

## Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Department of Biology
Building/Room Location	Stoffer (ST) Science Hall 202 (main office) ST 203 (office suite) ST 301 (office suite)
Name/ Title of Reopening Plan Developer	John Mullican, Chair, Biology
Date Reviewed	
Name/ Title of Dean/Director Reviewer	Laura Stephenson, Dean, CAS
Date Reviewed	
Area Head Name	JuliAnn Mazachek, VPAA
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

Date requested to reopen: August 3, 2020

### **Department of Biology Re-Opening (Phase 4/Phase Out of WU Non Nobis Solum Reopening Plan, anticipated August 3, 2020).**

It is anticipated that the Biology Department Main Office in ST 202 and Office Suites (ST 203 and 301) will reopen on campus Monday, August 3, 2020 to more fully provide on-campus support for faculty, staff, students, and other WU units in preparation for a face-to-face Fall 2020 semester.

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

- Mass gathering limits are significantly relaxed;
- Adherence 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.

#### **I. Employees**

##### **A. Identification. (List each employee, position, work schedule and location upon re-opening.)**

1. John Mullican, Professor & Chair, enclosed office, ST 202A
2. Matt Arterburn, Professor, enclosed office, ST 202C; will occupy MO 209
3. Kellis Bayless, Senior Lecturer, enclosed office, ST 203A
4. Susan Bjerke, Associate Professor, enclosed office, ST 203F
5. Matthew Cook, Assistant Professor, enclosed office, ST 301D
6. Alex Dory, Laboratory Supervisor, enclosed office and lab space, ST 125
7. Jason Emry, Associate Professor, enclosed office, ST 202D
8. Bob Flahart, Lecturer, enclosed office, ST 202F
9. Andrew Herbig, Associate Professor, enclosed office, ST 202B
10. Duane Hinton, Senior Lecturer, enclosed office, ST 203G
11. Erica Jackson, Lecturer, enclosed office, ST 203J
12. Rodrigo Mercader, Associate Professor, enclosed office, ST 203D
13. Heather Pfannenstiel, Lecturer, enclosed office, ST 301E
14. Benjamin Reed, Assistant Professor, enclosed office, ST 203H
15. Takrima Sadikot, Associate Professor, enclosed office, ST 203E

## Operational Area Reopening Plan

16. Joshua Smith, Assistant Professor, enclosed office, ST 301H
17. Wendy Stafford, Sr. Administrative Assistant, open area desk, ST 202; relocated to ST 202C
18. Paul Wagner, Assistant Professor, enclosed office (shared), ST 202E
19. Tracy Wagner, Assistant Professor, enclosed office (shared), ST 202E
20. Daniel Walters, Karlyle Woods Caretaker, off-campus location

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

Since all Biology employees are able to enclose themselves within their offices, Wendy Stafford, Sr. Administrative Assistant (SAA), is the only employee whose workspace is in an open area. To minimize exposure, the SAA will be relocated to ST 202C as Dr. Arterburn will use his MO 209 office during Fall 2020. Thus, “Biology Reception” will be moved to ST 202C. The main ST 202 office area will be open to **no more than one visitor** who will be instructed to “check in” with the SAA in ST 202C via appropriate signage and carpet tape markings. Biology employees needing access to this space may enter wearing a mask and maintaining social distancing as much as possible. For everyone who is alone in an enclosed space by themselves, mask usage is not required.

Beginning August 3, the Lab Supervisor will resume his on-campus schedule of M-F, 8:00 AM-5:00 PM to assist with on-ground laboratory preparation and set ups/tear downs. The SAA will also resume her work schedule (M-F, 8:00 AM – 5:00 PM) in her relocate space in ST 202C.

For the Fall 2020 semester, we will not be employing student workers in either the office area or the Lab Prep/Stockroom (ST 125).

Note, this work schedule plan is subject to change if members of the faculty and staff are at risk of exposure to SARS-CoV-2, e.g., increases in COVID-19 cases, known exposures to faculty/visitors to the office, etc.

### **C. Communication with Employees**

#### **1. Collaborative Reopening Plan Development.**

All Department of Biology faculty and staff were given an opportunity to provide input into the development of this plan. A Faculty/Staff Zoom meeting on June 10, 2020 permitted discussion to help finalize the plan prior to submitting it to the Dean.

#### **2. Communicating the Reopening Plan.**

The approved Biology Department reopening plan will be sent via email to all departmental faculty and staff, with a read receipt kept by the Chair. This will be done on or before June 30, 2020 with a return to campus date of Monday, August 3, 2020. The reopening plan will also be posted on the University COVID-19 website and in the hallway outside the main Biology Office, ST 202.

### **D. Training**

Before returning to work, all faculty and staff 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. Faculty and staff who have concerns should report them to the Chair. 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>

## Operational Area Reopening Plan

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>

**E. Employees who have concerns should report them to the Chair in a timely fashion.**

### **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 that 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. Please address changes needed for all department specific spaces including reception, shared work spaces, offices, lab/studio spaces, etc.

