

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Mathematics and Statistics Department
Building/Room Location	Morgan 250
Name/ Title of Reopening Plan Developer	Sarah Cook/incoming Chair
Date Reviewed	
Name/ Title of Dean/Director Reviewer	Dr. Laura Stephenson/CAS Dean
Date Reviewed	
Area Head Name	Dr. 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

CAS Administrative Department Opening (Phase 4/Phase Out of WU Non Nobis Solum Reopening Plan, anticipated June 29, 2020).

It is anticipated that CAS Administrative Departments will reopen on campus August 3, 2020 to more fully provide on-campus support for faculty, students, and other WU units in preparation for a face-to-face Fall 20 semester. Departments may open earlier as long as the university is in Phase 4. Please consult with the Dean if the Department plans to open before Phase 4.

The provisions of Phase 4/Phase Out are subject to change and may include:

- Mass gathering limit are significantly relaxed;
- Adhere to personal hygiene guidelines
- Individuals may choose to wear cloth masks in public settings as appropriate;
- Maintain a 6-foot social/physical distance (incidental or infrequent moments of closer proximity is limited to 10 minutes or less) where applicable;
- Telecommuting;
- Unrestricted travel; and
- Higher risk individuals are advised to continue to stay home except when conducting essential functions.

I. Employees

A. Identification.

Full-time Employees:

1. Sarah Cook, Associate Professor/Chair, enclosed office
2. Todd Cooksey, Lecturer, enclosed office
3. Angela Crumer, Lecturer, enclosed office
4. Stephanie Herbster, Lecturer, enclosed office
5. Guannan Hu, Assistant Professor, enclosed office
6. Beth McNamee, Lecturer, enclosed office
7. Mike Mosier, Professor, enclosed office
8. Gaspar Porta, Associate Professor, enclosed office
9. Janet Sharp, Professor, enclosed office
10. David Snyder, Math Lab Manager, enclosed office
11. Jennifer Wagner, Professor, enclosed office
12. Linda Wilson, Administrative Assistant, open area desk

Part-time Employees:

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13. Bob Cockerham, Adjunct, no office or desk needed
14. Lori Gill, Adjunct, no office or desk needed
15. Jennifer Klamm, Adjunct (online), no office or desk needed
16. Clay Searles, Adjunct, enclosed office
17. Christine Voegeli, Adjunct (online), no office or desk needed

B. Note modifications in work schedules to maintain appropriate infection prevention and control measures.

Faculty are encouraged to stay home if possible. Many faculty are teaching face-to-face and will be on campus for the days of their classes. Even though they are on campus, much of this time will be spent in the designated classrooms and not the office. When faculty are in the office they will stay in their own offices with doors closed.

General days faculty will be on campus (again, with much of this time spent in classrooms outside of the Math Department):

Monday: Crumer/McNamee/Mosier/Porta/Guannan/Herbster/Wagner/Wilson

Tuesday: Crumer/McNamee/Mosier/Porta/Guannan/Cook/Cooksey/Wagner/Wilson/Searles (evening only)

Wednesday: Crumer/McNamee/Mosier/Porta/Guannan/Herbster/Sharp/Wilson

Thursday: Crumer/McNamee/Mosier/Porta/Guannan/Cook/Cooksey/Wagner/Wilson/Searles (evening only)

Friday: Crumer/McNamee/Mosier/Porta/Guannan/Herbster/Sharp/Wagner/Wilson

C. Communication with Employees

1. In developing the reopening plan, chairs should consult with departmental faculty and staff in a collaborative process.

The Department had Zoom meetings and email conversations to give input into creation of this plan, which will be carried out based on Washburn's guiding principle: Non Nobis Solum, and the associated ideals of mutual respect and safety.

2. The approved reopening plan will be sent via email to all departmental office employees, with a read receipt kept by the chair. This will be done by June 30, 2020. It will also be posted on the University COVID-19 website.

The approved reopening plan will be sent via email to all office employees, with a read receipt kept by the Chair. We anticipate this will be done by June 30 with a return to campus date of August 3. The plan will be shared via the University COVID-19 website.

D. Training

Returning staff will be briefed on social distancing expectations, sanitation (cleaning their office and communal areas), hygiene and other safety measures. Staff who have concerns should report them to the chair. CAS will provide these or the Department can use their own. In the latter case, please provide a copy or description with the Reopening Plan.

