

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Education Dept
Building/Room Location	CA 202
Name/ Title of Reopening Plan Developer	Dr. Cherry Steffen, Chair
Date Reviewed	
Name/ Title of Dean/Director Reviewer	Dr. 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.

I. Employees

A. Identification.

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

Dr. Cherry Steffen, Chair, 10:00am-6:00pm, CA 201 (as needed)
 Ms. Katy Etzel, Sr. Admin Assistant, 7:30am – 4:30pm, CA 202
 Ms. Robyn Dudney, Sr. Admin Assistant, 8am –5pm, CA 202
 Mr. Craig Carter, Faculty, Work hours will vary, CA 205
 Ms. Tara Porter, Licensure Officer, Work hours will vary, CA 108
 Dr. David Pownell, Faculty, Work hours will vary, CA 104
 Dr. Judy McConnell-Farmer, Faculty, Work hours will vary, CA 301
 Dr. Gloria Dye, Faculty, Work hours will vary, CA 302
 Dr. Lisa Douglass, Faculty, Work hours will vary, CA 303
 Dr. Carolyn Carlson, Faculty, Work hours will vary, CA 305
 Dr. Tim Fry, Faculty, Work hours will vary, CA 307
 Dr. Michael Rettig, Faculty, Work hours will vary, CA 308
 Ms. Tracie Lutz, Faculty, Work hours will vary, CA 309
 Dr. Susan Alexander, Faculty, Work hours will vary, CA 310

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

Open 7:30am-5:00pm Monday-Friday. Since the main office staff is socially distanced far enough, we do need not to stagger work times or days

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 input into creation of this plan. The plan was distributed to all faculty for input. The plan, once approved, 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 office employees, 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 guests (department chairs, faculty, and administrative assistants, as well as patrons connected with us on Facebook) via 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 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>

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- 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.

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, to 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.

1. Move Tara Porter's (Licensure Officer) office to CA 108
2. For people visiting the office they can use the main door CA 202 to enter and Tara's former office CA 202 B door to exit. Arrows for exiting the west fire escape door will be posted.
3. Block off reception area furniture in the office. Students will be given a time to return for an appointment.

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>

- 1 Plexiglas or acrylic shields will be installed on the front of all three reception desks.
- 2 Additional barrier will be installed on side of reception desk located to the left of the office door.
- 3 Carpet tape will be used to direct visitors where to stand to ensure social distancing and to direct movement through the office.
- 4 Rearrange the file cabinets so we can move water cooler away from the main office door.
- 5 Block off chairs in reception area.

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6 Facilities build a pathway from fire escape doors to the sidewalks

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.

1. Signs will be posted to encourage students to enter the north or main entrance door, unless they have a disability, in which case they can enter the southeast door and exit through the appropriate door.
2. For people who are visiting the office they can use the main door to enter and Tara's office door to exit. Arrows will direct office visitors to exit using the fire escape door.
3. Eric Just has received confirmation from the city that the exterior stairs (fire escapes) can be used for routine exits.
4. As much as possible, students will be encouraged to exit through the doors listed.
 - a. CA 203 should exit through the west fire escape door
 - b. CA 200 should exit through the east fire escape door
 - c. CA 300 should exit through the east fire escape door
 - d. CA 306 should exit through the west fire escape door
 - e. CA 304 can exit down either east or west fire escape door
 - f. CA 108 should enter/exit the Southwest door
 - g. Carnegie Education Library visitors should enter/exit the Southwest door
5. Carpet tape will be installed to mark entry and exit
6. All faculty will close their office doors when they are working in them. Each door will have a sign on the door that states whether they are in their office or out. They will post contact information as well on their sign.
7. Visitors to the main office or to the Licensure Officer will be given an appointment time and be asked to return at that time. Faculty will be encouraged to use this system as well.

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. Whenever possible, copy requests should be sent to Robyn Dudney. No students will be allowed to use the copier.
2. All faculty and staff will wear masks unless they are in their offices.
3. One person at a time can use the microwave, coffee maker or refrigerator. They will be asked to disinfect after use.
4. Eating in the main office will not be permitted.
5. The conference room will be limited to the appropriate number of individuals given social distancing. It will be disinfected after use. (Faculty or staff member using the room will be responsible for disinfecting the surfaces in the room.)

E. Cleaning Office Space

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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). 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>.**
 - 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 beside the office entrance, as well as communal containers in work areas in the office
 - 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 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.
 - b. Each employee will clean their workspace upon arrival and prior to departure at minimum.
 - c. Reception areas will be wiped down after each visitor.
 - d. Do not wipe down the copy machine. Frequent use of liquid products could damage the machine.
 - e. 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 or cabinet when possible.
 - f. Employees using the refrigerator area will be expected to disinfect any areas they use or touch.
 - g. The office equipment and kitchen appliances will be disinfected at least three times per day. (Office staff will set up a schedule for disinfection.)
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 the office and all building levels.

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- 2 Hand sanitizer will be available in communal areas.
- 3 Employees will wash their hands 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>

Carnegie Hall signs will include:

1. On Building Entrance Doors “Thank you for wearing a mask. If you don’t have one, please take one from the table inside the department office. If you are unable to wear a mask or do not choose to wear one, please contact us by phone at 785-670-1427 or email us at education@washburn.edu so that we can assist you.”
2. On CA 202 door “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 speak with the receptionist.”
3. On Building Doors “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 refrigerator 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>
5. On each faculty member’s office door a sign will be posted indicating if they are in or not, office hours and mode of meetings (virtual or face-to-face), and contact information.
6. On the outside of the department window a sign will be placed to state that Tara Porter, the Licensure Officer, has moved to CA 108.

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 whenever more than one person is present. Unless protected by Plexiglas shields, Education Department office staff will wear masks when conversing with others. 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 Education Department by phone, email, or Zoom.

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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 unless accompanied by a direct family member. Visitors meeting with the Chair will be limited to no more than two.

Faculty members will be encouraged to meet with students via Zoom if possible. If a student isn't able to meet via Zoom the faculty members will make arrangements to meet with that student in a room where social distancing is possible. (The conference room in Carnegie will be reserved for these meetings as much as possible.)

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

Faculty will make their own appointments

In the Education Office visitors will be encouraged to enter one (1) at time.

If students do not have an appointment with their advisor, they will be provided contact information for that person and be asked to make their own appointment.

If they want to meet with the Chair or Tara Porter, office staff can make their appointment.

If they arrive early, they will be asked to return at the time of their appointment.

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.

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 Education Department business will be conducted electronically. Paper documents that require a signature by chair will be sent electronically. E-mail correspondence is encouraged.

2. All Department meetings will be conducted via zoom.

3. Faculty and staff with office door will be required 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, 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 reopen: August 3, 2020

Operational Area Reopening Plan

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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