

WASHBURN UNIVERSITY

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	University Libraries and Center for Student Success and Retention Deans Office (UL&CSSR)
Bldg/Room Location	Mabee Library and the Carnegie Education Library
Name/Position Title of Reopening Plan Developer	Dr. Alan Bearman, Dean of University Libraries and the Center for Student Success and Retention
Date Reviewed	June 8, 2020
Name/Position Title of Dean/Director Reviewer	
Date Reviewed	
Area Head Name	JuliAnn Mazachek
Date Reviewed and Approved	June 20, 2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	July 6, 2020

Business Need

Using a phased approach to its reawakening of the physical operations of The University Libraries and Center for Student Success and Retention [UL&CSSR] will ensure the Unit's ability to support Washburn University's commitment to provide a:

- High quality Student-Centered learning experience
- Teaching-focused and engaging work environment

Recommendation

To facilitate this staged physical reawakening of the Mabee Library, the UL&CSSR staff will begin returning to campus during Phase 3 as outlined in the [Non Nobis Solum](#) plan.

In addition to guidance from the [CDC](#), the UL&CSSR also receives pandemic reopening and operational guidance from [the American Library Association](#) (ALA), the [Association of College & Research Libraries](#) (ACRL), and the [Institute of Museum and Library Services](#) (IMLS).

Communication with ML&CSSR Staff

All ML&CSSR Staff received multiple opportunities to provide input into the creation of this plan, as too did colleagues from other Units who are co-located in the Mabee. Human Resources and Facilities Management also played a substantial role in the development of this plan, which grows from Washburn University's Reopening Plan for Campus: [Non Nobis Solum](#).

- Consistent with the associated ideals of mutual respect and safety, employees received multiple opportunities to shape this plan
- All employees, on Tuesday, June 2, received an opportunity to participate in a small group in-person conversation and guided tour of the Mabee, to contextualize the Mabee Reawakening Plan
- All employees, on Wednesday, June 3, received electronic copies of a PowerPoint presentation explaining the draft Reawakening plan and proposed Mabee Traffic Plan Maps that included suggested edits from the June 2 visits
- A Unit wide Zoom call occurred on Monday, June 8, to further discuss and modify the plan before its submission to the VPAA
- Upon receipt of the VPAA approved plan, the Dean will send all employees a copy
- The Dean will maintain a read receipt from all employees

ML&CSSR COVID-19 Work Schedules

In a collaborative process throughout June and July 2020, working with their immediate supervisor, all employees will receive a work schedule that encourages the maximization of telecommuting while ensuring all mission critical functions of the Unit occur.

Particularly important in academic year 2020-21, is the dual providing of all services in in-person and remote settings. To ensure this occurs in a seamless manner, a relocation of computers and monitors into individual in-Mabee workspaces will occur due to the dedensification project. This will eliminate the need for colleagues to continually transmit their computers back and forth while performing their essential duties.

On multiple occasions, both in-person, in Zoom meetings and via e-mail, all employees believing they need alternative work arrangements received guidance to communicate directly with Human Resources as they determined necessary. This written plan serves as a reminder of this process:

- Any employee needing disability accommodations should contact Teresa Lee, Director of Human Resources, at Teresa.lee@washburn.edu. 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 seeking a modification to their work assignment (e.g., change in location, shift, schedule) due to being in a "high risk" category for COVID-19 should contact Teresa Lee, Director of Human Resources, at 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

