

## Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	University Police Department
Bldg/Room Location	Primarily in Morgan Hall, Suite # 135
Name/Position Title of Reopening Plan Developer	Chris Enos
Date Reviewed	May 21, 2020
Name/Position Title of Dean/Director Reviewer	Not Applicable
Date Reviewed	
Area Head Name	Chris Kuwitzky
Date Reviewed and Approved	June 2, 2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	The department has maintained operations throughout the campus closure.

### Washburn University Police Department Plan for returning to campus

The Washburn University Police Department has maintained operations throughout the campus closure. This plan will focus on our operational changes as other employees return to campus.

#### Office Description

The department occupies office space in Morgan Hall Suite #135 as well as spaces in the Union and on both Tech Campuses. The Chief of Police, Captain, Communications Section, and Emergency Manager, and officers assigned to work at Tech West have individual work spaces with doors that can be shut. The administrative assistant is in, and is the initial stop for visitors during business hours. Outside of business hours visitors are directed to meet with the Communications Specialist. Officers and Sergeants work in one of two areas, placing on-duty officers on remote standby will minimize the number of employees in shared work spaces and allow them to work at least six feet apart and not facing each other. Officers also share patrol cars although occupancy is generally limited to one officer at a time with an exception for officers who are in field training.

#### Proposed Reopening process

- a. Maintain reduced staffing for as long as the calls for service and on-campus activity allow. 24 hours a day a designated number of officers will be placed on standby to respond to the campus as necessary. The Administrative Assistant and Emergency Manager will work remotely as much as possible. All works schedules and assignments will be published in accordance with WUPD general orders.
- b. A retractable belt barrier will be erected in the public lobby six feet from the desk to keep visitors from approaching the Administrative Assistant or Communications Center. An intercom will be placed in the lobby for visitors to converse with the Communications Specialist after hours or when the Administrative Assistant is not present. If the Communications Specialist has to provide keys or otherwise interact with a visitor they will be encouraged to don a mask. No more than two people will be allowed in the welcome area, and strict social distancing will be maintained, with masks encouraged.

- c. Visitor(s) will be asked to document lost and found items and place them in a plastic tote. After the visitor(s) have left the lobby the Communications Specialist will retrieve the item(s) and label and store the item. Disposable gloves and disposable masks will be provided for use as the items are being inventoried.
- d. Signage will be posted at the entrance and throughout the department. Example signage can be found <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- e. Staff will be briefed on social distancing expectations, sanitation, hygiene and other safety measures. Staff who have concerns should report them to the Chief of Police.
- f. Hand sanitizer will be placed near the door to the office. Example training can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>.
- g. Cleaning and sanitizing of surfaces will be done in accordance with CDC Guidelines. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> additional information is available <https://www.washburn.edu/student-life/health-safety/index.html>
  - a. All cleaning chemicals should be requested through Campus Facilities by submitting a work order. No employees other than trained facilities staff should be mixing any cleaning chemicals. Employees shall notify the Chief of Police if there is a need for additional cleaning supplies or PPE
- h. Officers working in the field will continue to follow the previously provided guidance on PPE when encountering a potential exposure to a COVID-19 patient.

### **Expectations from the Reopening Department**

Employees of the police department will abide by all criteria set forth in this document include the following:

1. Supervisors will continue to meet with the employees assigned to their shifts or sections on a regular basis to answer questions and provide guidance.
2. All staff will be given a copy of the CDC cleaning guidelines found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
3. Social distancing measures will be maintained in the office and in the building unless that becomes impossible because of operational requirements. (Field training, arrests, rendering aid, etc)
4. We will encourage employees to wear face masks in shared areas, public settings, when interacting with others, or when in transit inside the building.
5. 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.
6. The Chief of Police will regularly monitor guidelines from the Governor, SNCO Health Department, CDC, and Washburn University and will adjust this plan as needed to comply with those guidelines.

### **Work-Schedule**

The work schedule will be maintained in accordance with the Police Department’s general orders (OPS-017).

## **Office/Work Areas**

### Lobby

1. The chairs will be removed from the lobby.
2. Stanchions and a barrier belt will be placed in the lobby six feet from the reception desk.
3. An intercom to the Communications Center will be placed in the lobby for visitors to interact with the Communications Specialist.
4. Signage will be placed in the lobby to inform visitors of the new restrictions and directing them to the intercom.

### Squad Room

1. Officers utilizing the squad room will maintain social distancing.
2. The number of chairs in the room will be reduced to encourage distance between staff members.
3. Social distancing measures of 6 feet is expected. Recommended to wear mask when in space with multiple people. (*i.e. break room, bathroom and other shared spaces*)
4. Cleaning supplies will continue to be provided in the room and the signage at the link below will be placed at the shared work station.
5. Employees will be encouraged to clean hands regularly using hand sanitizer and once per hour are encouraged to physically wash hands in the nearest rest room.

### Shared Office 135B

1. Employees will choose a desk that provides six feet of distance between them and their nearest coworker when sharing the space with another employee.
2. Signs will be posted reminding employees to clean the shared workspace using the supplied cleaning materials prior to starting work.

### Patrol Vehicles

1. Officers will clean their patrol vehicle at the start of each shift using the supplied cleaning materials.
2. Officers will be discouraged from transporting anyone else in their vehicle unless absolutely required by operational demands.
  - a. When transporting someone other than another officer in their vehicle both the officer and the individual(s) being transported will be expected to wear a mask.
  - b. After completing the transport, the officer will clean the vehicle again prior to returning to service.
3. Officers will be discouraged from riding together in the same vehicle whenever possible.

## **Mass Gatherings**

1. Scheduling will minimize gatherings in the office for everyday work.

2. Department wide training will be scheduled within the mass gathering guidelines.

**Facilities**

1. Cleaning Supplies needed for all work spaces.
2. Removal and storage of lobby chairs and two chairs from the squad room.
3. 2-Stanchions and retractable belt barrier
4. Carpet friendly tape for directional flow and distancing
5. May need disposable gloves at some point.

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**References:**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/guidance-law-enforcement.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>