

Name of WU/WIT Academic or Administrative Operational Unit	Accounting (Finance) Office
Bldg/Room Location	Morgan 211
Name/Position Title of Reopening Plan Developer	Kari Hachiya, Asst Director of Accounting
Date Reviewed	
Name/Position Title of Dean/Director Reviewer	Luther Lee, Controller
Date Reviewed	5/22/2020
Area Head Name	Chris Kuwitzky, VPAT
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)	June 8, 2020

Washburn University Accounting (Finance) Office Plan for Reopening

The Accounting Office never fully closed during the shutdown, with 1-2 people performing essential functions in the office almost every day. Staff worked from home as much as possible and staggered time in the office to minimize contact. As reopening of the campus progresses, we will adjust our hours and processes to align with the rest of the campus and to better serve students and staff.

Employees:

- Kari Hachiya, Assistant Director of Accounting
- Jan Crawford, Senior Accountant & Insurance Manager
- Mary Gruber, Accounts Specialist – General Accounting
- Tammy Parsons, Accounts Specialist – Accounts Payable
- Sarah Potter, Accounts Specialist – Accounts Payable

Office Description:

The office space, located in Morgan Hall 211, is a suite occupied by five employees with an assortment of workstation setups. There is one private office with a door, one cubicle with tall walls, and three desks in an open, common area. Visitors enter the common area through a hallway door to drop off paperwork and generally do not stay long. Another door connects the Payroll Office to the Accounting Office, and Payroll staff enter through it to use the shared copier/printer.

Proposed Reopening Process:

- Beginning June 8, the Accounting Office will transition back to being open Monday through Friday with slightly modified hours to accommodate reduced staff on site. Daily hours will be 8:30-12 and 1:00-4:30.

- Some staff will return to the office full time and others will split time between the office and working remotely. One person will work remotely full time throughout the summer, allowing for more physical space between employees in the office.
- Only two of the three workstations in the common area will be occupied. The desk closest to the office entrance will serve only as the place for document drop-offs from visitors. The other desk near the entrance will have a plexiglass shield installed.
- Strict social distancing will be maintained by everyone in the office
- Signage regarding social distancing and mask use will be posted on the office door
- Masks will be encouraged for all staff when meeting with visitors
- Visitors will be encouraged to wear masks and expected to keep social distance
- Returning staff will be briefed on social distancing expectations, sanitation, and other safety measures.
- Hand sanitizer and cleaning supplies will be available to staff members so work areas can be sanitized each day and as needed
- 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.

Shared Work Spaces / Equipment

- Lunch storage containers must be sanitized before being placed in the refrigerator
- To avoid congregating in the break room, staff will be allowed to eat lunch at their desk -- staff should wash hands before returning from the break room to the office
- Staff should sanitize their hands after each use of the copier; social distancing measures are expected to be maintained when using the copier
- Desks, countertops, phones, copy machine and door handles will be wiped with disinfectant at least daily

Protective Items and Supplies:

- Cleaning supplies for each workstation
- Hand sanitizer for each workstation and the copy machine area
- Masks for staff
- Masks for visitors (for use as needed)
- Plexiglass shield for desk in main reception area