



## **Non Nobis Solum**

(Not For Ourselves Alone)

Updated as of 08/24/2020

### **Reopening Plan for Washburn University and Washburn Institute of Technology Campuses**

For the health and safety of our campus community, the University will utilize a phased plan to gradually reopen all campuses based on the Kansas Governor's [Ad Astra: A Plan to Reopen Kansas](#), the [Guide to Re-opening Shawnee County, Kansas](#), [Kansas Department of Health and Environment](#), and the [Centers for Disease Control \(CDC\)](#). **This phased plan may be modified as needed to ensure the health and safety of our campus community and/or in response to changes with State, County or CDC guidelines.**

A steering committee has been formed for the purpose of developing this phased reopening plan. Members of the steering committee include Dr. JuliAnn Mazachek, Chris Kuwitzky, Dr. Eric Grospitch, Dr. Richard Liedtke, Loren Ferre, Marc Fried, Cynthia Holthaus, Teresa Lee, Dr. Tiffany McManis, Dr. Pam Foster, Eric Just and Dr. Gary Bayens. There are also working groups reviewing varying aspects of academics, health and safety, industry-specific, and other business to identify health and safety issues or concerns and to develop recommendations for guidelines related to the phased reopening of the different campus locations. A separate plan for classrooms (e.g., social distancing, use of masks) will be developed through Academic Affairs.

The goal of Washburn's phased reopening plan is to continue providing a

- High quality Student-centered learning experience
- Teaching-focused and engaging work environment

Reducing the spread of the COVID-19 virus is a shared responsibility. Washburn is doing what it can to make campus safe and every member of our community - including you - must do their part. Please help keep our campuses as safe as possible. As such, the university requires all employees, students, vendors, contractors or others who visit our campus to assist us with minimizing the spread of COVID-19. The following expectations apply to all phases of re-opening unless otherwise directed by the State or County:

- Following social distancing guidelines for individuals by staying at least 6 feet apart with only infrequent or incidental moment of closer proximity;

- Washing hands frequently with soap and water for at least 20 seconds. If soap and water is not available, using hand sanitizer with at least 60% alcohol;
- Avoid touching your eyes, nose and mouth;
- Covering coughs and sneezes into an elbow or tissues. Throwing used tissues away and immediately washing your hands;
- Cleaning and disinfecting frequently touched surfaces daily, including phones, keyboards, doorknobs, handles and light switches;
- Following the [university regulations regarding the use of masks or cloth face coverings \(“masks”](#))\* (instituted 07/09/2020).
- Following any directional signage which may be posted on campus;
- Requiring that any individual exhibiting [symptoms](#) stay at home and contact their health care provider. The CDC offers an online [Self-Checker](#) to help individuals determine whether they need to seek medical care;
- Staying in place until after being fever free, without aid of fever reducing medication, for 72 hours;
- Having students or employees who are concerned about any exposure to, or any signs and symptoms of COVID-19 call Student Health at 785-670-1470 or their health care provider;
- Reviewing Washburn University’s regulations and procedures for [20. Communicable Disease](#); and
- Having supervisors who are concerned about employees who may have been exposed, or have any signs and symptoms of COVID-19 or any other related questions contact Human Resources at 785-670-1538.

\*- Consult the [CDC guidelines](#) about proper usage, type of mask, safe removal, cleaning/disposal, who should/should not wear a mask and other relevant information.

Employees and students may bring a mask from home as long as it meets CDC guidelines. Washburn branded cloth face coverings have been ordered and are expected to be here in time for the fall in order to provide one to every employee or student. In the meantime, employees and students are required to wear a personal mask. Information on how to make a mask, both by sewing and without is available on the [CDC](#) website. Every individual is responsible for proper cleaning and disposal of their own mask.

Students who have a physical or mental health condition and may need reasonable accommodations related to the use of masks may contact the Office of Diversity and Inclusion, [diversity.inclusion@washburn.edu](mailto:diversity.inclusion@washburn.edu). Employees seeking a reasonable accommodation should contact Teresa Lee, Director of Human Resources, [teresa.lee@washburn.edu](mailto:teresa.lee@washburn.edu).

Any additional requests for PPE, other than those needed for curriculum, should be made through a [facilities request order](#).

While masks provide some protection, it is important that everyone continues to follow the CDC guidelines for infection prevention by practicing good hand hygiene, respiratory etiquette, physical distancing, and cleaning/disinfecting.