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Before returning to work, all employees will receive training on social distancing, how to clean the office and any communal areas, the symptoms of COVID-19, stopping the spread of COVID-19, and the importance of mask use. We will each be responsible for our own workspace, and share responsibility for the cleanliness of our communal spaces. Training will consist of reading and watching the following:

- 1 Cleaning and disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.
- 2 Cleaning and disinfecting: <https://www.washburn.edu/student-life/health-safety/files/Cleaning-and-Disinfection-Protocols.pdf>
- 3 Masks are proven to limit droplet spread. Visualization: <https://www.youtube.com/watch?v=Uf7AmKXht28>
- 4 CDC guidance on masks: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- 5 Symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- 6 Stopping the spread of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>
- 7 Avoiding the risks of COVID-19: <https://www.erinbromage.com/post/the-risks-know-them-avoid-them>

E. Employees who have concerns should report them to the Chair.

F. Accommodation and Modifications

1. **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.**
2. **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.**

II. Departmental Space

Phase 4 of the Non Nobis Solum plan states work spaces are to be reviewed to identify and recommend changes in layout of office spaces, furniture placement, shared spaces, and work schedules in order to maintain appropriate infection prevention, mitigation, and control measures. Please address changes needed for all department specific spaces including reception, shared work spaces, offices, lab/studio spaces, etc.

A. Describe changes in office spaces to ensure social distancing.

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The Department is fortunate to have two entryways. There are thirteen offices with doors that shut, a workroom/breakroom with a door that shuts, a reception desk that normally seats both our full-time Office Administrator and a part-time student worker, and a small waiting area with chairs opposite the reception desk. The office suite has one enclosed hallway where four offices are located. The other offices are in the portion of the hallway that has access to an exit. The workroom/breakroom is immediately next to the open area.

We will eliminate the chairs in the waiting area. We will not have a student worker for at least the fall term and most likely the entire academic year. The office that contains the second entry is normally used for adjuncts. Only one adjunct will need an office for fall and he will be moved to our one remaining unoccupied office, leaving the office with the exit empty.

The Tutor Center will be moved from Morgan 252 to Morgan 251 since MO 251 is a larger space and can accommodate 12 students with social distancing.

B. Identify any appropriate facilities changes which may be necessary (e.g., moving furniture, adding a partition or Plexiglas, etc.). Submit a work request to Facilities Services for products and installation/service. <https://www.washburn.edu/faculty-staff/campus-services/facilities-services>

- 1 Plexiglas or acrylic shields will be installed at the reception desk.
- 2 If necessary, computers (three of them) and equipment will be removed from the office with the exit.
- 3 Carpet tape will be used to direct visitors where to stand to ensure social distancing.
- 4 Carpet tape will be used to direct visitors to the exit.
- 5 Chairs will be removed from the waiting/reception area.
- 6 Move the card reader/scanner for tutor log in from Morgan 252 to Morgan 251.
- 7 Remove tables in MO 252 and replace with individual desked spaced for social distancing.
- 8 Remove tables in MO 251 and replace with individual desked spaced for social distancing.

C. Describe the traffic flow of the space. How will individuals within the department be directed through signage (e.g., posted arrows, carpet safe tape) to move around the space (e.g., multiple entrances, hallways)? Please specify if different criteria for visitors or other individuals is needed.

Our main door will be designated as entrance only. When the office is open, the door will be open wide. Signs will be posted on or near the door so they are visible. Signs will instruct visitors to watch the floor markings so they can maintain the appropriate social distance from the reception desks. Signs will also ask visitors not to enter the suite if there is someone else at the reception desk. Carpet tape and/or arrows will direct traffic flow to the exit.

Faculty offices, with the exception of the Chair's office, are not large enough to accommodate visitors with social distancing. Morgan 252 is a small room directly across the hall from the Math Department. It has a social distancing capacity of 7. Normally this room is used for Tutoring. Morgan 251 is a math-designated classroom that has a social distancing capacity of 12. No classes will be held in Morgan 251 for fall and the Tutor Center will be relocated to Morgan 251, leaving Morgan 252 available for meetings. If a visitor needs to speak to a faculty member, the Office Assistant will call the respective faculty member. If the faculty member is available and Morgan 252 is not being used, the faculty member will meet with the visitor in Morgan 252. If Morgan 252 is occupied, the visitor will be asked to email the faculty to set up an appointment.

