1. Rather than applying for their iCard in person, students will receive an email in July instructing them how to send in a photo and identity verification so that iCards can be delivered to the law school by the beginning of August. These iCards will be put in the students’ orientation packets. Assistant Director Martin Wisneski is working with Gayla Sarkesian on a joint agreement and email address that will enable the photo to be sent to both of them. This will enable Martin to use the photos if necessary for the law student directory, as a back-up plan in the event that our plans for an in-person orientation must be cancelled. The photos may also, if permission is obtained, be used in the first-day video loop during orientation.
2. Associate Dean Preston Nicholson is working with Jamie McEwen of Financial Aid and Amy Tien-Gordon of AccessLex to present a Financial Aid Planning online seminar to the entering students over the summer.
3. Jalen Lowry will be working with Preston and David Vermooten to present a Zoom panel meeting and Q&A session over the summer for entering students and their families during which students and alums will explain to families how they can support students during law school.

At the in-person orientation beginning August 17, students will be instructed to park at the law school and walk to Washburn A/B in the Union, entering through the east doors by the bell tower in order to limit exposure to others within the building. Outdoor signs will be acquired in order to help direct them, and masked and socially-distant Ambassadors will help greet and direct them. From the east doors of the Union, the students will be directed straight down the hall to the meeting room. The first set of doors will be marked for entrance, and a further set of doors will be marked for exiting. The room will contain, assuming availability, wipes and sanitizers at multiple distant areas in the room, and also at the speaker’s lectern, which will also contain a speaker’s shield.

The social-distancing seating will already be set up with name placards at the tables for each seat, in alphabetical order. At each seat, the students will find their:

- Orientation packet, containing their course schedule, iCard, name badge

(with note not to use until after their directory photo), and other information;

- Washburn Law t-shirt and other information from the Alumni Office;
- Mask, small bottle of sanitizer (at least 60% alcohol), and small container of sanitizing wipes (assuming supplies of all can be obtained)
- Pre-packaged light breakfast of coffee, tea, or juice (depending on preference indicated over the summer), water, and something like a bagel and cream cheese (will vary according to Chartwells)

Students will be welcomed at safe distance by Preston, Jalen, and Ambassadors, and may chat with each other from their seats during registration. A loop of the library, other law school areas, faculty, staff, and students will be showing on the screens. It will be investigated with Gayla and Martin whether we can also show a loop of the entering law students with their names from the iCard photos, so they can start to recognize each other. Students will be asked to go one-by-one through a specially-marked set of doors (down from the entrance and exit doors) for verification of directory information by Martin and a directory photo by Leigh Ives. Tape will mark where students are to stand, and everything has been measured to be more than enough space for social distancing.

After verification of directory information, photos, breakfast, and socially distance socializing, the class will be informally welcomed by Preston and by Professor Thomas Sneed, Director of the law library. There will then be a formal welcome by Dean Carla Pratt, with a discussion of the precautions that will be taken over the semester for the students' safety, a discussion of wellness, and a short mindfulness session.

After Dean Pratt's Welcome, each professionalism group will be announced one at a time by Jalen, who will ask those group members to please mask themselves and gather their materials (except their name placards) to meet their leader, who will be masked and gloved, with the boxed lunches of that group at a table. Students in the group will pick up their boxed lunches and follow their leader to the law school where rooms will be reserved for socially distant meetings. (Tables will be placed in the hall with spaced lunches for each group, so that all students will be able to stay six feet apart from each other.)

Room A/B will be cleaned over the lunch hour, and during that afternoon and the next three days, students will sit in their same assigned seating. Facilities will be notified of the need for extra cleaning of the law school on the afternoon of the 17th, after the student meetings.

Lunches and other meals will be pre-packaged and boxed. Tables will be set up with the various boxed options and servers with appropriate PPE including masks and gloves will provide selected meals for students to pick up.

To allow for social distancing, students will eat in designated places around the building allowing for small groups with social distancing. Signage will be placed around the building providing students with proper protocols including where to eat, how many at tables (where tables remain), best practices for removal of mask, etc.

Students will be encouraged to order textbooks online.