ML&CSSR COVID-19 Workspaces and Return to Campus Schedules

Pos#	Position Title	2019-20 Workspace	2020-21 Workspace	2020-21 Workspace Type	Return to Campus
385	Dean of University Libraries and the Center for Student Success and Retention	MA308D	MA308D	Enclosed Office	Essential
395	Associate Dean of UL&CSSR	MA217	MA217	Enclosed Office	Essential
396	Collection Development Manager	MA216	MA114	Enclosed Office	July 6
971	Director of Academic Advising	MA214	MA214	Enclosed Office	August 3
1066	Director of Undergraduate Initiatives	MA219A	MA309	Enclosed Office	July 6
427	Director of Prior Learning and Testing	MA218D	MA218D	Enclosed Office	July 6
399	Director of External Relations	MA308B	MA308B	Enclosed Office	August 3
403	Director of Carnegie Education Library	CA103	CA103	Enclosed Office	July 6
1060	Coordinator, SSC Navigate	MA308C	MA308C	Enclosed Office	June 1
401	Technology Support Consultant	MA203A	MA203A	Enclosed Office	Essential
402	Digital Media Specialist	MA308A	MA308A	Enclosed Office	August 3
405	Administrative Specialist	MA308	MA308	Open Area Desk	August 3
1021	Health Sciences Librarian	MA216	MA216	Cubicle	July 6
388	Evening Reference and Instruction Librarian	MA208A	MA208A	Shared Office	July 6
394	University Archivist and Special Collections Librarian	MA103	MA103	Open Area Desk	June 1
386	Open Access Librarian	MA102East	MA216	Cubicle	July 6
387	Instructional Librarian	MA114	MA216	Cubicle	July 6
390	Information Literacy Librarian	MA104	MA208C	Shared Office	July 6
391	First-Year Experience Librarian	MA102West	MA310A	Cubicle	July 6
393	InterLibrary Loan Manager	MA216	MA104	Enclosed Office	July 6
397	Library Assistant III	MA216	MA116	Enclosed Office	July 6
1045	STAR Program Specialist	MA209	MA209	Enclosed Office	July 6
1099	FYE Lecturer	MA106	MA310C	Cubicle	August 3
1100	FYE Lecturer	MA219B	MA310B	Cubicle	August 3
1151	Learning Specialist/Ignite Lecturer	MALL#1	MA219B	Enclosed Office	August 3
425	Academic Advisor	MA210	MA210	Enclosed Office	August 3
430	Academic Advisor	MA212	MA212	Enclosed Office	August 3
433	Academic Advisor	MA211	MA213	Enclosed Office	August 3
880	First Generation Specialist/Lecturer	MALL#2	MA219A	Enclosed Office	August 3
435	Senior Administrative Assistant	MA201	MA201	Open Area Desk	August 3

1104	Senior Administrative Assistant	MA218	MA218	Open Area Desk	July 6
1154	Military Transitions Coordinator	MA206A	MA206A	Open Area Desk	July 6
1190	Title III Student Success Coach	MA216	MA216	Cubicle	August 3
1191	Title III Student Success Coach	MA216	MA216	Cubicle	August 3
1192	Title III Student Success Coach	MA216	MA216	Cubicle	August 3
1193	Title III Student Success Coach	MA216	MA216	Cubicle	August 3

Office Description

ML&CSSR staff occupy a variety of workspaces primarily in the Mabee Library, but also in the basement of Carnegie, including enclosed offices, cubicles and open area desks as noted in Table 2. To meet the alternative workspace requests required in response to COVID-19, to fulfill essential duties in 2020-21, to ensure all staff have access to private spaces when necessary for Zoom calls and distinct projects, and to provide future flexibility in the locating of staff in the Mabee, thirteen individuals are relocating as part of this Unit plan.

All workspaces regardless of specific location will operate using guidelines in this document.

Working collaboratively with Facilities Services, the following workspaces are identified as those requiring plexiglass barriers to facilitate appropriate social distancing:

1. Mabee Welcome Desk, 2nd Floor/Main Entrance
2. Study Grounds, Mabee Coffee Shop, 2nd Floor
3. Open Area Desk, Mabee 201
4. Open Area Desk, Mabee 206A
5. Open Area Desk, Mabee 218
6. Open Area Desk, Mabee 308
7. Five computer stations in Mabee 304

The ML&CSSR staff mailboxes are relocating to the Mabee basement during 2020-21, to allow for quarantining of incoming materials, better proximity to colleagues who process it, and an improved social distancing of its delivery/collection.

The CSSR/FYE student mailboxes are relocating from Mabee 219 to Mabee 310, a significantly more open space that allows for social distancing.

