

## Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	College of Arts and Sciences administrative office
Building/Room Location	Art Building
Name/ Title of Reopening Plan Developer	Kelly Thor/Chair
Date Reviewed	
Name/ Title of Dean/Director Reviewer	Laura Stephenson, Dean CAS
Date Reviewed	
Area Head Name	Juliann Mazachek
Date Reviewed and Approved	July 1 2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	August 3, 2020

### CAS Administrative Department Opening (Phase 4/Phase Out of WU Non Nobis Solum Reopening Plan, anticipated June 29, 2020).

It is anticipated that CAS Administrative Departments will reopen on campus August 3, 2020 to more fully provide on-campus support for faculty, students, and other WU units in preparation for a face-to-face Fall 20 semester. Departments may open earlier as long as the university is in Phase 4. Please consult with the Dean if the Department plans to open before Phase 4.

The provisions of Phase 4/Phase Out are subject to change and may include:

- Mass gathering limit are significantly relaxed;
- Adhere to personal hygiene guidelines
- Individuals may choose to wear cloth masks in public settings as appropriate;
- Maintain a 6-foot social/physical distance (incidental or infrequent moments of closer proximity is limited to 10 minutes or less) where applicable;
- Telecommuting;
- Unrestricted travel; and
- Higher risk individuals are advised to continue to stay home except when conducting essential functions.

(for updates see: <https://washburn.edu/student-life/health-safety/files/WU-Web-Reopening.pdf>)

#### I Employees

##### A Identification. List each employee, position, and location upon re-opening.

- 1 Kelly Thor, Associate Professor of Art History, Chair, enclosed office
- 2 Marguerite Perret, Professor, Art, enclosed office
- 3 Azyz Sharafy, Professor, Art, enclosed office
- 4 Danielle Head, Associate Professor, Art, enclosed office
- 5 Ye Wang, Associate Professor, Art, enclosed office
- 6 Michael Hager, Associate Professor, Art, enclosed office
- 7 Wonjae Lee, Assistant Professor, Art enclosed office
- 8 Kwok-Pong Tso, Assistant Professor, Art, enclosed office
- 9 Dyan Akkouche, Lecturer, Art, enclosed office
- 10 Madeline Eschenburg, Lecturer, Art, enclosed office
- 11 Patricia Starlin, Administrative Assistant, open area

##### B Work Schedules. Note modifications in work schedules to maintain appropriate infection prevention and control measures.

In the Art Department, Patricia will hold in-person office hours from 8 – 4:30 PM, M-F. When not teaching, faculty will work remotely or from within their enclosed offices if they choose to. Those needing

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to use the studio will make sure that Patricia knows when they plan to work and will practice best habits around social distancing and sanitation.

### C Communication with Employees

#### 1 In developing the reopening plan, chairs should consult with departmental faculty and staff in a collaborative process.

Our staff member Patricia Starlin gave input into creation of the plan for the office suite and faculty have given input into the creation of the plan for the labs, classrooms, and communal spaces within the building, which will be carried out based on Washburn's guiding principle: Non Nobis Solum, and the associated ideals of mutual respect and safety.

#### 2 The approved reopening plan will be sent via email to all departmental office employees, with a read receipt kept by the chair. This will be done by June 30, 2020. It will also be posted on the University COVID-19 website.

The approved reopening plan will be sent via email to all faculty and staff, with a read receipt kept by the chair. We anticipate this will be done by June 30 with a return to campus date of August 3. The plan will be shared with our students and guests via the University COVID-19 website.

### D Training

**Returning staff and faculty will be briefed on social distancing expectations, sanitation (cleaning their office and communal areas), hygiene and other safety measures. Staff and faculty who have concerns should report them to the chair. CAS will provide these or the Department can use their own. In the latter case, please provide a copy or description with the Reopening Plan.**

Before returning to work, all employees will receive training on social distancing, how to clean the office and any communal areas, the symptoms of COVID-19, stopping the spread of COVID-19, and the importance of mask use. We will each be responsible for our own workspace, and share responsibility for the cleanliness of our communal spaces. Training will consist of reading and watching the following:

- 1 Cleaning and disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.
- 2 Cleaning and disinfecting: <https://www.washburn.edu/student-life/health-safety/files/Cleaning-and-Disinfection-Protocols.pdf>
- 3 Masks are proven to limit droplet spread. Visualization: <https://www.youtube.com/watch?v=Uf7AmKXht28>
- 4 CDC guidance on masks: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- 5 Symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- 6 Stopping the spread of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>
- 7 Avoiding the risks of COVID-19: <https://www.erinbromage.com/post/the-risks-know-them-avoid-them>

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**E Employees who have concerns should report them to the Chair, who will report them to the Dean.**