We will be seeking advice from University and other authorities on how to manage restroom usage and accessibility while allowing for social distancing. The law school is planning to ask students and employees to wear a mask while in common areas such as restrooms, hallways, stairways, and the lobby.

On Friday of First Week, students will meet in staggered groups at staggered times at the Brown Site. Half of each staggered small group will tour the site while the other half enjoys a socially-distant picnic lunch on the grounds in front of the site. (This has been tentatively approved by the Site, but full official approval is still pending. Outside catering has been approved and arranged, pending final approval by the Site.) In the unlikely event of rainy weather in August, Associate Dean Shawn Leisinger has kindly offered to drive his motorhome over and set out the 18-foot awning to have a walk-through table for food pickup and an indoor area to store the lunches. The students would then have to eat in their cars (if still waiting for their visit to the Site) or pick up their lunches and return home (if returning from the Site), which isn't ideal, but would still work, and could even be turned into a festive activity.

NOTE: We would like to have Clorox or Lysol wipes at each lectern to allow for cleaning/disinfecting of the presentation area including podium, microphones, computers, etc. between speakers. In addition, at the end of each day, all rooms/areas must be cleaned/disinfected.

B. AY 20-21 Co-curricular and Extra-curricular Calendar

All co-curricular and extra-curricular events will be held remotely during the Fall semester. Student organizations will be asked to hold virtual events/regular meetings. In July, a communication will be sent to organization leaders regarding the planning of events for the AY 20-21. It is expected that all fall events will be remote with an aspiration to in-person events in the spring. Students will be made aware that the calendar will be inundated with events and that it will be likely that we will not be able to accommodate all event requests.

The Student Organization Fair will take place virtually and will be planned in conjunction with student and community leaders. The virtual fairs will include an introduction to organizations (including mission and leadership) and Q&A.

Because we are social distancing, the following activities/events will not proceed:

- Admitted Student BBQ typically held over the summer

NOTE: A full spring schedule would preclude pushing most fall events to Spring, so we need to be mindful of this when we are planning.

We expect that students will still want to socialize with one another. If an event is in person following social distancing guidelines or semi-remote, we believe it is better to have them in the Law School building as opposed to an outside venue. However, this decision may be prescribed by the University or the State under the authorized use/purpose for time in the building. While likely safer for students from a health perspective to be in the building, out of class enforcement of health and safety protocols would be a challenge and would require added risk for staff and administration. Creative utilization of virtual platforms will be necessary.

C. Building Rental and Reservation Policy

Washburn Law facilities will not be available for social activities or to outside organizations until further notice. No external renters will be allowed in the building until further notice.

III. CAREER PLANNING AND DEVELOPMENT

The Professional Development Office (PDO) coordinates career planning programs and services for Washburn Law students. The PDO has been planning our fall programs and offerings to be

for Washburn Law students. The PDO has been planning our fall programs and offerings to be provided in multiple ways, including in-person, remotely by utilizing technology, or some combination of the two. We are both nimble and flexible enough to adapt our offerings to provide students with meaningful experiences in either format. The following plan will be instituted to ensure that our programs, events, and offerings move forward effectively so that students are afforded broad networking and recruitment opportunities.

A. On-Campus Recruitment

Consistent with the current state of recruitment efforts envisioned by the legal community nationally, as well as the trend of law schools across the country, we have postponed On-Campus Interviewing (OCI) for the rising 2L class from August 2020 to early February 2021. When interviews begin in February, and provided the Law School allows for non-students and staff on campus, interviews will be conducted in the Professional Development Office in accordance with social distancing. Additionally, other available space such as designated library areas will be used to conduct interviews in a manner that permits social distancing.

The fall will start with a presumption that Employers will not be permitted in the building for live interviews during the fall semester. When that decision changes, employers will be screened coming into the building consistent with any policies in place (such as temperature checks, PPE or other requirements). Further, we will honor recruiting employers' preferences regarding interview location; for example, if an employer prefers to interview students at its own workplace, we will facilitate the student meetings with the employer.

We anticipate that many interviews will need to be conducted remotely. Students will be afforded the opportunity to utilize the smaller "interview rooms" in the law school building for that purpose.

Coordination of employer outreach to students is always by email or telephone.

