

## Reopening Plan

Learning in the Community (LinC): The Center for Community and Civic Engagement

**Phase I:** Has been in place since March with official requirements in place May 4, 2020. During this phase all employees have been telecommuting. The faculty and staff of LinC is currently reviewing office space needs to meet social distancing requirements and any PPE needs.

**Phase 2- anticipated June 1, 2020** We are currently in Phase 2 with all faculty and staff telecommuting. It is my understanding the Governor Kelly extended Phase 2 through June 9, 2020.

**Phase 3 - anticipated June 15, 2020** It is anticipated that faculty and staff may begin to return to campus on a limited basis. In preparation for a complete return each faculty and staff member will need to return to their offices to clear any excess paper or clutter that had accumulated before the campus was put on a shut down. Those members include Dr. Richard Ellis, Ms. Kristine Hart and Ms Carrie Haverty. It is expected that each of these employees will spend one day on campus between June 15 and June 20, 2020. In order to avoid any unintended contact each employee will schedule the day with Dr. Ellis. During this time employees will need to wear gloves and a mask. There also needs to be disinfectant provided in order to disinfect all surfaces including desk tops, phones, computers, keyboards, chairs, bookcases etc. Employees will need to be on campus in order to remove any excess papers, files, etc. that are unnecessary to have as little clutter as possible in the office. Employees will be the only ones who could identify this material. During Phase three employees will continue to work remotely except for the time needed to prepare their office space.

Dr. Ellis room 206

Ms. Hart room 205

Ms. Haverty room 208

Mr. Asher Dean room 209

**Phase 4/Phase Out - anticipated July 1, 2020:** We anticipate that all of the faculty and staff (except for Mr. Asher Dean) will return to campus. Dr. Ellis, Ms. Hart and Ms. Haverty will need to be on campus in order to facilitate student connections to community partners, deliver course content (Dr. Ellis & Ms. Hart) and to manage both the Bonner Scholars and the Washburn Community Corps. In addition they will need to manage the Bods Feeding Bods Food and Commodities Pantry. I will address the health and safety needs for The LinC offices (BE205, 206, 208, 209, 401 & Kuehne 101)

Each individual LinC office has separate entrances onto an extremely narrow hallway that leads to BE 207, a classroom that has significant traffic. The most effective way to manage traffic and provide the best management of health and safety of faculty, staff, & students would be to erect a partition at the north end of the hallway creating a barrier to slow down movement. This way the door to the hallway would be closed at all times except when students leave the classroom and when students enter the classroom. A sign could be placed on this door telling students to wait in line six feet apart until the door is open for students to enter. The floor could be marked with arrows for exit so that students leaving the classroom would be directed to the right to leave the building through either the main door or the east door. Students waiting for a class would be directed to stand to the west as marked on the floor and would only enter after all other students exited BE207. The sign on the door would list each class scheduled for BE207 so students know where the classroom is located, additionally the sign would require students to wear face masks, follow physical distancing rules (i.e. keep a six foot distance) and remind them to use hand sanitizer. In lieu of this I would request that some type of barrier (i.e. a rope and stanchions) be placed at the north end of the hallway with the same signage posted on a sign post like those outside of The Human Services Department.

The faculty and staff of LinC have always had an open door policy encouraging students to drop in for whatever reason. To try to maintain this policy each office door BE 205, 206, 208, & 209 will be propped open using a doorstop to designate that the faculty or staff member is in the office. Each door will have a sign on it stipulating the rules necessary to enter; visitors will be required to wear a mask, keep a physical distance of six feet. This would be only for those unexpected drop ins. Any meetings with students, faculty or staff will require prior scheduling and if it can be arranged the preference will be Zoom meetings. For meetings with community partners, or other members of the community all meetings will require prior scheduling and be done via Zoom.

The following are requirements for each room

BE205 (Kristine Hart) The furniture arrangement in this office is very awkward so for the health and safety of both Ms. Hart or any visitors it will be necessary to place two lines of tape six feet apart to designate where Ms. Hart and a visitor can meet. One line will need to be as far back in front of the couch leaving enough room for Ms.Hart's wheelchair the other line will need to be six feet from that line. When visitors are in the office Ms. Hart will move behind the first line while the visitor will stay behind the second line. Most of Ms. Hart's meetings will be via Zoom. This office will need to be supplied with masks for visitors, hand sanitizer, and antiseptic wipes.

BE206 (Dr. Ellis): Currently there are two chairs in that room for visitors, one of those chairs will need to be removed and put in storage until it can be returned. This will allow a six foot physical distancing. We will need to have a tape marker on the floor six feet from the desk to designate the space for visitors to stand. This office will need to be supplied with masks for visitors, hand sanitizer, and antiseptic wipes.

BE208 (Ms. Haverty): This office will need a taped marker six feet from the desk, some sort of designation limiting any visitor from sitting on the couch closer than six feet from the desk. Since the copier/printer is in that room we will need sanitizer and antiseptic wipes at the copier site. Each user will be required to wipe down the copier, stapler, etc when finished using it. A sign will be posted at the copier with these directions. Additionally there should be masks for visitors, hand sanitizer, and antiseptic wipes at Ms. Haverty's desk and the copier.