### **F Accommodation and Modifications**

- 1 Employees who may need disability accommodations will be directed to the Director of Human Resources, [Teresa.Lee@washburn.edu](mailto:Teresa.Lee@washburn.edu), promptly. The Director will request a Disability and Impairment Assessment Form, available online, be completed by the employee's health care provider. Upon receipt of the completed Disability and Impairment Assessment Form, the Director will engage in a cooperative process with the employee and supervisor to determine what, if any, accommodations are necessary in allowing the employee to perform the essential functions of their job.**
- 2 Employees who may seek a modification to their work assignment (e.g., change in location, shift, schedule) due to being in a "high risk" category for COVID-19 to the Director of Human Resources, [Teresa.Lee@washburn.edu](mailto:Teresa.Lee@washburn.edu). The Director will gather relevant information from the employee before engaging in a cooperative process with the employee and supervisor to determine what, if any, modifications may be available.**

## **II Departmental Space**

**Phase 4 of the Non Nobis Solum plan states work spaces are to be reviewed to identify and recommend changes in layout of office spaces, furniture placement, shared spaces, and work schedules in order to maintain appropriate infection prevention, mitigation, and control measures. Address changes needed for all department specific spaces including reception, shared work spaces, offices, lab/studio spaces, etc.**

### **A Describe what changes in office spaces to ensure social distancing.**

There is one door to the office reception and faculty office suite. The suite is laid out in a T shape with the reception area first. The space includes 7 offices with doors that shut, the reception area also has a door that shuts. The reception area has 2 chairs for visitors. There is a printer, printer copier, refrigerator and microwave in a small hall behind the reception area and in front of the faculty offices. We will eliminate the chairs in the reception area. Those needing to wait may wait on the bench in the John R. Adams gallery outside of the office suite or in a space of their choosing, after receiving the appropriate phone/text contact number.

### **B Identify any appropriate facilities changes that may be necessary (e.g., moving furniture, adding a partition or Plexiglas, etc.). Submit a work request to Facilities Services for products and installation/service. <https://www.washburn.edu/faculty-staff/campus-services/facilities-services>**

- 1 Plexiglas or acrylic shields will be installed at the reception desk.**
- 2 Carpet tape will be used to direct visitors where to stand to ensure social distancing.**
- 3 Chairs will be removed from the waiting/reception area.**

### **C. Describe the traffic flow of the space. How will individuals within the department be directed through signage (e.g., posted arrows, carpet safe tape) to move around the space (e.g., multiple entrances, hallways)? Please specify if different criteria for visitors or other individuals is needed.**

There is a single entrance to the suite. When the office is open, the door will be propped open. Signs will be posted on the door so they are visible. Signs will instruct visitors to watch the floor markings so they can maintain the appropriate social distance from the reception desk. Signs will also ask visitors not to enter the suite if there is someone else at the reception desk. Visitors will be verbally directed to the appropriate faculty

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member's office or conference space, if the faculty member's office is not large enough to permit social distancing. Social distancing requirements will limit the number of visitors to enclosed offices to one at a time.

### D. Describe changes in any other departmental spaces.

**Do you have a break room, work room, conference room, lab space, waiting area, student lounge, or copy area? If so, explain what is expected for each. Consider – how many can be in the area at a time based on physical distancing of at least six feet, mask use, hand washing, cleaning, etc.**

As previously mentioned, the AB waiting area will be eliminated. The other shared space is the hallway with the microwave, refrigerator, and copier/printer.

- 1 No more than one person should be in the work space at a given time in accordance with physical distancing guidelines. This includes retrieving items from fridge/warming food.
- 2 Employees in the workroom should wear masks and disinfect after use.
- 3 There are two external doors for the AB, one will be designated as the "entrance" and the other as the "exit" with appropriate signage
- 4 There are two stairways in the AB, one will be designated as the "up" and the other as the "down" to limit traffic jams
- 5 Outside of the studios and labs, there will be tape markings showing 6 foot spaces for those students waiting for class to begin, in order to discourage groups.
- 6 For the Student Lounge/Conference room, signage will be posted stating that only one student at a time may enter/exit.
- 7 Faculty will be encouraged to meet with students remotely, when possible.
- 8 In the studios, we are requesting that one of the desks/tables be outfitted with a plexiglass partition in order to facilitate conversations with students at a social distance or to examine work. These spaces may be reserved by faculty for meetings outside of class time, should a remote meeting with a student be impossible and if their offices cannot accommodate the 6 foot bubble.

### E Cleaning Office Space

1. **Stipulate the cleaning supplies and cleaning processes that will be needed and describe how employees will be educated on those cleaning processes (Facilities Services will be able to assist you with completing this criteria).**
  - a. 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 at: <https://www.washburn.edu/student-life/health-safety/index.html>.
  - b. Supplies needed from Facilities Services are as follows:
    - i. Three touch-free Hand sanitizers on stands: 1 by office entrance and 2 positioned at the entry to each stairway
    - ii. One hand sanitizer for the counter in the communal work space.
    - iii. Detergent and paper towels for cleaning hard surfaces.
    - iv. Disinfectant wipes or disinfectant spray and paper towels.
    - v. Disposable gloves
    - vi. 50 masks to distribute to visitors as needed
2. **Describe cleaning protocols that will be implemented in workspaces, shared food spaces (e.g., breakroom, refrigerator, microwave), meeting/conference room spaces, or other shared spaces**

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(e.g., workroom, copier space). You may also want to consider frequency of cleaning and who is responsible.

- a Each employee will be responsible for cleaning their own workspace.
- b Each employee will clean their workspace upon arrival and just prior to departure at minimum.
- c Reception areas will be wiped down after each visitor, including pens or any contacted supplies.
- d All lunch boxes or containers must be sanitized before being placed in the refrigerator.
- e Do not wipe down the copy machine. Frequent use of liquid products could damage the machine.
- f Employees will be encouraged to leave all non-essential items at home. Any items brought from home will be disinfected using appropriate cleaning methods and stored in a drawer when possible.
- g When possible, copies to be made or items scanned should be directed towards Patricia, so that only one person is typically using the work space at one time
- h Anyone using the workroom will be expected to disinfect any areas after they have used or touched
- i Employees should sanitize/wash their hands after using the workroom.

3. All cleaning chemicals will 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>

### F Hand sanitizer/Handwashing. Indicate hand sanitizing availability and handwashing expectations.

- 1 Three touch-free Hand sanitizers on stands: 1 by office entrance and 2 positioned at the entry to each stairway
- 2 Hand Sanitizer placed in work room (copy/microwave)
- 3 Employees will wash their hands once per hour and as needed.

### G. Signage.

Describe any signage will be posted at the entrance and throughout the department. Example signage can be found at:

English: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

Spanish: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-sp.pdf>

AB Office signs at the entrance will include:

1. “Thank you for wearing a mask. If you don’t have one, please take one from the table inside our office directly on the right as you enter. If you are unable to wear a mask or do not choose to wear one, please contact us by phone at 785-670-1125 or email us at [patricia.starlin@washburn.edu](mailto:patricia.starlin@washburn.edu) so that we can assist you.”
2. “Please observe social distance in this office. Please wait outside if there is a person already at the reception desk. Follow tape floor markings to talk with the receptionist.”
3. “DO NOT ENTER IF YOU HAVE COVID-19 SYMPTOMS OR HAVE BEEN EXPOSED TO SOMEONE WITH COVID-19 SYMPTOMS.” This sign will include symptoms of COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

4. In the workroom area, signs will be posted about cleaning and preventing the spread of germs:

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- a <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- b <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

### III. Physical Distancing/Interactions

- A. Use of Masks: In all Non Nobis Solum phases, the use of cloth masks in public settings as appropriate is encouraged. If the use of masks will be different in your department from this, please describe.**

For the safety of our students, faculty, staff, and visitors, the use of masks is expected in all AB suite spaces whenever more than one person is present. AB office staff will wear masks when conversing with others, when in the open areas of the suite if other people are present, or when social distance cannot be maintained. In addition, visitors to the enclosed offices are expected to wear masks as are employees in those offices when visitors are present.

For visitors who do not have masks, they will be provided. If a visitor cannot or does not choose to wear a mask, they will be asked to conduct their business with the Art Department by phone or by email.

- B. Address how the department or unit will limit all mass gatherings in reopening.**

Only one visitor will be allowed in the open area of the office at a time. Visitors meeting with the art faculty or staff will be limited to one or two depending on office size and the configuration of seating to maintain social distance. Faculty and staff needing to pass through may do so, so long as the passage is brief.

- C. Address how the department will receive and assist visitors.**

Visitors will be admitted one at a time. If the person they wish to speak with is not available, the receptionist will take their cell phone number, ask them to wait outside in the John R Adams gallery or a place of their choice, and will call them when the Art Department staff or faculty member is available.

- D. Identify any special activities or plans (e.g., tours, visitors) within the department or unit which may occur during the respective phase(s).**

None are planned for the Fall of 2020.

- E. Address other ways the department will ensure or promote physical distancing of at least six feet. Consider electronic documents, virtual meetings, reducing office traffic, etc.**

1. Most routine Art Dept. business will be conducted electronically. Departmental or university correspondence is to be sent to [patricia.starlin@washburn.edu](mailto:patricia.starlin@washburn.edu); paper documents that were formerly signed by faculty or the chair are now sent electronically and digitally signed; email correspondence is encouraged.

2. Meetings will be conducted via Zoom. This includes committee meetings, faculty meetings, full-faculty critiques etc.

3. Employees with office doors will be expected to work with their doors shut.

- IV. If applicable, address any department specific requirements that may be necessary to comply with the orders and guidelines issued by Shawnee County, CDC, WHO, or an accrediting body.**

N/A

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

**Date requested to reopen:** August 3, 2020

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Name/Position Title of Reopening Plan Developer	
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