

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Ichabod Shop - Tech Campus
Bldg/Room Location	Huntoon Location-Building A West
Name/Position Title of Reopening Plan Developer	Karen Peterson
Date Reviewed	
Name/Position Title of Dean/Director Reviewer	Janel Rutherford
Date Reviewed	
Area Head Name	Chris Kuwitzky, VPAT
Date Reviewed and Approved	June 5, 2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	August 3, 2020

The Washburn University Ichabod Shop@ Tech has been determined to have a business need for our employees to work physically on campus as needed before late July or early August depending on need. We will be preparing for Fall 2020 classes, filling online orders, offering a curbside pick-up for Summer course materials and prepping for our end of year inventory. We will open doors early August.

The Ichabod Shop/s have 7 employees:

- Karen Peterson-Director
- Adrienne Johnson-Merchandising Manager
- Brielle Barrett-Operations Manager
- Nikki Daniels-Course Materials Specialist
- Lesley Ostmeyer-Web/Course Materials Specialist
- Rhonda Wedel-Retail Coordinator
- Todd Grant-Receiving/Shipping Specialist

Retail Description

The Ichabod Shop @ Tech is located in Building A West at our Huntoon location. There is approximately 348 square feet of retail space. The Retail Coordinator is located in an office behind the cash registers with a door.

At this time we are closed to foot traffic but as needed we will be working in the store for curbside pick-up of online orders, course material orders as well as preparing for end of year inventory and prepping for Fall 2020 semester. We have PPE supplies and masks are worn, with 6 ft distance kept between staff. Plexi-glass sneeze guard has already been installed. All areas are wiped down at end of shift with supplied cleaning materials.

All staff have a revolving presence on this campus as needed and follow current State and Shawnee County guidelines. At this time all staff are required to wear masks, wash hands, keep a social distance of 6 ft. and wipe down work areas on a regular basis.

Proposed Reopening Process

1. The Ichabod Shop will remain closed to the public except with scheduled visits of no more than 3 customers at one time until a need for open doors is determined at or near early August. We will continue our online orders and delivery with either curbside pick-up or shipping.

2. The entrance of the shop will be posted with signage of current CDC Guidelines and there will be designated signage for social distancing.
3. The Cash Registers have plexi glass protection installed by Facilities for our cashiers,
4. There will be floor signage in several areas of the shop for distancing of 6 ft, with specific line signage at the registers.
5. Cashier/s will monitor physical count of bodies in the store and as needed provide a door monitor for entry.
6. The Shop will have one designated cashier when the doors are open with additional staff filling in as needed.
7. All returning staff will be re-briefed on safety expectations throughout the phased re-opening.
8. 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>
9. Hand Sanitizer will be available through out the store, as well as at the ENTER and EXIT locations.
10. Shopping baskets will be removed from the retail sales area.

Expectations from the Reopening Department

1. The reopening plan will be sent via email to all staff with a delivery and read receipt kept by the Director.
2. All staff will receive training on how to clean their office and any communal areas as listed above.
3. At no time will staff be required to work on campus at the same time as each phase dictates.
4. Staff will promote social distancing on the sales floor as well as their work areas.
5. Staff will be discouraged from bringing non-essential items from home to the office. Any items brought in will be disinfected using appropriate cleaning methods.
6. Staff are currently required to wear face masks by the guidelines. If guidance changes, staff will be encouraged to wear facemasks in public settings, when interacting with others, or when in transit inside the building.
7. 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 direct to the Director of Human Resources. Teresa.lee@washburn.edu promptly.
8. The director recognizes that 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 should contact HR.

1. The shop has regular hours as needed for online orders, course material sales, curbside pick-up, and inventory preparation. All Ichabod Shop/s staff observe regular 8 hours work either in-house or at home.
2. Customers can schedule shopping visits in the store with no more than 10 individuals at a time.
3. Shop staff maintain work obligations when at home

Shared Work Spaces

1. Social distancing measures are expected to be maintained in all areas of the shop.
2. Retail floor: all staff are required to wear face masks.
3. Checkout areas: pin pads and cash register surface will be disinfected after each use.
4. Stock-room: has limited access, but social distancing will be maintained.
5. Copiers: hand sanitizer will be available at the walk-up copier, with social distancing being

maintained.

Facilities

1. Cleaning supplies, including gloves will be needed for disinfecting communal areas and workstations.