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

The main Biology Department office, ST 202, has a single door opening into a main open office space with a single desk area for our Sr. Administrative Assistant (SAA). The remaining ST 202 suite includes 6 faculty offices with doors that close and a small interior, common room (door remains open) containing faculty / staff mailboxes, coffee maker, advising sheets, common use office equipment, and the scanner/copier. The faculty offices ST 202 C-F are located down a narrow hallway from the main open space. A waiting area with two chairs in the main office space will be eliminated and relocated in the hallway outside the office. The SAA will use the ST 202C enclosed office, which will be the "Biology Reception" area. Across the hall, ST 203 houses 7 faculty offices, with doors that close, connected by narrow hallways. Similarly, upstairs in ST 303, we have 3 faculty offices connected by narrow hallways. These offices also have doors that close. It is the expectation that office doors will be closed during use. Visitors (e.g., students) will not be able to congregate in these narrow hallways for extended periods of time and must practice distancing and mask use.

### **B. Identify any appropriate facilities changes which may be necessary (e.g., moving furniture, adding a partition or Plexiglas, etc.). Submit a work request to Facilities Services for products**

## Operational Area Reopening Plan

and installation/service. <https://www.washburn.edu/faculty-staff/campus-services/facilities-services>

1. Because all employees will have office spaces with doors that can close, there is no need to purchase Plexiglas or acrylic shields.
2. Carpet tape will be used to direct visitors where to stand to ensure social distancing.
3. The chairs and table in the “waiting room area” will be removed and relocated to the main Stoffer hallway area.
4. Hallway chairs will be placed at minimum 6-foot distances from each other and entry/exit ways to rooms, elevators, etc.
5. Individual faculty offices will not have Plexiglas shields, so Virtual office hours will be the rule. Alternatively, faculty may schedule ST 207 for in-person office hours and/or meetings with 4 or less individuals.

**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.**

The single office door will remain open during normal operating hours. This is designed to reduce the need to clean the door handle upon entry/exit. Signage will be visible and will instruct visitors how to move in this space and internal hallways. Faculty who are moving transiently through the main office space may occupy the same space for brief moments (e.g., 10 minutes or less). Visitors or other individuals will be encouraged to visit in the main Stoffer hallway following distancing guidelines and mask usage, until they are permitted to enter the office spaces. Carpet tape will supplement the signage to help direct visitors to the relocated Reception area in ST 202C. ST 202C is a large enough office that a Plexiglas barrier is not needed between the visitor and SAA.

**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.**

1. ST 207: Conference Room / Tutor Room  
This room will be designated for in-person visits or meetings of no more than 4 people. The door to the hallway will remain closed and locked unless in use. Students must be accompanied by an instructor or staff member. Distancing and wearing of masks will be required. Hand sanitizer will be available in the room and should be used upon entry and just prior to exit. The area will be sanitized by the Biology Department user at the end of each use. Members of the Biology Department will schedule use of ST 207 through a shared Outlook calendar. This room will not be used for in-person tutoring during Fall 2020, nor will students be able to use this area for studying.
2. ST 202H: Supplies and “Break Room”  
Access to this area will be limited to one person in the room at a time. All lunch boxes or containers must be sanitized before being placed in the refrigerator. Refrigerator door (handle), microwave (inside and out) and table should be cleaned and sanitized after each use. Office supplies that are handled should be sanitized if put back in stock and not taken to personal area for use. Extra hand sanitizer will be stored in this locked room. This area will NOT be used for test-taking.
3. ST 202G: Copier / Mailroom  
Access to this area will generally be limited to 1 person. Two persons may occupy this space assuming mask use and limited co-occupancy time. Copier touchscreen should NOT be cleaned

## Operational Area Reopening Plan

with sanitizer. A wall-mounted hand sanitizer pump will be located just outside this room for use after contact with copier machine. Office equipment used in this area, e.g., stapler, cutting board, scissors, etc. should be sanitized after use. A coffee pot use protocol will be posted near the coffee pot and will require users to wipe down areas they touch after use.

4. ST 125: Biology Preparatory Lab and Stockroom. (Alex)  
The single entrance is always locked so no physical changes need to be made. However, use of item checkout will be enforced, and a drop off for borrowed items will be designated so they can be cleaned upon return. Since spaces are narrow throughout, no more than 1 person, in addition to the Lab Supervisor, will be admitted at a time. If more than 2-3 individuals need to be in ST 125, the co-occupancy time will be limited and mask use will be required. Instances of this nature may include Facilities employees and/or 3<sup>rd</sup>-party repair technicians who may need to work on autoclaves, dishwashers, etc.
5. ST 009: Stoffer Mail Drop  
Normal operations will continue. UMAPS employees will deliver mail to ST 009 on prescribed days/times. Select Stoffer employees will pick up mail and following distancing guidelines and mask usage. Hand sanitizer, disinfecting spray, and paper towels will be in the room to be used by personnel entering this room.
6. Individual Research Lab Spaces (various rooms)  
Faculty and students will conduct scholarly activities in faculty research spaces following distancing guidelines and mask usage. Labs are outfitted with sinks, hand soap, and paper towels. Most labs also contain disinfecting chemicals and disposable gloves. These research labs lacking disinfecting chemicals and gloves will be stocked via ordering through Facilities.