B. Law Firms- We are working to support law firms in their effort to support summer associates by offering an Advanced Civil Procedure course online this summer for any summer associates who aspire to be litigators and could use a refresher on the law of civil procedure.

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C. Public Interest Fair/Public Interest Programming/Diversity Interview Fairs

PDO encourages students interested in a public service careers to attend the annual Equal Justice Works Conference and Career Fair held in the DC metro area each October. This year's EJW Conference and Career Fair is being planned as a virtual event.

Washburn Law students also participate in a variety of diversity interview programs designed to increase representation in the legal profession of underrepresented groups. As of now, all these programs have been either postponed until January/February 2021 or are being offered virtually this summer. Those programs include the Heartland Diversity Legal Job Fair in Kansas City, the Cook County Minority Job Fair typically held in Chicago and the Lavender Law Conference and Career Fair.

D. Judicial Clerkship Applications

PDO has already begun taking the steps necessary to permit students to apply for judicial clerkships for the 2021-2022 term. Application season begins with the Judiciary's portal opening on June 15 and judicial interviewing commencing on June 22. PDO staff members have been reviewing and assisting students in assembling resumes, cover letters, and other materials, including coordinating the submission of the letters of recommendation. PDO has been in constant contact with professors and employers to ensure that all materials are ready for online submission through the portal on June 15.

E. Resume / Cover Letter and other Job Search Skills Workshops

PDO will be conducting resume and cover letter workshops for first year students. Typically, one on one student meetings or small group student meetings occur in the Professional Development suite; however, if the need arises, a larger classroom may be needed to provide for appropriate social distancing. PDO will record any workshops and make them available to any student who cannot attend in person. In addition, the Assistant Dean for Professional Development is working this summer to convert some of the other live job search skills programming offered to students to on demand learning modules.

F. Counseling and Communication

Counseling appointments will continue as usual. All social distancing rules will be followed. Students will continue to be offered the opportunity for remote and telephonic counseling appointments. Communication for job postings, appointments and interview scheduling will continue to be done by staff either through e-mail or our operational platform, "*Symplicity*".

V. ADMISSIONS

- A. The law school plans to attend admissions recruitment fairs and events in-person to the extent that such events are hosted in the Fall semester. Several fair organizers have informed us that they are planning for an online fair so we plan to participate online if the fair is moved online. We also plan to invite admitted students to our alumni Zoom events so that they can get to know us and our alumni.
- B. Because the admissions workspace is small, only one full-time employee and one student worker will be permitted to work a full day in the admissions suite, but someone will be present in the suite to greet prospective students who may show up on campus.
- C. Tours of the law school building will be given to prospective students only if they agree to wear a mask (provided by the law school) during the tour of the facility.

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VI. STUDENT AID

A. Scholarship Renewal for Current Students

In Spring 2020, following the decision to convert to Mandatory Credit/No Credit grading, we decided to renew all merit scholarships for rising 2L students through the Fall. At that point, the review that generally occurs in the summer between the first and second year will occur.

B. Students Who Would Have Been Dismissed

Likewise, following the decision to suspend letter grades, we announced that we would delay academic dismissals that generally occur at the conclusion of the 1L year until after the third semester.

C. Emergency Aid

We received a \$25,000 grant from AccessLex to help students with financial need due to COVID-19. The law school and the Foundation are reviewing applications from students who have financial need related to COVID-19. Once approved, the aid is processed through the Washburn Foundation. We will continue to award these funds until the funds

are exhausted.

D. Student Financial Aid Cost of Attendance

As a direct result of COVID, the Financial Aid Office may experience an increase to the number of Professional Judgment Requests. The Financial Aid Office will, as always, carefully consider requests from incoming and current students who are experiencing special circumstances and may need an adjustment to their Cost of Attendance through Professional Judgment. These circumstances may be related to a change in housing arrangements, increased cost of technology (including hot spots if inconsistent internet capacity exists at home), printing costs, etc.

E. Retention Mitigation- By working with the WU Foundation we were able to raise \$35,000 in scholarship funding to be awarded to currently enrolled students who do not have any scholarship funds.