## Phase 1 – May 4, 2020 through May 31, 2020

Our campus has remained open for essential personnel and some students. The Governor's provisions in this phase strongly encourage telecommuting for all employees when possible, thus Washburn will continue the way we are currently operating. Students, faculty and staff should follow the Governor's plan and Shawnee County's plan as well as University directives. The provisions of phase 1 includes:

- Mass gatherings of no more than **10** individuals allowed. Mass gatherings are defined as instances in which individuals are in one location and are unable to maintain 6 feet of distance between individuals (not including individuals who reside together) with only infrequent or incidental moments of closer proximity (incidental or infrequent moments of closer proximity is limited to 10 minutes or less);
- Individuals are strongly encouraged to wear cloth masks in public settings as appropriate (please follow the [CDC guidelines as to who should/should not wear a cloth mask](#)). As of 05/18/2020, Shawnee County requires retail, food service, and/or gyms/fitness center employees wear masks while working. Shawnee County requires both practitioner (service provider) and client (customer) of cosmetology salon services wear a mask at all times;
- Telecommuting is strongly encouraged when possible;
- Minimize or avoid nonessential travel and [follow KDHE travel and quarantine guidelines](#); and
- [Higher risk individuals](#) are advised to continue to stay home except when conducting essential functions.

### Washburn Directives

Employees who work in Little Learners child care, retail, or food service areas will be screened for fevers and any symptoms of COVID prior to the beginning of each shift according to the [Guide to Re-opening Shawnee County](#).

Departments should begin reviewing work spaces to identify and recommend changes in layout of office spaces, furniture placement, shared spaces, and work schedules in order to maintain appropriate infection prevention and control measures. Certain departments and/or programs may have industry-specific guidelines which will need to be considered and followed. Cleaning protocols will need to be established with assistance from Facilities Services. Recommendations for changes should be provided to department heads. Department heads will work with their respective Area Head to develop and implement appropriate plans.

Supervisors should review work schedules and any accommodation requests brought forward through Human Resources. Consult the Director of Human Resources, [teresa.lee@washburn.edu](mailto:teresa.lee@washburn.edu), as to the process for accommodations for employees in high risk categories, and with any questions about managing schedules, shift changes or requests. Supervisors should also review workloads to determine the personnel who perform mission-critical or time-sensitive functions and must work on-site and assess employees who may be able to continue working remotely. Supervisors should discuss with their team the appropriate health and safety changes (e.g., social distancing, cleaning processes) for working on-site and modify as appropriate.

Prior to resuming the physical presence of employees on campus, each department will be responsible for developing an [operational area reopening plan](#) for reopening with the purpose of addressing health

and safety standards. After the department operational area reopening plan is approved, supervisors will communicate the information to their respective employees. This information will then be posted on the [university coronavirus web page](#).

## **Phase 2 – June 1, 2020 through June 9, 2020**

The Governor and/or Shawnee County may issue further guidance for this phase.

The provisions of phase 2 are identified below and may be subject to change:

- Mass gatherings of no more than **15** individuals allowed. Mass gatherings are defined as instances in which individuals are in one location and are unable to maintain 6 feet of distance between individuals (not including individuals who reside together) with only infrequent or incidental moments of closer proximity (incidental or infrequent moments of closer proximity is limited to 10 minutes or less);
- Individuals are strongly encouraged to wear cloth masks in public setting as appropriate. As of 06/19/2020, Shawnee County requires retail, food service, and/or gyms/fitness center employees wear masks while working until further notice. Shawnee County requires both practitioner (service provider) and client (customer) of cosmetology salon services wear a mask at all times.
- Individuals should maintain a 6 foot social (physical) distance (incidental or infrequent moments of closer proximity is limited to 10 minutes or less);
- Telecommuting is strongly encouraged when possible;
- Minimize or avoid nonessential travel;
- [Follow KDHE travel and quarantine guidelines](#) for travel to high-risk areas; and
- [Higher risk individuals](#) are advised to continue to stay home except when conducting essential functions.

## **Washburn Directives**

Employees who work in Little Learners child care, retail, or food service areas will be screened for fevers and any symptoms of COVID prior to the beginning of each shift according to the [Guide to Re-opening Shawnee County](#).

Departments should continue reviewing work spaces to identify and recommend changes in layout of office spaces, furniture placement, shared spaces, and work schedules in order to maintain appropriate infection prevention and control measures. Certain departments and/or programs may have industry-specific guidelines which will need to be considered and followed. Cleaning protocols will need to be established with assistance from Facilities Services. Recommendations for changes should be provided to department heads. Department heads will work with their respective Area Head to develop and implement appropriate plans for this phase.

Supervisors should review work schedules and any employee accommodation requests brought forward through Human Resources. Consult the Director of Human Resources, [teresa.lee@washburn.edu](mailto:teresa.lee@washburn.edu), as to the process for accommodations for employees in high risk categories, and with any questions about

managing schedules, shift changes or requests. Supervisors should also review workloads to determine the personnel who perform mission-critical or time-sensitive functions and must work on-site and assess employees who may be able to continue working remotely.

Prior to resuming the physical presence of employees on campus, each department will be responsible for developing an [operational area reopening plan](#) for the purpose of addressing health and safety standards. After the department operational area reopening plan is approved, supervisors will communicate the information to their respective employees. This information will then be posted on the [university coronavirus web page](#). Employees will be informed of any approved modifications to the plan and the web site will be updated accordingly.

