

Office of International Programs
Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit

International Programs

Bldg/Room Location

International House

Name/Position Title of Reopening Plan Developer

Baili Zhang, Director, and all staff

Date Reviewed

Name/Position Title of Dean/Director Reviewer

Dr. JuliAnn Mazachek

Date Reviewed

Area Head Name

Dr. JuliAnn Mazachek

Date Reviewed and Approved July 1, 2020

Date Approved to Return to Campus* August 3, 2020

1. Personnel

Michala Stokes (scheduled to be on maternity June 15 – September 6)

Kate Gray (on FFCRA till June 26)

Baili Zhang

Heidi Staerkel

Tina Williams

Andy Vogel

Kelly McClendon (faculty)

One or two adjunct faculty

One student worker

2. Incrementally increasing staffing level in the office

Begin on a rotating (one staff on-duty per day) basis schedule as we enter Phase 4, or when appropriate. Hours can be shortened as well according to needs, e.g., 10 am - 3 pm.

Increase to two staff members per day beyond Phase 4, in coordination with the rest of campus needs and with adjusted hours according to load needs.

Increase to full staff in accordance with university plans and government regulations.

Individuals will contact Human Resources directly if personal accommodations are needed in accordance with federal guide and ADA compliance.

3. Reconfiguring and repurposing space to eliminate collocation of staff and minimize contact

Limit one person at a time to be stationed in the office main area now shared by Kelly, Heidi, and Tina - Move one person to the Conference Room on the second floor and the other two would come alternating days.

By re-arranging the bookcases / furniture, create a new entrance / exit for the north room in the back-office area, currently occupied by Andy.

Limit one staff at a time at the front desks (plus the student worker when possible / necessary).

Reconfigure the student worker's desk.

Remove and disable the computer station for use in the lobby.

Mark / Make (using tapes and signs) as many one-way paths as possible: Use the front door as public entrance, the front office north door and the Great Room west door as exits

Use the north and south ends of the Great Room and balcony for the "must-have" f2f individual meetings.

Arrange furniture in the Great Room and balcony for six-foot space between / among people.

Create a separate entrance / exit by utilizing the outside balcony on the south side to the Director's office space.

Use the Butler's staircase as one-way path going up.

Use the front staircase as two-way pathway but only one person can use it at one time.

Create and utilize space in the back patio (north of the building) with some outdoor furniture and the two benches on the south lawn for individual conferences.

Place in/out boxes in the Foyer for mail drops / pick-ups.

4. Maximizing social distancing and hygiene opportunities

Stop using the kitchen other than passing through to use the bathroom, go upstairs, and for sanitizer.

Disable Stove, Microwave, Fridge/freezer, Lindyspring Water.

Kitchen sink can be used for water only; no dish should be left in it.

Always wear a face cover / mask whenever leaving one's desk space. (Masks will be provided by university.)

Install plexiglass shields for the front desks (University will purchase / install.) The northside of the station needs to be wrapped around with plexiglass shield.

Make upstairs restrooms available for staff use, while keeping the downstairs restroom open.

High touch point areas such as the copier, bathrooms, supply cabinets, kitchen facets, and file cabinets policies: wipe down the areas just touched, including handles, knobs, switches, buttons, covers, etc., limit personal time to less than 10 minutes accessing the supply cabinets, and wear a face covering at all times while using these areas.

5. Leveraging technology to minimize in-person contact.

Make appointments by email or phone and minimize walk-in appointments. Use Microsoft outlook calendar to make appointments, and additionally, use Navigate and other tools such as Calendly to have students click links for easy appointment scheduling. Consider using Microsoft Teams so it is easier to share documents and work together.

Use Zoom as much as possible for student appointments and office hours, weekly calls to agencies such as SAKAE, ISTL, and CSE, etc. and for unit / subunit meetings.

6. Programming change

New international student on-campus orientation will be by Zoom / D2L.

Study abroad related events such as Study Abroad Fairs/orientations/scholarship awards will be conducted online and via Zoom.

Meetings and activities related to the following areas will be in hiatus or reduced for fall at least, perhaps even for spring: Brown Bag Lectures, Phi Beta Delta, International Education Committee, International Center of Topeka, ESL Tutoring.

Other in-person group / social activities involving community groups such as Friends Speak, AFS, Christian Challenge and the Topeka Friendship Network will be in hiatus for the fall and perhaps spring.

Encourage and support social groups, including CC, FS and TFN, to explore the option of hosting virtual/online activities.

7. Intensive English Programs Classes (IE)

All IE classes will be offered using the in-person modality (Type 1).

Instructors will follow university guidelines and classroom policies.

All office hours / advising will be by Zoom in general.

8. Communication and PPE

Communicate changes to the public via list serve and other social media.

Utilize front glass door for posting notices of schedules (changes) and related information.

Three plexiglass shields will need to be installed to cover the two front desk stations (the northside station needs two-sided protection.)

Wipes need to be supplied and available at all time to sanitize the high touch point areas described above.