

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	College of Arts and Sciences administrative office
Building/Room Location	Morgan 209
Name/ Title of Reopening Plan Developer	Laura Stephenson/Dean
Date Reviewed	
Name/ Title of Dean/Director Reviewer	N/A
Date Reviewed	
Area Head Name	JuliAnn Mazachek
Date Reviewed and Approved	6/2/2020
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

- 1 Laura Stephenson, Dean, enclosed office
- 2 Matt Arterburn, Associate Dean, enclosed office
- 3 Kelly Erby, Assistant Dean, enclosed office
- 4 Tracy Routsong, Assistant Dean, enclosed office
- 5 Monique Robins, Outreach Coordinator, enclosed office
- 6 Toni Lewis, Sr. Administrative Asst., open area desk
- 7 Christine Rhoads, Sr. Administrative Asst., open area desk
- 8 Michaela Saunders, Communications Coordinator and Assistant to the Dean, open area desk
- 9 One student worker during term only, open area desk

B Work Schedules

The CAS office will modify in-office work schedules to mitigate the risk of infection, and prevent a scenario in which all nine employees face simultaneous mandatory quarantine due to known exposure. The office will function as two rotating teams: A/B. On a given day, one team will be in the office and the other team will work remotely. The remote team will engage in the same duties and volume of work as they would in-office.

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Those teams will be in the office as follows:

- Monday/Wednesday, Team A: Laura/Kelly/Toni/Michaela
- Tuesday/Thursday, Team B: Tracy/Matt/Chris/Monique
- Friday: Team A + Student Worker (the student worker will only be in office when there are specific tasks to do).

C Communication with Employees

- 1 All members of the staff gave input into creation of this plan, 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 office employees, with a read receipt kept by the Dean. We anticipate this will be done in June with a return to campus date of August 3. The plan will be shared with our guests (department chairs, faculty, and administrative assistants, as well as patrons connected with us on Facebook) via the University COVID-19 website.

D Training

Before returning to work, all employees will receive training on 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:

- a Cleaning and disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.
- b Cleaning and disinfecting: <https://www.washburn.edu/student-life/health-safety/files/Cleaning-and-Disinfection-Protocols.pdf>
- c Masks are proven to limit droplet spread. Visualization: <https://www.youtube.com/watch?v=Uf7AmKXht28>
- d CDC guidance on masks: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- e Symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- f Stopping the spread of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>
- g 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 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, 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.

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- 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. 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 are necessary to ensure social distancing.

The office suite has one door and is laid out in a large U shape. The space includes five offices with doors that shut. Three employees and a student worker have desks in the open area of the suite that includes a reception area with chairs for visitors. There is a common workroom including copier, coffee station, refrigerator and microwave. We will eliminate the reception area with chairs for visitors. Visitors waiting for an appointment will be asked to wait in the Welcome Center area and will be called on their cellphones when the dean is available.

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 both reception desks.
- 2 Carpet tape will be used to direct visitors where to stand to ensure social distancing.
- 3 Saunders’s desk will be moved closer to the window to further distance her from office traffic.
- 4 The student worker desk will be moved to the southwest corner of the reception area to distance her from office traffic.
- 5 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 two reception desks or the Communications Coordinator’s 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 dean’s office. Social distancing requirements will limit the number of visitors to enclosed offices to one or two at a time. Visitors who must wait to see a dean will wait in the Welcome Center area until they are called on their cellphones.

D. Describe any changes that will be made in any additional 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 CAS waiting area will be eliminated. The other shared space is the workroom.

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- 1 No more than two people should be in the work room at a given time in accordance with physical distancing guidelines.
- 2 Employees in the workroom should wear masks and disinfect after use.
- 3 Eating in the workroom is discouraged.

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 sanitizer on a stand by office entrance as well as individual containers for each employee to have at their desk and one for the workroom.
 - ii. Detergent and paper towels for cleaning hard surfaces.
 - iii. Disinfectant wipes or disinfectant spray and paper towels.
 - iv. Disposable gloves
 - v. 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 (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 Employees using the workroom will be expected to disinfect any areas after they have used or touched
 - h 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 Hand sanitizer will be placed near the entrance to the office.
- 2 Hand sanitizer will be available at each employee desk and in the workroom.
- 3 Employees will wash their hands once per hour and as needed.

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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>

CAS 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 785-670-1633 or email us at cas@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:
 - 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 CAS suite spaces whenever more than one person is present. CAS 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 CAS 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 deans will be limited to one or two depending on office size and the configuration of seating to maintain social distance.

- 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 in the Welcome Center, and will call them when the CAS staff person is available.

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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 CAS business will be conducted electronically. Departmental or university correspondence is to be sent to casdocs@washburn.edu; paper documents that were formerly signed by deans are now sent electronically and digitally signed; email correspondence is encouraged.

2. Meetings will be conducted via Zoom. This includes team meetings, chairs meetings, CFC meetings and those of any other College committee.

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

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