

Operational Area Re-Opening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Washburn University Leadership Institute
Bldg/Room Location	Benton Hall, Suite 408 & Benton 407 (student office)
Name/Position Title of Reopening Plan Developer	Lauren Edelman, Director of the Leadership Institute
Date Reviewed	5/23/2020
Name/Position Title of Dean/Director Reviewer	
Date Reviewed	
Area Head Name	Dr. JuliAnn Mazachek
Date Reviewed and Approved	
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	

Leadership Institute Plan for Returning to Campus

The Leadership Institute has been successful in providing all services remotely since mid-March and has therefore determined that there is not a business need for employees to work physically on campus until July 6, 2020.

The Leadership Institute currently has three employees:

- Lauren Edelman – Director
- Madeline Lambing – Program Coordinator
- Gayle Davis – Administrative Specialist

The Director and Program Coordinator will work in-office Monday-Friday, from 8:00-5:00 p.m., and the Administrative Specialist will work from 8:30-5:00 p.m. Monday-Friday.

Office Description

The Leadership Institute currently shares an office suite on the fourth floor of Benton Hall with the Bachelor of Health Services program, which has three faculty members and an administrative assistant. The director and program coordinator of the LI both have individual offices with doors that can be shut. The LI administrative specialist works in the welcome area at the front desk nearest to the office's main door, and is often the first stop for office visitors. The BHS administrative assistant space is also in the welcome area, but is farther into the office and is more than 6 feet away from the LI front desk, with partitions separating the two work spaces.

There is one student worker work space behind the LI front desk, located more than 6 feet from both administrative work spaces.

Proposed Re-Opening Process

Open the general office for all faculty/staff:

1. The director and program coordinator will work in their offices with doors closed. The LI administrative specialist will work at the front desk, with the door to the main office remaining closed.
2. No more than one additional person/office guest will be allowed in the office welcome/front desk area at a time, and strict social distancing will be maintained, with masks encouraged according to [CDC guidelines](#).
3. Visitors will be asked to remain at least six feet from the front desk (indicated by tape on the floor), maintaining social distance. Signage will be placed on the outer door to the office suite asking visitors to remain in the hallway (at least 6 feet from the office entrance) if they see a guest already in the office engaging at either front desk space and instructing them to wait until the first guest has left the welcome area.
4. 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-ofgerms.pdf>
5. Returning staff will be briefed on social distancing expectations, sanitation, hygiene and other safety measures. Staff who have concerns should report them to the director.
6. Hand sanitizer will be placed near the door to the office and in every employee office, as well as in the LI student office. Example training can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>.
7. 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/healthsafety/index.html>. Faculty should wipe down work station surfaces at the end of each day. Student workers will be asked to wipe down work stations at the end of each shift.
 - 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. Submit a work request to Facilities Services for products. <https://www.washburn.edu/faculty-staff/campus-services/facilities-services>
 - b. Paper materials will be removed from common surfaces and the front desk to make proper cleaning easier and minimize the handling of materials. Materials (program information, brochures, business cards, etc.) will be available to guests upon request.

Expectations from the Reopening Department

The faculty/staff will abide by all criteria set up for operation during each phase of the reopening plan for WU. This includes the following:

1. The reopening plan will be sent via email to all office employees, with a read receipt kept by the appropriate supervisor.
2. All faculty/staff will receive training on how to clean their office and any communal areas.
3. We will promote social distancing measures in the office and in the building.
4. Staff will be discouraged from bringing non-essential items from home to the office. Any items brought from home will be disinfected using appropriate cleaning methods.
5. We will encourage employees to wear face masks in shared areas, public settings, when interacting with others, or when in transit inside the building.

6. Any staff member who may need work assignment modification due to being in a “high risk” category for developing a severe illness from COVID-19 or an accommodation due to a disability will be directed to the Director of Human Resources, Teresa.lee@washburn.edu, promptly.
7. The LI recognizes that this plan must remain congruent with guidelines from the Governor, SNCO Health Department, CDC, and Washburn University.

All staff who consider themselves an at-risk category and/or those with other challenges due to COVID19 should contact HR.

Office Traffic Flow

1. Movement around the office will be minimal.
2. No more than one visitor will be allowed to meet in the individual offices, and social distancing guidelines should be adhered to at all times.
3. Any office meetings will be conducted via Zoom or in the large, vacant office where social distancing can be ensured.

