

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	University Honors Program
Bldg/Room Location	HLC 101 (lounge) and HLC 110 (office)
Name/Position Title of Reopening Plan Developer	Kerry Wynn, Director
Date Reviewed	
Name/Position Title of Dean/Director Reviewer	N/A
Date Reviewed	
Area Head Name	JuliAnn Mazachek, VPAA
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

Plan for Re-opening:

The University Honors Program will follow the stipulations of the Washburn University Reopening Plan. The office and lounge will not open unless the University is in Phase 4, with the additional restrictions listed below.

Employees:

- Kerry Wynn, Director: Will work remotely unless on-campus presence is necessary. On-campus teaching 1-2:15 TR. On-campus location: interior office, HLC 110.
- Melissa Lewis, Administrative Assistant (Honors .25FTE; Sociology and Anthropology .75 FTE): Will work remotely or in Sociology and Anthropology Department 10 hr/wk (see details of Sociology and Anthropology Plan)
- Student workers: The director will arrange a schedule so that any student workers will complete tasks remotely, or so that one student worker is in the office (door closed to the public) at any given time.

Social Distancing Measures:

- The University Honors Program Office (HLC 110) will be open only to employees, and not to the public. The main door will remain closed to prevent foot traffic in the space, which only has one entrance/exit, and for which a responsible traffic flow is not possible.
- Employees will be encouraged to work remotely where possible, as noted above.

- The Honors Program email and phone will be monitored by Melissa Lewis so that students may ask questions, make appointments for virtual meetings, etc. Contact information will be posted on the door of the Honors Program office.
- A dropbox will be mounted next to the Honors Program office door so that students may submit hard copies of paperwork to be signed.
- Only one employee will be in the office at any given time, with two exceptions: (1) periods of approximately 10 minutes or less, when the 6' social distancing requirement will still be maintained, or (2) if one employee is working in the interior office with the door closed, and one employee in the main office.
- The Honors Program Lounge (HLC 101), which has a locked door accessed by student ID cards, will be limited to use by 1 student at a time, or by 2 students who live together. Students will sign up for time in the lounge.

Masks:

- In the Honors Program Office, employees will be expected to wear masks if more than one person is in the room.
- In the Honors Program Lounge, students and employees will be expected to wear masks if more than one person is in the room.

Signage:

- Signs detailing social distancing measures and mask expectations will be posted in the office and the lounge.
- Signs on cleaning of area and reminding users to wash hands will be posted in the office and the lounge.

Cleaning:

- Hand sanitizer will be available in the office and lounge.
- In the Honors Program office, employees will be expected to wipe down areas used with provided cleaning supplies when they leave the office, according to the standards of the university cleaning policy.
- In the Honors Program Lounge, students will be expected to wipe down areas used when they leave the lounge, according to the standards of the University cleaning policy.

Facilities Changes:

- Install dropbox outside of HLC 110 (Honors Program Office)
- Order cleaning supplies

Mass Gatherings:

- The Honors Program will abide by the Washburn University Reopening Plan restrictions on mass gatherings for the appropriate phase.

Shared Spaces:

- The photocopier/printer/computers in the office will be restricted to the use of 1 employee at a time and cleaned according to above protocol after use.
- The refrigerator in the Honors Program lounge (constituting the only common food area) will be placed in the closet and not used.

Human Resources:

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.

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.

Tours/visitors:

- Any tours of the Honors Program space will be limited to the student lounge. The lounge will be reserved and free of students at the designated time for this purpose. Visitors will be expected to wear masks and maintain appropriate social distancing
- Tours will be limited according to the guidelines of the University Admissions office.
- The director will take responsibility for meeting any visitors, and will wear a mask and maintain at least 6' of distance.