Room 209: This room has been a shared space as the VISTA Coordinator's office (see employee's return to campus), student leaders office, and the break room space with microwave and refrigerator. I will address each use individually.

Kitchen Use: This office is currently being used as a kitchen space. When we return to campus, the microwave and fridge will not be in use. They will be unplugged and taped closed, all kitchen equipment will be wrapped up and stored until a time comes when we can reopen the kitchen.

Student's Use: Students occasionally come in and use the computers. If we shut down any use of the middle computer there should be a 6 foot distance between the remaining two computers. If a student does use this computer, they should wipe the keyboard and mouse before and after use. This office needs to be supplied with masks, hand sanitizer, and antiseptic wipes.

BE401 Conference room shared by LinC, The Leadership Institute, and the Social Work Department. Scheduling for this room is supposed to be done through Carrie Haverty; however this has not always been followed. For the return to campus each department will be required to schedule this space through Ms. Haverty, in order to guarantee this, all keys should be held in the LinC office this will better control use of the room. This room needs to be supplied with hand sanitizer and antiseptic wipe or cleaner and paper towels. There will be a sign in sheet placed on the back of the door and each person responsible for scheduling the use of the room will need to sign in and sign out guaranteeing they wiped all the chairs, table, the white boards, the computer keyboard, and the television and remote if used. Anyone holding a meeting in room 401 will need to bring their own white board markers since all of these will be removed. Any one entering

to use the storeroom will need to wipe down all door handles and light switches as will anyone using the room for a meeting.

Kuehne 101 Bods Feeding Bods

Health and safety for the Bods Feeding Bods Food & Commodities Pantry. The safety measures that we are planning to implement asap include:

1. By June 8th, access to the pantry will be limited to trained pantry staff, LinC Office staff and WUPD (for emergencies outside of hours of operation only). At this time the current door code will change. Since mid-March, in an attempt to create as much access as possible for members of the Washburn community who need it, the pantry has had multiple points of access such as Mabee Library faculty and staff, Residential Living, etc. While this has increased access for those who need access, it has increased the possibility of transmission as there is no guarantee that these untrained individuals are following the pantry hand washing and disinfecting protocols (as well as pantry use documentation). It was therefore deemed prudent to reduce the number of people across campus who could access the pantry.
2. To offset this during the summer months, trained Federal Work Study students have stepped up to keep the pantry open longer hours than normal and this will be advertised to the Washburn community no later than June 5th. As we start the fall semester, hours of operation will be re-evaluated given current information about the COVID-19 pandemic at that time, needs of the Washburn Community and availability of trained, reliable staff.
3. Facilities will be contacted about securing face masks, gloves and disinfectant for wiping down surfaces. Masks and gloves will be used by both staff and those entering the pantry for services. It was determined that a plexiglass barrier would not be needed.

### **Employees Return to Campus**

All faculty and staff will be expected to return to campus full-time as soon as the campus is open except for the staff member named below.

**Asher Dean** (fully grant funded position) VISTA Coordinator: Working Remotely

The entirety of this job can successfully be completed remotely. The essential job functions include recruiting new partner organizations and VISTA members, organizing orientation activities for new members, and collecting data for needed reports required by our grant.

Prior to COVID-19, nearly all recruitment efforts were still done virtually. The Coordinator contacted non-profits and other organizations dedicated to eliminating poverty in the community via email or phone. Any Information about our program including a general introduction, a Community Partners Handbook, specific information about AmeriCorps VISTA, and resources to help them develop a VISTA Assignment Description and Service Opportunity Listing is sent electronically to those interested parties. The most success recruiting new VISTA members has been virtually. The VISTACoordinator did attend several career/volunteer fairs, but never had much luck finding individuals interested in serving. Instead, most interest has been generated by contacting potential applicants through the eGrants portal, and posting service opportunities to online employment sites such as Handshake and the VISTA Campus. Partner sites have also succeeded in recruiting new members by posting positions on Indeed and Glass Door.

Orientation activities for new members have switched to virtual over the years as well. In the past, new members and site supervisors were required to attend an in-person training prior to service. That has now become an online training called Virtual Member Orientation. This Virtual Member Orientation includes self-directed coursework completed on the VISTA campus, and two live webinars hosted by the Corporation for National and Community Service. Members are officially sworn into service at the end of the second webinar. There are countless training resources for both members and site supervisors located on the VISTA Campus available at all times. I direct them towards which courses are required, and also recommend optional resources that I feel would be beneficial.

Collecting data required by our grant has always been emailed to the Coordinator by our members in the form of quarterly reports. He uses these quarterly reports to enter data into the performance measures section of our grant on eGrants.

Considering that all the duties can be fulfilled remotely, I believe the Coordinators presence on campus is unnecessary. Although Asher is fortunate enough not to be significantly concerned about his own health, he does not want to needlessly increase exposure for those who might be high risk, and are required on campus. It is important to note that he lives with an essential employee who works at a grocery store. He cannot confirm who his roommate has been in contact with while at work, or if he may possibly be asymptotically carrying the virus.