F. Refund Checks

We will ask to have refund checks mailed directly from the University Bursar's Office to the student to avoid students coming to campus to pick up their refund checks when direct deposit is not an option for the student.

VII. HOUSING AND TRANSPORTATION

We have been advising incoming 1L students that we do plan to be on campus this fall so many law students are proceeding with plans to find housing and move to Topeka. International students who are flying into Kansas City may not be able to secure Uber or van transport so we are investigating the potential for having a mask-wearing host pick them up from the airport and transport them to Topeka.

VIII. HEALTH SERVICES AND SECURITY

A. Building Access Policy

Starting July 20, 2020, the Law School building will be open to employees, starting August 1 the building will be open to employees plus prospective students, Westlaw and LEXIS representatives, vendors who require access, and delivery personnel (Permitted Entrants), but not to alumni or the general public. In addition, we are suspending all building rentals or usage of the facility by local bar associations or other groups.

Our ultimate safety rules will comply with those issued by the University. For the time being, we propose that in order to provide a secure environment for all, the following access policy will be adhered to:

1. Effective immediately, and until further notice, all individuals entering the Law School premises shall be required to wear a face mask upon entry and while in all common areas of the building.
2. Consistent with CDC guidance for Higher Education Institutions, all Permitted Entrants will be informed that they must take their temperature prior to entering the building. All individuals testing above the designated temperature threshold set by the CDC shall NOT enter the facility until they are able to produce a health care provider's note that it is safe for them to enter.
3. Individuals ordering food for delivery must order individually packaged meals and should meet the delivery person in the law school lobby or outside the building to retrieve the food.
4. Plexiglass dividers may be installed at key, or vulnerable, locations, i.e. open workstations, etc.
5. Risk determinations for employees including sicknesses, chronic medical conditions, age, pre-existing conditions, etc. will be referred to HR for determination

B. Enforcement of Policies

Students, employees, and guests will receive friendly reminders from members of the law school community if they forget to wear their mask in common areas of the building (including classrooms). Disposable masks will be provided to employees to offer to visitors, colleagues, students or anyone who forgets their cloth mask.

Reports of any willful student violations of the mandatory mask policy should be made VIA EMAIL to Dean Jalen Lowry. Reports of any employee or guest refusal to comply with the mask policy should be reported to the Dean, Associate Dean Jo Hunt and Donna McMurry for appropriate action. Any employee who encounters a person who declines to abide by the law school's health and safety protocol and feels threatened due to an encounter with the unmasked person should call campus police to request assistance which could include campus police evicting the unmasked person from the law school building.

C. Law Clinic Building

1. The Law School Clinic building will remain closed to the public.
2. As appropriate, client meetings will be held remotely using video conferencing technology.
3. When clients must come to the building, the Clinic Managing Director will develop a schedule in which only one client will come to the building at a time, with a gap of time between appointments, to ensure cleaning.

IX. LAW LIBRARY

A. Furniture Placement

Furniture will be rearranged to maximize seating throughout the Library. Chair placement will be specified, and students will be instructed to not move chairs/tables. Plexiglass dividers, if approved for use in classrooms, may also be added to library service desks.

B. Study Room Policy

Social distancing guidelines will not allow for more than one person in a study room at a time. The Library will continue to make study rooms available to individual students.

C. Sanitizing Furniture, Computers, and Equipment

Students will be asked to wear gloves and masks when using computers and equipment in the Library. Gloves and disinfecting cleaning supplies will be deployed throughout the library space for self-serve cleaning. Space-wide cleaning will be completed regularly by Facilities in accordance with university procedures for the building.

D. Print and Electronic Resources, Course Reserves

The Library will be prioritizing electronic resources for the foreseeable future. All requested new monographs will be purchased in electronic format unless the print version is needed for a specific reason.

Print resources from the main collection will still be available for patron use, with access subject to increased sanitization procedures.

Patrons will be asked to not re-shelve their own materials. All materials taken off the shelves should be returned to a centralized re-shelving area. Staff will return materials to the collection after the appropriate sanitization period.

A central drop off location will be available for returned items, which will be subject to

sanitization before being returned to the main collection. Patrons checking out items from the collection will be provided with best practice suggestions for quarantining items at home prior to use.

