

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Facilities Services
Bldg/Room Location	FS Building, 1313 SW 21st
Name/Position Title of Reopening Plan Developer	Eric Just / Director
Date Reviewed	5/28/20
Name/Position Title of Dean/Director Reviewer	
Date Reviewed	
Area Head Name	Chris Kuwitzky, VPAT
Date Reviewed and Approved	June 15, 2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	June 1, 2020

Facilities Services Operating Plan

The Washburn Facilities department has been and continues to be essential to the daily operation of Washburn University.

The Facilities department has 59 employees

- Director
- Associate Director
- Assistant Director, Maintenance
- Sustainability/Energy Manager
- Manager, Mechanical & Operations Systems
- Project Coordinators – 2
- Office Manager
- Sr. Admin Assistants – 2
- Custodial Supervisors – 2
- Chief of Groundskeeping
- CBU Custodians - 29
- CBU Maintenance - 12
- CBU Grounds - 6

Office Description

The department occupies the Facilities Services building and the maintenance shop at 1313 SW 21st St. Most administrative personnel have individual offices with doors that can be shut. The custodial supervisors, project coordinators, and the admin assistants share work spaces. All shared work spaces provide greater than 6' between desks. The admin assistants are in the welcome area, which is the initial and primary stop for visitors.

Proposed Reopening process

1. Open general office for most staff. All CBU staff are working full shifts. Supervisors will be in the office most days to supervise employees. Office staff will continue to be encouraged to telework, dependent on their ability to provide support for on campus staff.
 - a. The department staff continue to be essential to campus operations and support for preparing for the reopening of campus to students, staff, and faculty.
 - b. Most offices are not large enough to maintain 6' of spacing. Visitors will not be allowed in offices if space is not available. Conversations will be held in conference room or outside if it must be face to face.
 - c. No more than two additional people will be allowed in the welcome area, one at welcome desk and one at key desk, and strict social distancing will be maintained, with masks encouraged.
 - d. There is not enough space at the welcome desk and key desk to maintain 6' of spacing. Plexiglass partitions will be installed prior to the admin assistants returning to the office, or prior to visitors being allowed in the space.
 - e. Signage will be posted at the entrance and throughout the department. Floor markings will delineate 6' spacings. Example signage can be found <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
 - f. Returning staff will be briefed on social distancing expectations, sanitation, hygiene and other safety measures. Staff who have concerns should report them to the director.
 - g. Hand sanitizer dispensers are mounted near the front door and at the back door adjacent to the timeclock.

Expectations from the Reopening Department

The Facilities staff will abide by all criteria set up for operation during each phase of the reopening plan for WU. This includes the following:

1. The reopening plan will be sent via email to all office employees, with a read receipt kept by the Director.
2. All staff will receive training on how to clean their office and any communal areas.
3. We will promote social distancing measures in the office and in the building.
4. Staff will be discouraged from bringing non-essential items from home to the office. Any items brought from home will be disinfected using appropriate cleaning methods.
5. We will encourage employees to wear face masks in shared areas, public settings, when interacting with others, or when in transit inside the building.
6. Any employee who may need a work assignment modification due to being in a "high risk" category for developing a severe illness from COVID-19 or an accommodation due to a disability will contact the Director of Human Resources, Teresa.lee@washburn.edu, promptly.
7. The director recognizes that this plan must remain congruent with guidelines from the Governor, SNCO Health Department, CDC, and Washburn University.

Work-Schedule Plan

All staff who consider themselves an at-risk category and/or those with other challenges due to COVID-19 should contact HR.

Office Traffic Plan

1. Staff will be encouraged to minimize interior traffic, utilizing external pathways as much as possible.
2. Masks are encouraged when out of their respective offices and in public space.
3. On days the office staff are performing telework, they are expected to work from home and complete their assigned tasks as appropriate.
4. Any office meetings will be conducted via Zoom.
5. Key requests will continue to be requested electronically.

Front Desk

1. Tape put down 6 feet from work station.
2. Hang Plexiglass barrier between front desk and visitors.
3. Wipe down used spaces after each visit *(Includes pens, clipboards and other used items)*
4. Clean hands regularly.

Break Rooms

1. Signage will be posted in break rooms to reinforce social distancing and hygiene.

Custodial & Maintenance Staff

1. Because the staff visit many different areas of campus daily, masks will be required to be worn when entering occupied student residences and/or offices.
2. Social distancing etiquette required.

Facilities

1. Plexiglass shield installed on front desk and key desk work-station counters
2. Tape for distancing

Note: All protective items requested from facilities should be on-hand and ready for use before re-opening.

Date Requested to Reopen: June 1, 2020

Date office is approved to reopen: