

## Operational Area Return to Campus Plan

Name of WU/WIT Academic or Administrative Operational Unit	Washburn Financial Aid Office
Bldg/Room Location	Morgan 103
Name/Position Title of Reopening Plan Developer	Andy Fogel
Date Reviewed	05/29/20
Date Revised	07/07/20
Name/Position Title of Dean/Director Reviewer	Andy Fogel
Date Reviewed	05/29/20
Date Revised	07/07/2020
Area Head Name	Richard Liedtke
Date Reviewed and Approved	06/01/2020
Date Revised and Approved	7/8/2020
Date return to campus (this date will need to be communicated to WU/WIT Facilities/WUPD)	7/13/2020

### Washburn University Financial Aid Plan for returning to campus

The Washburn University Financial Aid office will return to campus starting July 13<sup>th</sup>, 2020." The Financial Aid office has 10 employees

- Andy Fogel – Director
- Jennifer McGraw – Associate Director
- Coordinators – 3
- Specialists- 5

#### Office Description

The department occupies office space in Morgan Hall, suite 103. The director, associate director and coordinators have individual offices with doors that can be shut. There is a welcome area that is the initial stop for visitors. With the specialist staff occupying individual cubicle areas, will keep their chairs at least six feet apart, with their backs to each other and the walkway. If physical distancing in the cubicles cannot be maintained temporary desk will be assigned.

#### Proposed Return process

1. Open general office for modified operations.
  - a. Physical distancing and wearing masks will be required in the welcome area when physical distancing cannot be maintained.
  - b. Visitors will be asked to remain at least six feet from front desk, maintaining physical distance. If an employee is needed to see the student/family, they may move to Morgan 102F to meet with the family where mask will be required. Employees with offices will meet with individuals in their office where mask will be required.

- c. Signage will be posted at the entrance and throughout the department. Example signage can be found <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- d. Returning staff will be briefed on physical distancing expectations, sanitation, hygiene and other safety measures. Staff who have concerns should report them to the director.
- e. Hand sanitizer will be placed near the door to the office. Example training can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>.
- f. 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 <https://www.washburn.edu/student-life/health-safety/index.html>
  - a. 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>

### **Expectations for Returning Department**

The financial aid staff will abide by all criteria set up for operation. This includes the following:

1. The return 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 physical 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. Employees will wear face masks in shared areas, public settings, when interacting with others when physical distancing cannot be maintained, or when in transit inside the building where physical distancing cannot be maintained
6. Any staff member who may need 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 be directed to the Director of Human Resources, [Teresa.lee@washburn.edu](mailto:Teresa.lee@washburn.edu), promptly.
7. The financial aid director recognizes this plan must remain congruent with guidelines from the Governor, SNCO Health Department, CDC, and Washburn University.

### **Work-Schedule**

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

#### Office Traffic Flow

1. Preferred movement around the office will be in a circular manner, in order to minimize passing each other in the hallways. Carpet friendly tape will be placed on the floor to illustrate the appropriate walking direction. Masks are required when out of their respective offices and in public space when physical distancing cannot be maintained.
2. Any office meetings will be conducted via Zoom where physical distancing is inhibited.

## Office/Work Areas

### Front Desk/Reception

1. Tape is down 6 feet from work station.
2. Plexiglass barrier installed between front desk and visitors.
3. Spaces will be wiped down after each visit (*Includes pens, clipboards and other used items*) using the appropriate cleanings supplies as provided by Facilities staff.
4. Clean hands regularly using hand sanitizer and once per hour is encouraged to physically wash hands in the nearest rest room, especially after handling transcripts or other paper documents.

### Coordinators & Directors

1. Physical distancing measures of 6 feet is expected. All are expected to wear mask when in space with multiple people when physical distance cannot be maintained. (*i.e. break room, bathroom and other shared spaces*)
2. Coordinators & directors will maintain distance by keeping their doors closed at all times. Office meetings will be conducted via Zoom.
3. All must keep personal items brought from home in their offices. If used beyond secured spaces and on-campus, the item(s) and area must be wiped down. (*Please limit what you bring on-campus to essential items*)
4. Clean hands regularly using hand sanitizer and once per hour are encouraged to physically wash hands in the nearest rest room, especially after handling transcripts or other paper documents.

### Specialists

1. In order to ensure physical distancing measures are maintained, staff in cubicles where distancing is difficult to maintain will receive temporary desk assignments.
2. Those in open spaces must have items secured safely under desk or in closed drawers. If used beyond secured spaces and on-campus, the item(s) and area must be wiped down. (*Please limit what you bring on-campus to essential items*)

### Special Activities

1. It will be **highly** recommended visitors bring masks with them prior to visiting campus. (*disposable mask will be provided for them if visitors do not bring one*)
2. Visitors will be seated based on distancing guidelines. Seating rearranged in Financial Aid waiting area and Morgan Hall.
3. Adhering to distancing guidelines financial aid appointments may be conducted in their offices or in Morgan 102F if no office is available. All surfaces used will be wiped down after each appointment.

## Shared Work Spaces

### Break-Room

1. Required to wear face mask when entering.
2. Staff **will not** be allowed to eat in the break room.
3. All areas must be wiped down after each use.
4. Physical distancing etiquette required. (**Face-covering, cleaning, etc.**)
5. All lunch storage receptacles must be sanitized before putting in refrigerator.

#### Copier

1. Since the copier is frequently used, it is important to sanitize your hands after each use and before picking up printed materials.
2. Physical distancing measures are expected to be maintained.
3. Do not wipe down machine. Frequent use of liquid based products could damage the machine.

#### Shared Public Areas

##### Reception/Media Area

1. Physical distancing measures are expected to be maintained.
2. Limit use of the area to essential functions only. (*no congregating*)

##### Morgan Hall Welcome Ctr.

1. Physical distancing measures are expected to be maintained.
2. If you eat lunch or take break in the welcome center, make sure to properly sanitize hands upon re-entry to the office and work station.

#### **Facilities**

1. Cleaning Supplies needed for Financial Aid Welcome Area and Morgan 103
2. Plexiglass shield installed on front desk work-station financial aid counters
3. Carpet friendly tape for directional flow and distancing
4. Gloves
5. Disposable Masks for visitors
6. University branded mask, one per employee (10 employees total)

Date requested for return: July 13th