Course Reserves are actively used by some students. The legal and vendor policies regarding their use are complex and in-flux due to the pandemic. Decisions about those policies are expected to be developed over the next few months. The Library is remaining abreast of these changes and will provide course reserves to the extent possible and in compliance with these policies. Not all course materials may be available in the Fall. Options under consideration include limited electronic access, and using AccessLex funds as additional financial aid for students unable to afford personal copies of textbooks.

E. Visitors

Access to the Library will be limited to Washburn Law School students, faculty, and staff. An exception will be made for Westlaw and Lexis representatives meeting with students one-on-one or in small groups for consultations related to Washburn Law academic programs. Representatives will be asked to use a designated space. Alumni, non-Washburn Law attorneys, and members of the general public may not use the Library for research purposes during the period of limited access which will extend to August 24, 2020. The library will open to alumni, attorneys and the general public on August 24, 2020 with access by appointment and a limitation on the number of simultaneous users.

F. Bar Prep

Recent Washburn Law School Alumni studying for the bar will be supported through remote access to library resources made available primarily through the law school's academic enrichment department.

G. Service Desk

A plexiglass barrier may be erected between patrons and staff. The desk will be staffed by one person at a time, on a rotation basis.

H. Reference and Research Services

Research and reference support will be available to Washburn Law School students and faculty as usual throughout the period of social distancing. Librarians will be available via email, chat, video conferencing, phone, and in-person, as needed.

I. IT Support

IT support will be available to students and faculty as usual throughout the period of social distancing. IT personnel will be available via email, video conferencing, phone, and in-person, as needed.

X. OPERATIONS OFF-SITE

1. Courts

Washburn Law faculty and students will follow all court orders regarding in-person vs. remote appearances and will decide how to proceed in each case based upon the best interests of the client and the safety of faculty, students, and clients. Faculty will work individually with students who have concerns about in-person court appearances.

2. Externships

a. Requirements- Dean Leisinger is working to ensure that all externships comply with ABA standards and guidance.

b. Remote vs. On-Site

If a placement site permits students to work on-site and the student is comfortable doing so, then the student is permitted to work on-site.

comfortable doing so, then the student is permitted to work on-site. However, if a student is not comfortable working on-site, and the placement supervisor agrees to a remote placement, such a placement will be permitted.

3. Pro Bono Service Program

Students will be permitted to do volunteer service on-site if the placement site allows the student to do so.

XI. FACILITIES

A. Sanitizing the Building

Regular housekeeping practices will be performed in all public areas, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the facility. Cleaning chemicals that are EPA-approved preventing emerging viral pathogens should be used to disinfect the building. It is the law school's hope that cleaning personnel schedules will be augmented to accommodate the heightened cleaning timetable.

Cleaning supplies will be positioned at the podium in all classrooms so that professors can wipe the podium and computer equipment down before touching it to start the class session. Wipes will be positioned next to each of the communal copier/scanner/printers so that users can wipe the machine down before touching it.

Each student will be issued (assuming supplies are available) a slender cylinder of wipes (the size that will fit into the cup-holder section of bookbags) at the beginning of the semester so that they can wipe down their assigned seating area in class before and after. The cost should be the same as it would be to provide wipes at the entrance of the classroom, but this method will prevent traffic jams at the entry door that would cause problems for social distancing at the entry and outside in the hallway. This method is also preferable to having wipes at every table, as this would cause traffic jams at every table and also problems with students requesting each other to "pass the wipes." Issuing wipes to each student will also prevent pilfering problems inherent in the wipes that need to be available in other common areas. Students will be instructed to put used wipes on the floor next to them during class so that social distancing problems are not caused by students going by each other to the wastebaskets. Students will be instructed to dispose of the used wipes after class at the wastebaskets positioned at several points around the exit doors and in the commons outside (in numbers sufficient to prevent traffic jams as much as possible).

Employees will be asked to refrain from using the refrigerator and microwave if they can, but cleaning supplies will be available to wipe the refrigerator and microwave handles before and after use.

B. Signage

Signage will be placed in the library and common areas of the law school building reminding facility users to maintain proper health and safety protocols such as social distancing, hand washing and sanitizing, and cleaning and sanitizing of common area space before personal use.

C. Equipment

Restrooms

Automatic hand sanitizer dispensers are requested to be added to all restrooms either just outside the restroom door or just inside the restroom by the entrance/exit door. In addition, non-touch hardware, such as foot levers, is requested to be installed on all lavatory doors.

This spring, Facilities investigated and found it would be possible to make two improvements to the student restrooms. It would be very helpful to implement these improvements if financially feasible:

1. Take out one of the toilets in the first-floor women's bathroom to allow more social distancing and easier access to the toilets (the narrow space in these cubicles have been a matter of complaint for decades).
2. Provide urinal shields between the urinals in the men's restrooms.

Facilities should ensure that each restroom has hooks and shelves sufficient for students to set their books and backpacks on while they thoroughly wash their hands (no hooks broken off, etc.).

The need for social distancing in the small, often crowded restrooms, and the restriction on locker use may require class schedule adjustment to allow students more time to go to their cars to retrieve books and more time to wait their turn to use the restroom and thoroughly wash their hands.

Student Lockers

Signage and floor tape will indicate the one-person areas of locker use: usage will be seriously restricted during busy in-between class times, and students will be warned of this. Students will not be allowed to use lockers unless they are masked AND can maintain the 6' social distancing requirement. This means they should not rely on the lockers for textbooks during busy times. Lockers may still be useful, however, for textbooks for small evening classes and personal items that don't need to be retrieved at a specific time. Students will be advised that if the restrictions cause them to no longer find a locker helpful, they may return their key and receive their deposit back from the Admissions Office at any time.

Student Mail Files: Signage and floor tape will ensure that only one student uses the mail files at a time, and signs will advise users to use gloves, wipes, or to wash their hands before and after use.

Other Student Areas

A. Law Journal Office:

1. We'll need one plexiglass shield if the editing table is to be used by 2 people rather than 1.
2. We'll need one plexiglass shield at the metal desks by the editing table if they are to be used by 2 people rather than 1.
3. We'll need 1 plexiglass shield if the metal desks by the recliner are to be used for 2 people rather than 1 and the recliner is removed. Or, no divider and recliner stays if desk is used for 1.
4. The small printer office can be used by 1 person at a time for printing purposes but cannot also be used as an office.
5. Chairs will need to be removed from the EIC office so there is not temptation to use the 3d desk for a person (can be used for papers).

B. WSBA Office: Ideally, we would have 4 plexiglass shields, one for each of the 4 desks, but could probably make do with 2 (there would be more than 6' distance between).

C. WSBA Storage Closet: Signage prohibiting more than one organization officer from using at one time.

D. Libation Area: No shields needed, but need to remove sofas and some chairs. Will be able to keep all tables and spread out.

E. First Floor Commons: We need 2 long plexiglass shields for the long tables (to be

arranged top left corner to bottom right corner) so that we can keep 2 students per table. We'll need to take away the sofas, puff chairs, pole tables, and many of the chairs, but will be able to arrange the remaining tables and seats to accommodate 14 students throughout the area.

F. Lobby: We need to remove sofas and the furniture in front of Julie's office, provide floor tape and signage so she has access to her office without contact with students or visitors within 6 feet. Should be able to keep 7 seats in lobby area.

G. Dean's Suite: Donna M should have a plexiglass shield in front and a tall barrier at her side (same for Emily if she is there), with tape marking the passage to copy/supply room and Jalen's office. Masks should be used in the reception/copy/supply areas.

H. Jalen's Office: Needs sofa removed, one chair added, so that a maximum of two students may be counseled at one time with social distancing.

D. Microphones, Remote Devices, Podiums, Computer Stations

All surfaces including podiums, computers, remotes, etc. will need to be disinfected. IT will supply all professors with their own microphone mouthpieces. In the Law Library, students will be asked to wear gloves and masks when using computers and equipment but not when simply studying. Supplies will be deployed throughout the space for self-serve cleaning.