### 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. Hand sanitizers located at all main office entrances (ST 202, 203, and 301) as well as communal containers in work areas (e.g., copier room, break room), one for ST 207, and one bottle in each faculty office.
    - ii. Detergent and paper towels for cleaning hard surfaces.
    - iii. Disinfectant wipes or disinfectant spray and paper towels.
    - iv. Disposable gloves (small, medium and large; latex-free)
    - v. 50 masks to distribute to visitors as needed at the entrances to ST 202, 203, and 301 (150 total and more as needed).
2. **Describe cleaning protocols which will be implemented to address any shared food spaces (e.g., breakroom, refrigerator, microwave), meeting/conference room spaces, or other shared spaces (e.g., work room, 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.

## Operational Area Reopening Plan

- b. Each employee will clean their workspace upon arrival and just prior to departure at minimum.
  - c. Reception area 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 common refrigerator.
  - e. The microwave exterior will be wiped down with sanitizing wipes after use.
  - f. **Do not wipe down the copy machine.** Frequent use of liquid products could damage the machine. Instead, use hand sanitizer or wash your hands after use.
  - g. 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.
  - h. Employees using common office equipment (e.g., staplers, paper cutter, etc.) will be expected to disinfect any areas after they have used or touched.
  - i. Employees should sanitize/wash their hands after using common spaces.
3. **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>**

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

1. Hand sanitizer will be placed near the entrance to all office suites (ST 202, 203, and 301). Wall-mounted sanitizer pumps are preferred.
2. Hand sanitizer will be available in all communal areas where handwashing is not an option.
3. Research and teaching laboratories do not need hand sanitizer as they are equipped with soap and water.
4. Employees are encouraged to wash their hands frequently, especially following working with shared resources.

### 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>**

The Biology Department Office signs at the entrance of ST 202, 203, and 301 will include:

1. “Thank you for wearing a mask. If you don’t have one, please take one from the table inside our main office (ST 202) 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 785-670-2079 or email us at [biology@washburn.edu](mailto:biology@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 in the main office area. Follow tape floor markings to talk with the receptionist located in ST 202C.”
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 common areas (e.g., copier, supplies/break room), signs will be posted about cleaning and preventing the spread of infectious agents:
  - a. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

## Operational Area Reopening Plan

- 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 Biology Office suite spaces whenever more than one person is present. Biology Department faculty and 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 any enclosed offices that allow for distancing are expected to wear masks. Faculty who have office spaces that are too small for distancing may use ST 207 for in-person meetings.

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 Biology Department personnel either by phone, email, or via Virtual (e.g., Zoom) meeting.

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

Only one visitor will be permitted in the open area of the main office or the narrow hallways in office suites at a time. Most of the individual faculty offices are too small to allow for social distancing. Visitors meeting with faculty members, the receptionist, or the Chair in office spaces that permit distancing will be limited to 1. ST 207 may be used for in-person meetings with 2 or 3 visitors (4 total). Alternatively, Virtual meetings may be the best option limit larger groups of visitors to the office spaces and will be encouraged.

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

Visitors to ST 202 will be admitted one-at-a-time and appropriate signage at the door will instruct visitors how to proceed. The door will remain open and visitors will interact with the SAA in ST 202C to determine the nature of the visit and whether or not someone is available to assist. If not, contact information will be gathered and an appointment will be made for a future visit.

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

We anticipate that some of the following activities MAY take place in the Fall 2020 semester, as long as social distancing and other health guidelines may be followed:

1. Faculty / Student activities at Karlyle Woods Field Station,
2. Student Organization activities,
3. Campus visits through Admissions; however, we would prefer these to be Virtual

We anticipate the following to NOT take place in the Fall 2020 semester:

1. Annual Biology Orientation in August,
2. Human Cadaver Lab Demonstrations for High School Students,
3. Tours of the Washburn areas within the KBI Building,
4. The Annual Women in Science Day,
5. Invited speakers to campus

## Operational Area Reopening Plan

- 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.**

Biology faculty meetings will be done via Zoom; all other larger group activities will be done remotely unless distancing and gathering rules permit in-person interaction. We will implement as much electronic documentation as possible to reduce the need to distribute paperwork between individuals.

- 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, KBI, or an accrediting body.**

Biology faculty who will use the Washburn spaces in the KBI will follow KBI guidelines.

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



## Operational Area Reopening Plan

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Bldg/Room Location	
Name/Position Title of Reopening Plan Developer	
Date Reviewed	
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