Social Distancing Measures

The ML&CSSR staff will observe all Washburn University established criteria in the [Non Nobis Solum](#) plan for building occupancy. Including, but not limited to:

- Following social distancing guidelines for individuals by staying at least 6 feet apart with only infrequent or incidental moment of closer proximity
- Washing hands frequently with soap and water for at least 20 seconds. If soap and water is not available, using hand sanitizer with at least 60% alcohol;
- Avoid touching your eyes, nose and mouth
- Covering coughs and sneezes into an elbow or tissues. Throwing used tissues

- away and immediately washing your hands
- Cleaning and disinfecting frequently touched surfaces daily, including phones, keyboards, doorknobs, handles and light switches
- Encouraging the use of cloth masks* in public settings as appropriate. Follow the [CDC guidelines as to who should/should not wear a cloth mask](#). As of 05/18/2020, Shawnee County requires retail, food service, and/or gyms/fitness center employees wear masks while working until further notice. Shawnee County requires both practitioner (service provider) and client (customer) of cosmetology salon services wear a mask at all times
- Following any directional signage which may be posted on campus
- Requiring that any individual exhibiting [symptoms](#) stay at home and contact their health care provider. The CDC offers an online [Self-Checker](#) to help individuals determine whether they need to seek medical care
- Staying in place until after being fever free, without aid of fever reducing medication, for 72 hours
- Having students or employees who are concerned about any exposure to, or any signs and symptoms of COVID-19 call Student Health at 785-670-1470 or their health care provider

Social Distancing in the Mabee requires additional steps due to the high density of Faculty, Staff, Student and Community usage, including but not limited to:

- Access to the Mabee is restricted to Faculty, Staff and Students using their WUID card to obtain access via electronic swipe to the facility
- Mabee Library will operate using reduced in-person hours
- Carnegie Education Library will operate by appointment only
- ML&CSSR meetings will occur using social distancing protocols (e.g., using Zoom)
- ML&CSSR routine business will occur electronically
- Working with Facilities Management to develop a dedensification of in-person Mabee users to ensure appropriate Building Load/User Management
- Working with Facilities Management, a significant dedensification of furniture on the 2nd and 3rd floors of the Mabee
- Working with Facilities Management, a significant dedensification of computer user accessible computers throughout the Mabee
- Working with Chartwells to ensure socially distant operation of the Study Grounds
- Closing of the 1st floor/basement level to store furniture
- Closing of the 1st floor/basement level to restrict user access to group study spaces/white boards designed to promote communal studying
- Closing of direct user access to the library stacks
- Closing of direct user access to public printers
- Closing of direct user access to scanners, copiers microfilm/form readers, and fax machines
- In collaboration with cross-campus academic partners, continuation of Virtual Tutoring and Writing Center operations
- In collaboration with College of Arts and Sciences and the Department of Mathematics, expansion of space dedicated to the Math Pathways project

ML&CSSR staff work intimately with students in their efforts to promote increased retention and persistence to on-time graduation. Partnering with students in their pursuit of academic success is regularly best accomplished in-person.

- To facilitate the ability of ML&CSSR staff, and when they so choose faculty from across campus, a site of socially distant semi-private spaces is being established in the Mabee basement
- Students will access these spaces in the Mabee basement only with a staff/faculty member after signing in for an appointment using their Navigate App
- Staff/faculty members are required to sanitize these spaces both before and after meeting
- Mabee 204 is available to conduct private socially distant appointments with students

Mabee Traffic Patterns for Staff and Public Spaces

Collaborating with Facilities Services, Mabee Leadership developed a traffic flow pattern for Mabee Library to maximize social distancing protocols.

Mabee Signage

Abundant signage is displayed throughout the Mabee to encourage healthy behaviors.

Examples include:

English: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

Spanish: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-sp.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Additional signage specific to UL&CSSR spaces (in both English and Spanish):

- **Mabee Front Doors:**
Entrance to the Mabee Library is reserved for Washburn Faculty, Staff and Students. Please swipe WU ID card to enter
Need assistance? Please visit online Mabee Chat or call 785-670-1485
Thank you for wearing a mask. If you do not have a mask, please take one upon entry into vestibule
Please remember to sanitize hands at each entry sanitation station

Please observe Mabee Directional Patterns while in building
Remember, anytime you need assistance in the Mabee, please call 785-670-1485