E. Maintaining Social Distancing

All users of the law school building will be expected to maintain at least six feet of distance between themselves and other individuals in the building at all times. Work stations will be modified as needed to ensure at least 6 feet of space between work stations but preferably 10 feet of space between work stations. Employee work will be adjusted to ensure that suites with work stations that are close will alternate times when employees are in the suite. For a detailed employee work schedule see Appendix A at the end of this plan.

F. Traffic Patterns/Common Areas

2. Classrooms with more than one door will have doors marked as ENTRY and EXIT and furniture will be placed to achieve social distancing.

3. Users of the law school building will be expected to wear a mask (cloth, disposable or plexiglass face shield) while walking through common areas of the building such as hallways, stairwells and restrooms.

4. Library

Floor markings (with tape) will designate where students should walk when traveling through the floors of the library. Book stacks will be marked as ONE WAY. Furniture will be spaced according to social distancing guidelines

G. Mass Gatherings

a. Mass gatherings of groups of more than 10 people will be prohibited in the law school building until August 15 at which time only gatherings of law students, faculty and staff in excess of 10 people will be permitted in the law school building and all gatherings will implement CDC recommended social distancing. Mass gatherings with no limitation on number will not resume until such time as the CDC provides guidance saying that it is safe for such gatherings to resume.

XII. DINING/VENDING

While students will be encouraged to be in the building solely to attend class, we do anticipate that students will want to eat in the Law School and not leave the building to obtain their meals. As such, this informs the following plan:

- The First Floor Commons, the Library, the lobby, and picnic tables on the patio and porch of the building (Common Areas) will be dedicated as the primary places for students to go before and between classes.
- Furniture in Common Spaces will be arranged to enforce social distancing. Disinfecting wipes will be available for students who wish to wipe down furniture and appliances prior to its use.
- If the Libation Station is open, all food will be individually wrapped for “grab and go.” Method of payment will be with a credit card/ debit card only, no cash.
- The microwave ovens and small refrigerators will be spaced out to allow social distancing, and signs and floor tape will mark for one user at a time. The two large refrigerators cannot be moved, so signs and floor tape will mark for one user at a time, regardless of which refrigerator is being used.
- If vending machines are still being supplied and use allowed, the same signage and floor tape will be used for one-person use at a time. Signs will encourage wipes, gloves, or other protection to be used before and after use of key pads. A determination will need to be made as to access to the first-floor doors for resupply of the vending machines by the early-morning deliverymen.
- Signs will strongly encourage hand-washing before and after use of all equipment.

XIII. HUMAN RESOURCES

The Law School will adopt policies promulgated by the University. In the meantime, we have developed the following:

A. Employee Accommodations

Employees who need disability accommodations have been directed to contact Human Resources by emailing the Director of Human Resources: Teresa.Lee@washburn.edu. The Director will request that the employee complete a disability and Impairment Assessment Form. See, https://www.washburn.edu/statements-disclosures/equal-opportunity/_files/employee-ada-disability-impariment-assessment-form-saveable.pdf

B. Masks

Guidelines with respect to wearing a mask are still being developed at this time. For the most recent guidance from the university which encourages the wearing of masks, see, https://washburn.edu/student-life/health-safety/_files/WU-Web-Reopening.pdf. It is our expectation that all employees will be required to wear a mask when walking to their workspace, while in common areas such as bathrooms, hallways and stairwells, and if they are coming into contact with others, but not while they are working at their assigned work station.

C. Symptom Monitoring Requirement

Employees who evidence an elevated temperature should not come to the Law School unless they are able to provide a physician’s note that their presence is consistent with public health guidance.

D. Limited Responsibilities

Employees whose physicians advise them that they must limit the performance of their job responsibilities due to having a higher risk for COVID-19 infection should work directly with HR.

E. Office Plan

Each specific unit/department within the Law School is charged with ensuring adequate in-person staffing to meet the needs of the students as well as other constituencies such as faculty and alumni. Unit heads will be permitted to approve hybrid remote and in-person schedules based upon office need. To the greatest extent possible, and for as long as

necessary, employee schedules will be created to ensure the lightest density of employees in any given unit at one time. This will permit maximum social distancing. Schedules that can be considered include set days in person/days remote, shift hours within the office (8-12:30/12:30-5) or another schedule, as appropriate.

