

Operational Area Reopening/Return to Campus Plan

Name of WU/WIT Academic or Administrative Operational Unit	Washburn Admissions Office
Bldg/Room Location	Morgan/
Name/Position Title of Reopening Plan Developer	Joseph Tinsley
Date Reviewed	5/18/2020
Name/Position Title of Dean/Director Reviewer	
Date Reviewed	
Area Head Name	Richard Liedtke
Date Reviewed and Approved	5/19/2020 & 06/29/2020
Date return to campus (this date will need to be communicated to WU/WIT Facilities/WUPD)	Original: 5/26/2020 Revised: 7/13/2020

Updated as of 06/30/2020

Washburn University Admissions Plan for returning to campus

The Washburn University Admissions office team will begin to work on campus starting July 13th, 2020. The Admissions office has 14 employees

- Joseph Tinsley – Director
- Brett Johnson – Associate Director
- Admissions Counselors – 6
- Maddy Broeckelman - Remote Admissions Counselor
- Autumn Lamp - Administrative Assistant
- ERP/CRM Tech – 3
- Jenny Lieurance – Coordinator of Campus Events & Visitation

Office Description

The department occupies office space in Morgan Hall. The director, associate director and counselors have individual offices with doors that can be shut. The administrative assistant is in the welcome area, and is the initial stop for visitors. With the processing staff occupying individual cubicle areas, a rotating schedule will keep their chairs at least six feet apart, with their backs to each other and the walkway.

Proposed Return process

1. Open general office for modified operations.
 - a. Physical distancing and wearing masks will be required in the welcome area.
 - b. Visitors will be asked to remain at least six feet from front desk, maintaining physical distance. If a counselor is needed to meet with student/family, they will have the option to meet with the family in Morgan 205 until the 2nd week of August or individual offices within admissions.

- c. 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>
- d. Returning staff will be briefed on physical distancing expectations, sanitation, hygiene and other safety measures. Staff who have concerns should report them to the director.
- e. 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>.
- f. 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. Submit a work request to Facilities Services for products. <https://www.washburn.edu/faculty-staff/campus-services/facilities-services>

Expectations for Reopening Department

The admission staff will abide by all criteria set up for operation. This includes the following:

1. The return plan will be sent via email to all office employees, with a read receipt kept by the Director.
2. All staff will receive training on how to clean their office and any communal areas.
3. We will promote physical 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. Employees will 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 admissions director recognizes this plan must remain congruent with guidelines from the Governor, SNCO Health Department, CDC, and Washburn University.

Work-Schedule

All staff who consider themselves an at-risk category and/or those with other challenges due to COVID-19 should contact HR.

Office Traffic Flow

1. Preferred movement around the office will be in a circular manner, in order to minimize passing each other in the hallways. Carpet friendly tape will be placed on the floor to illustrate the appropriate walking direction. Masks are required when out of their respective offices and in public space.
2. Any office meetings will be conducted via Zoom where physical distancing is inhibited.

Office/Work Areas

Front Desk/Reception

1. Tape is down 6 feet from work station.
2. Plexiglass barrier installed between front desk and visitors.
3. Spaces will be wiped down after each visit (*Includes pens, clipboards and other used items*) using the appropriate cleanings supplies as provided by Facilities staff.
4. Clean hands regularly using hand sanitizer and once per hour is encouraged to physically wash hands in the nearest rest room, especially after handling transcripts or other paper documents.

Counseling Staff/Event Coordinator

1. Physical distancing measures of 6 feet is expected. All are expected to wear mask when in space with multiple people. (*i.e. break room, bathroom and other shared spaces*)
2. Counselors will maintain distance by keeping their doors closed at all times. Office meetings will be conducted via Zoom.
3. All must keep 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.

ERP/CRM Technicians

1. In order to ensure social distancing measures are maintained, staff in cubicles where distancing is difficult to maintain will work in office on a rotating basis.
2. Those in open spaces must have items secured safely under desk or in closed drawers. 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*)

Special Activities

Tours/Private Visits

1. It will be **highly** recommended tour guest bring mask with them prior to visiting campus. (*disposable mask will be provided for them if visitors do not bring one*)
2. Visitors will be seated based on distancing guidelines. Seating rearranged in Admissions waiting area and Morgan Hall.
3. Adhering to distancing guidelines admissions appointments may be conducted in their offices or in the Dicus Room 202 until the 2nd week of August. All surfaces used will be wiped down after each appointment.
4. Tours will be conducted based on physical distancing guidelines.
5. Lincoln and LLC show rooms will be arranged to remain open to allow tours to view inside. Counselors will instruct guest not to touch anything inside and wipe down on a daily basis, as visits require.
6. Tours will follow traffic flow guidelines for the building.

Shared Work Spaces

Break-Room

1. Required to wear facemask when entering.
2. Staff **will not** be allowed to eat in the break room.
3. All areas must be wiped down after each use.
4. Physical distancing etiquette required. **(Face-covering, cleaning, etc.)**
5. All lunch storage receptacles must be sanitized before putting in refrigerator.

Work Room

1. Physical distancing measures are expected to be maintained.
2. No more than two people in work room at any time.

Copier

1. Since the copier is frequently used, it is important to sanitize your hands after each use and before picking up printed materials.
2. Social distancing measures are expected to be maintained.
3. Do not wipe down machine. Frequent use of liquid based products could damage the machine.

Shared Public Areas

Reception/Media Area

1. Physical distancing measures are expected to be maintained.
2. Limit use of the area to essential functions only. *(no congregating)*

Morgan Hall Welcome Ctr.

1. Physical distancing measures are expected to be maintained.
2. If you eat lunch or take break in the welcome center, make sure to properly sanitize hands upon re-entry to the office and work station.

Facilities

1. Cleaning Supplies needed for Admissions Welcome Area, Lobby, Morgan 202 and for use on tour.
2. Plexiglass shield installed on front desk work-station admission counters
3. Carpet friendly tape for directional flow and distancing
4. Gloves
5. Disposable Mask for visitors
6. University branded mask, one per employee.

Date requested for return: July 13th