- Mabee 308: Dean's Office—"For Entrance, please call 785-670-1179"
- Mabee 218: Prior Learning & Testing—"For Entrance please call 785-670-1227"
- Mabee 219: First-Generation or Ignite Programming—"For Entrance please call 785-670-1941 or 785-670-1193"
- Mabee 206A: Military Student Success Center—"For Entrance please call 785-670-1983"
- Mabee 203A: Mabee Technology Support—" For Technology assistance in the Mabee, please call 785-670-1480"
- Mabee 201: Center for Student Success and Retention—"For Entrance, please call 785-670-1942"
- Mabee 208: Circulation/Reference Desk Librarians—"For Entrance please call 785-670-1982 or 785-670-1932"
- Mabee Basement Level:
The Basement Level of Mabee Library is Currently Closed
For Assistance please visit Mabee Welcome Desk, visit online Mabee Chat or call 785-670-1485
For University Archives and Special Collections please call 785-670-1981
For InterLibrary Loan please call 785-670-1489
- Mabee Elevator:
Mabee Elevator Occupancy = 1
For Assistance please visit Mabee Welcome Desk, visit online Mabee Chat or call 785-670-1485
- Carnegie Education Library—"Access to the Carnegie Education Library is via appointment only, please call 785-670-1484 and/or email carnegielibrary@washburn.edu"

Cleaning of Individual Workspaces

Individual office occupants are responsible for the cleaning and sanitizing of surfaces in their workspaces using university provided materials, while following [CDC guidelines](https://www.washburn.edu/student-life/health-safety/files/Cleaning-and-Disinfection-Protocols.pdf), with additional information at: [https://www.washburn.edu/student-life/health-safety/ files/Cleaning-and-Disinfection-Protocols.pdf](https://www.washburn.edu/student-life/health-safety/files/Cleaning-and-Disinfection-Protocols.pdf).

Employees are encouraged to leave all non-essential personal items at home.

Cleaning of Shared Workspaces

The number of shared workspaces in the Mabee is significant. This includes those shared between faculty/faculty, faculty/staff, staff/staff, faculty/student, staff/student and, of course, student/student:

- Working collaboratively with Facilities Management, the highest traffic areas will receive regular cleanings but ultimately individual users are responsible for the cleaning and sanitizing of surfaces in shared workspaces both before and after their use. Users of shared workspaces in the Mabee are directed to follow [CDC guidelines](#) and use the University provided materials to clean and sanitize shared work surfaces
- With no public access to the Mabee basement level, the door to MA107 (Mabee Staff Breakroom) will remain in a fixed state of open, thus allowing sight lines to the shared appliances. Social Distancing protocols require the occupancy of MA107 set at 1-person, so when occupied others will wait to enter until the current user sanitizes and then vacates the space
- Lunch boxes/containers require sanitizing before placement in the shared refrigerator
- Employees are asked not to wipe down the shared copier machines and printers because the too frequent use of liquid materials will damage them. The ML&CSSR Technology Consultant in collaboration with Facilities Management staff will oversee the regular cleaning and sanitization of these shared machines

Hand Sanitizer

University provided hand sanitizer is available at each entry and exit point in the Mabee, at multiple conspicuous locations throughout the Mabee, and in each individual workspace. Signage promoting the regular use of hand sanitizer and washing of hands is located throughout the building.

Special Activities and Plans

The Mabee Library is regularly host to special activities/large gatherings/tours, which see Faculty, Staff, Students and Community members gather in communal settings for educational experiences. For the foreseeable future, all such events in the Mabee are cancelled. The ML&CSSR will pursue the hosting of special activities (e.g., iRead/DebateWatch) in alternative settings (i.e., Zoom).

Quarantining of Materials

Following guidance from the CDC, ALA, ACRL, IMLS and the [Northeast Document Conservation Center](#) (NEDCC), Mabee 102 is established as a quarantine room for returned materials.

- A schedule for the quarantining of materials, maintained by the Associate Dean of University Libraries and the Center for Student Success and Retention in collaboration with the University Libraries Collection Manager, is posted on the exterior doors of MA102 East and MA102 West
- Included on this sign is a list of authorized entrants to MA 102

Requested Reopening Date

Phased, as follows:

- | | |
|---|----------------|
| • Deans Office | June 1, 2020 |
| • University Archives and Special Collections | June 1, 2020 |
| • Library Operations | July 6, 2020 |
| • Prior Learning and Testing | July 6, 2020 |
| • Military Student Success Center | July 6, 2020 |
| • Academic Advising | August 3, 2020 |
| • Undergraduate Initiatives/FYE | August 3, 2020 |
| • Shermoen Math Learning Lab | August 3, 2020 |