## **WASHBURN IS CURRENTLY IN PHASE 3**

### **Phase 3 – Began June 10, 2020 and updated July 9<sup>th</sup> and August 24<sup>th</sup>**

The Governor and/or Shawnee County may issue further guidance for this phase. The Steering Committee will announce the date Washburn moves to phase 3

The provisions of phase 3 are identified below and may be subject to change:

- Mass gatherings of no more than **45** individuals allowed outdoors or **25** people indoors. Mass gatherings are defined as instances in which individuals are in one location and are unable to maintain 6 feet of distance between individuals (not including individuals who reside together) with only infrequent or incidental moments of closer proximity (incidental or infrequent moments of closer proximity is limited to less than 10 minutes);
- Outdoor and indoor events shall be limited to no more than 2,000 participants, or 50 percent of the total capacity (or expected attendance) of the venue (whichever is smaller) after social distancing and mass gathering rules are applied;
- Individuals (students, employees, visitors, vendors) are required to follow the [university regulations regarding the use of masks](#);
- Individuals should maintain a 6 foot social (physical) distance (incidental or infrequent moments of closer proximity is limited to less than 10 minutes);
- Telecommuting is strongly encouraged when possible;
- Nonessential travel may resume;
- [Follow KDHE travel and quarantine guidelines](#) for travel to high-risk areas; and
- [Higher risk individuals](#) are advised to continue to stay home except when conducting essential functions.

### **Washburn Directives**

Specific areas may screen for fevers and any symptoms of COVID prior to the beginning of each shift according to the [Guide to Re-opening Shawnee County](#) and/or their accrediting agency.

Departments should continue reviewing work spaces to identify and recommend changes in layout of office spaces, furniture placement, shared spaces, and work schedules in order to maintain appropriate

infection prevention and control measures. Certain departments and/or programs may have industry-specific guidelines which will need to be considered and followed. Cleaning protocols will need to be followed with assistance from Facilities Services. Recommendations for changes should be provided to department heads. Department heads will work with their respective Area Head to develop and implement appropriate plans during this phase.

Supervisors should continue to review work schedules and any accommodation requests brought forward through Human Resources. Consult the Director of Human Resources, [teresa.lee@washburn.edu](mailto:teresa.lee@washburn.edu), as to the process for accommodations for employees in high risk categories, and with any questions about managing schedules, shift changes or requests. Supervisors should also review workloads to determine the personnel who must work on-site and assess employees who may be able to continue working remotely.

Each department is responsible for keeping their respective operational area reopening plan up to date. Employees will be informed of any approved modifications to the original department operational area reopening plan and the [web site](#) will be updated accordingly.

## **Phase 4/Phase Out – to be determined**

The Governor and/or Shawnee County may issue further guidance for this phase. The Steering Committee will announce when phase 4/phase out begins.

The provisions of this phase are subject to change and may include:

- Mass gathering limits are significantly relaxed;
- Outdoor and indoor event limits are relaxed;
- Adhere to personal hygiene guidelines;
- Individuals (students, employees, visitors, vendors) are required to follow the [university regulations regarding the use of masks](#);
- Individuals should maintain a 6 foot social (physical) distance (incidental or infrequent moments of closer proximity is limited to less than 10 minutes) where applicable;
- Telecommuting;
- Unrestricted travel; and
- [Higher risk individuals](#) are advised to continue to stay home except when conducting essential functions.

## **Washburn Directives**

Specific areas may screen for fevers and any symptoms of COVID prior to the beginning of each shift according to the [Guide to Re-opening Shawnee County](#) and/or their accrediting agency.

Departments should continue reviewing work spaces to identify and recommend changes in layout of office spaces, furniture placement, shared spaces, and work schedules in order to maintain appropriate infection prevention and control measures. Cleaning protocols will need to be followed with assistance

from Facilities Services. Recommendations for changes should be provided to department heads. Department heads will work with their respective Area Head and continue to develop and implement appropriate plans during this phase.

Supervisors should continue to review work schedules and any accommodation requests brought forward through Human Resources. Consult the Director of Human Resources, [Teresa.lee@washburn.edu](mailto:Teresa.lee@washburn.edu), as to the process for accommodations for employees in high risk categories, and with any questions about managing schedules, shift changes or requests. Supervisors should also review workloads to determine the personnel who may be able to continue working remotely, balancing the importance of serving students and providing a quality on-campus student experience, with the health and safety of students, faculty and staff.

Each department is responsible for keeping their respective operational area reopening plan up to date. Employees will be informed of any approved modifications to the original department operational area reopening plan and the [web site](#) will be updated accordingly.

Updates to document:

08/17/2020:

- Updated the duration someone is to be fever free from 24 hours to 72 hours.

08/24/2020:

- Reduced the indoor mass gathering limit from 45 to 25 (outdoor mass gatherings remains 45) in Phase 3, per Shawnee County Emergency Order of Local Health Officer date 08/21/2020. (Mass gatherings are defined as instances in which individuals are in one location and are unable to maintain 6 feet of distance between individuals (not including individuals who reside together) with only infrequent or incidental moments of closer proximity (incidental or infrequent moments of closer proximity is limited to less than 10 minutes.)