Office/Work Areas

Front Desk/Reception:

1. In order to adhere to social distancing, a bookshelf will need to be moved from behind the LI front desk into the vacant office, and the LI front desk will need to be moved back by 2 feet (with help from Facilities Services) in order to allow visitors to remain 6 feet from the administrative specialist.
2. Tape will be put down 6 feet from the Administrative Specialist’s work station to ensure social distancing.
3. There will be a limit of one visitor at a reception station at a time. Additional visitors will be instructed to wait in the hallway until the reception area is cleared.
4. Wipe down used spaces after each visit (Includes pens, clipboards and other used items) using the appropriate cleanings supplies as provided by Facilities staff.
5. Clean hands regularly using hand sanitizer and once per hour is encouraged to physically wash hands in the nearest rest room, especially after handling paper documents.

Faculty:

1. Social distancing measures of 6 feet is expected. Recommended to wear mask when in space with multiple people. (i.e. reception space, bathroom, and other shared spaces)
2. Faculty/staff will maintain distance by keeping their doors closed. Office meetings will be conducted via Zoom or when social distancing can be ensured.
3. Faculty/staff must keep all personal items brought from home in their offices. If used beyond secured spaces and on-campus, the item(s) and area must be wiped down. (Please limit what you bring on-campus to essential items)

4. Clean hands regularly using hand sanitizer and once per hour are encouraged to physically wash hands in the nearest rest room, especially after handling transcripts or other paper documents.

Shared Work Spaces

Student work space by copier:

1. The student worker space in the main LI office will need to trade places with the copier/scanner in order to eliminate cross-traffic (with help from IT and Facilities). This opens access to the copier/scanner without requiring anyone to be within 6 feet of a student worker.
2. The student worker space will be positioned at least 6 feet from the office copier/scanner. Only one student worker will be permitted in the main office at a time.
3. To minimize the handling of paper materials, students will clock in/out using an electronic time-keeping system. All students using a work station will be asked to properly clean their work station at the end of each shift.
4. It is recommended that student workers wear masks when in space with multiple people.

Fellow work space:

1. The LI employs 3 student fellows who are each required to work approximately 12-15 hours per week. Fellows will be encouraged to complete as much of this work as possible remotely.
2. When the student fellows must work in the office, they will be allowed to work in the vacant Associate Director office, which can safely accommodate two students working at separate spaces (one at a desk, one at the conference table) while practicing social distancing. No more than two students will be allowed in an office space at a time.
3. It is recommended that students wear masks when in space with multiple people.
4. Students will clock in/out using an electronic time-keeping system. All students using a work station will be asked to properly clean their work station at the end of each shift.

Student Office:

1. The LI also has a designated student office space located outside the LI/BHS suite, located in Benton Hall 407. Two work stations (one with a PC and one with a MAC computer) will be set up for student workers to utilize.
2. No more than two students will be allowed in the student office at one time. Masks are encouraged when there are multiple people in the space, and students should adhere to social distancing guidelines at all times.
3. Students will clock in/out using an electronic time-keeping system. All students using a work station will be asked to properly clean their work station at the end of each shift.

Copier/Scanner:

1. The student worker space in the main LI office will need to trade places with the copier/scanner in order to eliminate cross-traffic. This opens access to the copier/scanner without requiring anyone to be within 6 feet of a student worker.
2. Since the copier is frequently used, it is important to sanitize your hands after each use and before picking up printed materials.
3. Social distancing measures are expected to be maintained.
4. Do not wipe down machine. Frequent use of liquid based products could damage the machine.

Needs From Facilities:

1. Student worker work station behind the front desk will need to switch places with the copier/scanner (with help from IT?) in an effort to avoid cross-traffic in the office. Assistance will be required to move this work station.
2. The LI front desk (closest to the door) will need to be moved back from the door by 2 feet in order to allow a 6 foot distance from office visitors and the administrative specialist. This will require moving a tall book shelf from the reception area to the vacant LI faculty office in the suite. Assistance will be required in order to move this work station.
3. Cleaning Supplies needed for office (specifically disinfecting wipes for the front desk and each student work station, as well as supplies for faculty offices)
4. Carpet friendly tape for directional flow and distancing

Note: All protective items requested from facilities should be on-hand and ready for use before reopening.

Needs from IT:

1. We will need IT's assistance in moving a MAC computer over one work station in the LI student office (BE407). We will be removing the laptop work station to eliminate too many people working in close proximity.
2. We will also need IT to assist Facilities with moving the copier/scanner where the existing student worker station is currently located in the main office.

A faculty/staff member can be available at any time to provide instruction/assist with moving computer/copier stations or providing instruction on moving the front desk to its designated place. Please just call or send an email to Gayle Davis at gayle.davis@washburn.edu or 785-670-2000 to arrange.

Date requested to re-open: July 6, 2020