

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Chemistry Department
Building/Room Location	Stoffer 312
Name/ Title of Reopening Plan Developer	Shaun Schmidt/Chair
Date Reviewed	June 12, 2020
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 3, 2020

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

I Employees

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

- 1 Shaun Schmidt, Chair, enclosed office
- 2 Sam Leung, Professor, enclosed office
- 3 Seid Adem, Associate Professor, enclosed office
- 4 Allan Ayella, Assistant Professor, enclosed office
- 5 Hoang Nguyen, Assistant professor, enclosed office
- 6 Holly O'Neill, Assistant Professor, enclosed office
- 7 Amy Zook, Sr. Administrative Asst., open area desk
- 8 Vickie Davidson, Environmental and Laboratory Supervisor, enclosed office in ST 127
- 9 Multiple student stockroom assistants and tutors, ST 134, ST 106, ST 108, ST 303 or virtual

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

Chemistry faculty may limit in-office work schedules to time teaching in person classes, while handling meetings and office hours via ZOOM as much as possible. Chemistry staff with approval from the department chair may adjust in person work schedules by telecommuting when appropriate and when it does not adversely affect the unit operations.

C Communication with Employees

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

All members of the staff gave an opportunity for 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 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 department employees (including student employees), with a read receipt kept by the Chair. We anticipate this will be done by June 30 or within one

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week of official start of employment date with a return to campus date of August 3. The plan will be shared with our guests via the University COVID-19 website and departmental Facebook page.

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 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/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 Department Chair.

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

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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.

The office suite has one door and is laid out in a large L shape. The space includes six offices with doors that shut. The receptionist has a desk in the open area of the suite that included a reception area with chairs for visitors. There is a partitioned common workspace including copier and other office supplies. We have eliminated the reception area with chairs for visitors. Visitors will be asked to wait outside the Chemistry office in one of the lobby areas of Stoffer and they will be called on their cellphones when their faculty member is available. Stoffer 303 conference room will be utilized in some situations for faculty to meet with students and others as needed to allow for ample social distancing.

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 shield will be installed at the reception desk.
- 2 Chairs have been 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. Signs will be posted on the door so they are visible. Signs will ask visitors not to enter the suite if there is someone else at the reception desk. Visitors will be verbally directed to the appropriate professor's office door. Social distancing requirements will limit the number of visitors to enclosed offices to one or none at a time. Stoffer 303 conference room will be utilized in some situations for faculty to meet with students and others as needed to allow for ample social distancing.

D. Describe changes that 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 waiting area will be eliminated.

- 1 ST 106 Advanced Chemistry Laboratory has a capacity of nine total (eight students and one instructor).
- 2 ST 108 Organic Chemistry Laboratory has a capacity of nine total (eight students and one instructor)
- 3 ST 134 General Chemistry Lab has a capacity of nineteen total (eighteen students and one instructor).
- 4 ST 303 chemistry conference room will be limited to 3 persons and can be used for faculty to conduct small meetings with (1-2) students for office hours or for meeting with other faculty/staff as needed for proper spacing and social distancing.
- 5 Occupancy of research spaces will be at the discretion of the responsible faculty member and will maintain a six-foot distance between all persons.
- 6 Laboratory Prep rooms have a capacity of three.

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- 7 Only one person should be in the partitioned common workspace at a given time in accordance with physical distancing guidelines.
- 8 KBI106, enclosed and restricted faculty office in the KBI building shared with the departments of Biology, Chemistry, Criminal Justice, and Sociology/Anthropology = limit the space to one faculty member at a time through a calendar schedule; all student meetings will occur via Zoom or phone or limited to one student at a time while maintaining 6 feet of distance and wearing face masks; faculty will be responsible to clean all touch surfaces before and after use.
- 9 ST009: Stoffer Mail Drop. Normal operations will continue. UMAPS employees will deliver mail to ST009 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.
- 10 Students who have arranged with their professor to take quizzes, exams, etc. at alternative times to normal class time will not use the Chemistry office (ST 312) for test taking, but use a larger open space such as a desk/work area in the research lab (ST307) or the Chemistry conference room (ST303) under the supervision of their professor.
- 11 Students enrolled in lab sections will be required to wear gloves for each lab; they will wipe down and disinfect lab benches before beginning a lab and after lab completion. Student workers will wipe down shared reagent bottles, seats, hood sashes and shared equipment between each lab section.
- 12 Employees and students in the all of these common spaces will wear masks and disinfect their work spaces after use.

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 the main office entrance as well as communal containers in work areas, the conference room, and one in each of the laboratories.
 - ii. Detergent and paper towels for cleaning hard surfaces.
 - iii. Disinfectant wipes or disinfectant spray and paper towels.
 - iv. Disposable gloves
 - v. 100 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 and student will be responsible for cleaning their own workspace.
 - b Each employee and student 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 by the employee.
 - e Do not wipe down the copy machine. Frequent use of liquid products could damage the machine.

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- 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 in communal areas, in the workroom, and in the conference room.
- 3 Hand sanitizer in each of the laboratories.
- 4 Employees and students 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>

Chemistry 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 785-670-2270 or email us at chemistry@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.”

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 and in laboratory areas, 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

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- 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 Chemistry spaces whenever more than one person is present. Chemistry employees will wear masks when conversing with others, when in the open areas of the department if other people are present, or when social distance cannot be maintained. In addition, visitors to the any enclosed offices are expected to wear masks as are employees in those offices when visitors are present. Since Chemistry faculty offices are small and it may be difficult to provide proper spacing for social distancing, it is encouraged to utilize Stoffer 303, Chemistry Seminar Room for meetings with visitors.

Students enrolled in lab sections are expected to use masks.

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 Chemistry 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 employees will be limited to one or less 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 and ask them to wait outside the Chemistry office in one of the lobby areas of Stoffer. The person will be called on their cell phone when their Chemistry faculty/staff are 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. Meetings will be conducted via Zoom or in a space large enough to maintain social distancing. This includes department meetings, office hours, team meetings and those of any other department committee.
2. Employees with office doors will be expected to work with their doors shut.
3. The Chemistry department main office will maintain normal business hours. However, the main door will remain closed to limit unnecessary walk in traffic. When present, the receptionist will allow one student/guest at a time into the office and assist them. To accommodate students/guests with the receptionist is not present, the professional contact information for all employees will be posted on the main office door.

- 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 of WU/WIT Academic or Administrative Operational Unit	
Bldg/Room Location	
Name/Position Title of Reopening Plan Developer	
Date Reviewed	
Name/Position Title of Dean/Director Reviewer	
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Area Head Name	
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