

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Center for Teaching Excellence and Learning (CTEL)
Building/Room Location	Morgan 204
Name/ Title of Reopening Plan Developer	Dr. Melanie Burdick
Date Reviewed	
Name/ Title of Dean/Director Reviewer	
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 17, 2020

CTEL Opening

(Phase 4/Phase Out of WU Non Nobis Solum Reopening Plan, anticipated June 29, 2020).

It is anticipated that CTEL will reopen marginally on August 17, 2020. While the director and other staff members may work from the office occasionally, the majority of the work will take place remotely. All staff has been successful in working remotely since March, 2020, and since we are not a student-facing office, we are not needed to be on campus to serve students. Further, since our workshops and trainings will all take place online and/or remotely, there is no need to be present on campus to carry out anticipated programming. This will limit exposure to the virus for all staff. If there is a reason to be on campus (i.e. to prepare or retrieve mail; to scan documents) or if a staff member chooses to work on campus, we will arrange schedules, so that no more than one person is in the office space at a time.

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.**

I. Employees

A. Identification.

1. List each employee, position, work schedule and location upon re-opening.

Employee	Position	Work Schedule	Location
Melanie Burdick	Director	9-5 (10 month)	204 (sub office space)
Sue Taylor-Owens	Senior Instructional Designer	8-5	204 (sub office space)
Cat Jaynes	Administrative Assistant	8-4:30	204(main space)

Operational Area Reopening Plan

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

All staff will be working remotely through fall semester or until it is deemed that the virus has been eradicated to the extent that we will be required and allowed to hold in person programming for faculty. Staff may occasionally work on campus in CTEL offices, but no more than one staff member will be present in the office suite at one time. Weekly schedules will be discussed at regular staff meetings. Conducted through Zoom.

C. Communication with Employees

- 1. In developing the reopening plan, the director should consult with departmental staff in a collaborative process.**
 - a. Staff will receive a draft of this reopening plan before submitted for approval.
 - b. At a regularly scheduled staff meeting, we will discuss the plan and any suggested revisions. This will also be done before submission for approval.
 - c. Revisions will be made and a final draft shared among staff as document is submitted for approval.
- 2. The approved reopening plan will be sent via email to all employees, with a read receipt kept by the director. This will be done by June 30, 2020. It will also be posted on the University COVID-19 website.**

D. Training

Returning staff will be briefed on social distancing expectations, sanitation (cleaning their office and communal areas), hygiene and other safety measures. Staff who have concerns should report them to the director.

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>

Operational Area Reopening Plan

E. Employees who have concerns should report them to the director.

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.
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. 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.

No actual changes to the space will be made.

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

No facilities changes will be made.

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.

Individuals visiting the department would only be there to pick up or drop off materials since all business will be conducted online. They will knock to enter, and will be invited in. Very few people regularly visited the space pre-COVID 19, so we do not suspect there will be a concern of having too many people needing to enter the space at once. If this does occur, individuals will wait outside the door and enter one at a time, so there is no more than one visitor and one staff member in the space at a time. Visitors will only be allowed in the main space and will not enter the private office or workroom spaces.

D. Describe changes in any other departmental spaces.

Operational Area Reopening Plan

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.

There is one workroom, and if a staff member works in there she will be responsible for cleaning with disinfectant wipes before leaving. Only one person will be in the workroom at a time.

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 for table by office entrance, Cat Jaynes' Desk, Sue Taylor-Owens' desk, and Melanie Burdick's desk.
 - ii. Disinfectant wipes or disinfectant spray and paper towels for the main space and Sue Taylor-Owens' and Melanie Burdick's office.
 - iii. Disposable gloves
 - iv. 50 masks to distribute to visitors 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. All three staff will be responsible for cleaning their own desks and work spaces.
- b. Other common spaces will be wiped down by the individual working at the end of the day.

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.

All staff will be expected to use hand sanitizer upon entering the space. Handwashing should take place after eating or using the restroom.

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>

Operational Area Reopening Plan

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

1. Signs at the front door into the space will include:
 - a. “Thank you for wearing a mask. If you are not wearing a mask, please take one from the basket inside the door. If you are unable to wear a mask or do not choose to wear one, please contact us by phone at 785-670-2835 or email at ctel@washburn.edu, so that we can assist you.”
 - b. “To provide safety for the staff in this office, we are keeping this door closed and locked. Please knock on the door and wait to have it opened for you. Please follow markings on the floor regarding safest places to stand while talking to staff.” This sign will include or be accompanied by an image of a STOP sign.
 - c. “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>
 - d. Information about cleaning and preventing the spread of germs:
 - i. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
 - ii. <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.**

All staff will wear masks if in the hallways or if interacting with visitors. If staff are alone working in their office, they will not need to wear a mask.

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

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

Since most faculty will not be regularly working on campus, we expect few visitors. If visitors to arrive, they will knock on the door and wait to have it opened for them. They will not be allowed into the space without a mask. There will be a basket of masks available to visitors who need one. Any visitors who are unable or unwilling to wear a mask, will be asked to conduct their business remotely,

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

- 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.**

Since March we have held staff meetings through Zoom 3-4 days a week, and we will continue to do so. All workshops and programming have been planned and conducted through email, D2L and Zoom. We will continue to use electronic documents for business and communication purposes.

Operational Area Reopening Plan

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.

N/A

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

Date requested to marginally reopen: August 17, 2020; and fully reopen in spring semester or when virus has been deemed eradicated.