F. Travel

Employees have been asked not to travel for work unless the travel has been deemed essential and is approved in advance by the dean. We contemplate some travel for student recruitment and alumni and development, but less than is typical in the Fall semester.

XIII. FINANCIAL

A budget detailing the costs of implementing this Plan is nearly impossible to prepare at this time. The Law School is relying upon the University to bulk purchase PPE and to install the necessary facilities modifications to ensure a safe working and education environment in the law school building. The law school will purchase attendance recording software that will be licensed for use by the entire university at a cost of around \$2500. The cost of providing substitute teaching cannot be accurately estimated due to the uncertainty of whether the law school will need to resort to hiring substitute teachers and the extent to which such a measure would be required.

XV. COMMUNICATION PLAN

The Law School will continue to communicate with faculty, staff, students, alumni and the university as circumstances unfold under COVID-19 management.

Communication will be honest, direct, and timely. It is the law school's hope that the university will publish a safety plan that is distributed to employees before a message announcing a reopening. The communications should include facts and details (not "extra cleaning of classrooms" but "clean desks and chairs classrooms 2x per day with XYZ cleaners, rails, bathrooms 4x per day, etc.).

A. Employees

The primary method of communication to faculty should continue to be email messages from the President, VPAA and Dean, and faculty meetings. The primary method of communication to employees should continue to be Town Halls along with emails from university and law school leadership.

B. Students

Deans Mastrosimone and Lowry will work with the University to determine what University messages are essential for law students. We have been informed that it is not possible to create an all students email group that excludes law students and an all-students email group that includes law students so that university email users can decide whether to include law students in their communications. Hence, one rule of thumb for university messages that do not apply to law students might be a DISCLAIMER at the beginning of the message stating "this does not apply to Law School students." This will help avoid law student confusion and frustration.

C. Prospective Employers

The Assistant Dean of PDO (career planning) continues to work collaboratively on targeted outreach to employers/alumni. The Assistant Dean of PDO will continue to participate in town halls and other alumni meetings to facilitate potential job opportunities for students. Additionally, both PDO and Alumni Relations will collaborate with the Dean to facilitate outreach to employers throughout the fall. This outreach may include visits but is likely to be remote.

XVI. ALUMNI/DEVELOPMENT

A. Annual Events

1. Alumni Weekend- We are still planning for this in-person event in October but realize that we will have to cancel it if social distancing requirements are not lifted. The initial invitation and subsequent communication to alumni will include language about flexibility in planning. The Board of Governors is discussing alternate plans for the awards ceremony and reunion activities and is considering a hybrid option with a spring in-person date combined with virtual events on the originally planned October 2 and 3 dates.
2. Fellows Reception and Luncheon
The law school selected Deena Hyson Bailey of Cargill to be our alumni fellow and informed her that it is possible that the reception and luncheon scheduled for November will have to be rescheduled to the following year due to COVID-19.

B. Regional Happy Hours

While the ultimate goal would be to have in-person Happy Hours, we expect that the summer and fall happy hours will need to be virtual. We will create event registration pages for each event and add all events to our alumni newsletter. To avoid virtual event fatigue, we would like to create variety in these events and include having a musician, who will take song requests, email out specialty drink recipes, and invite special guests and/or have discussion themes each month. During each month's event, all registrants would be assigned a number and during the Happy Hour draw a few winners to win Washburn Law swag, which would also highlight our online store presence. Winners would need to be present on Zoom to win. In addition to events that are not limited to geographic area because we have found that Zoom has enabled us to connect with alumni around the world, we will also hold geographic-based events that coincide with our annual regional events to maintain consistency and relationships that have previously been built. Additional events, including book clubs and game nights, will be added to the schedule to appeal to a variety of alumni who we may have not engaged with in the past.

C. Travel

The Alumni Development team travel schedule as planned was quite extensive. All plans are currently on-hold as we await guidance from the State and University regarding the safety and best practices for travel. We will continue to engage with alumni and friends remotely and through social media until a travel plans can be made. We do still plan to host the alumni CLE event in Deadwood, SD in July but have alerted alumni that we may have to cancel due to COVID-19.