D. Describe changes in any other departmental spaces.

Do you have a break room, work room, conference room, lab space, waiting area, student lounge, or copy area? If so, explain what is expected for each. Consider – how many can be in

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the area at a time based on physical distancing of at least six feet, mask use, hand washing, cleaning, etc.

As previously mentioned, the waiting area will be eliminated.

For the breakroom/workroom:

- 1 No more than one person should be in the workroom at a given time in accordance with physical distancing guidelines.
- 2 Employees in the workroom should wear masks and disinfect after use.
- 3 Eating in the workroom is discouraged.
- 4 The Math Department will ask the University to purchase disposable gloves, which will be used when touching the microwave, coffee pot, copier, printer, and/or refrigerator.

For Morgan 252 (former Tutor Center to be used for meetings):

1. No more than seven people should be in Morgan 252 at a given time in accordance with physical distancing guidelines.
2. The door to Morgan 252 will remain locked when not in use.
3. Employees should wear masks and disinfect after use.

E. Cleaning Office Space

- 1. Stipulate the cleaning supplies and cleaning processes that will be needed and describe how employees will be educated on those cleaning processes (Facilities Services will be able to assist you with completing this criteria).**
 - a. 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 at: <https://www.washburn.edu/student-life/health-safety/index.html>.
 - b. Supplies needed from Facility Services are as follows:
 - i. Hand sanitizer on a stand by office entrance as well as communal containers in work areas and one for the breakroom/workroom.
 - ii. Hand sanitizer on a stand by Morgan 251 entrance as well as at least one communal container inside the room.
 - iii. Detergent and paper towels for cleaning hard surfaces.
 - iv. Disinfectant wipes or disinfectant spray and paper towels.
 - v. Disposable gloves
 - vi. Masks to distribute to visitors as needed
- 2. Describe cleaning protocols which will be implemented to address any shared food spaces (e.g., breakroom, refrigerator, microwave), meeting/conference room spaces, or other shared spaces (e.g., work room, copier space). You may also want to consider frequency of cleaning and who is responsible.**
 - a Each employee will be responsible for cleaning their own workspace.
 - b Each employee will clean their workspace upon arrival and just prior to departure at minimum.
 - c Reception areas will be wiped down after each visitor, including pens or any contacted supplies.
 - d Morgan 252 will be wiped down after each use.
 - e All lunch boxes or containers must be sanitized before being placed in the refrigerator.
 - f Do not wipe down the copy machine. Frequent use of liquid products could damage the machine.

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- g Employees will be encouraged to leave all non-essential items at home. Any items brought from home will be stored in a drawer when possible.
- h Employees using the breakroom/workroom will be expected to disinfect any areas after they have used or touched
- i Employees should sanitize/wash their hands after using the breakroom/workroom.

3. **All cleaning chemicals should be requested through Campus Facilities by submitting a work order. No employees other than trained facilities staff should be mixing any cleaning chemicals. Submit a work request to Facilities Services for products.**

<https://www.washburn.edu/faculty-staff/campus-services/facilities-services>

F. Hand sanitizer/Handwashing. Indicate hand sanitizing availability and handwashing expectations..

- 1 Hand sanitizer will be placed near the entrance to the office.
- 2 Hand sanitizer will be placed near the entrance to Morgan 252.
- 3 Hand sanitizer will be available in communal areas, the workroom, and Morgan 252.

G. Signage.

Describe any signage will be posted at the entrance and throughout the department. Example signage can be found at:

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>

Math Department Office signs at the entrance will include:

- 1. “Thank you for wearing a mask. If you don’t have one, please take one from the table inside our office directly on the right as you enter. If you are unable to wear a mask or do not choose to wear one, please contact us by phone at 785-670-1491 so that we can assist you.”
- 2. “Please observe social distance in this office. Please wait outside if there is a person already at the reception desk. Follow tape floor markings to talk with the receptionist and to exit the office.”
- 3. “DO NOT ENTER IF YOU HAVE COVID-19 SYMPTOMS OR HAVE BEEN EXPOSED TO SOMEONE WITH COVID-19 SYMPTOMS.” This sign will include symptoms of COVID-19.

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

- 4. A sign will be posted informing students that we cannot loan out calculators.
- 5. In the workroom area, signs will be posted about cleaning and preventing the spread of germs:
 - a <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
 - b <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

III. Physical Distancing/Interactions

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- A. Use of Masks: In all Non Nobis Solum phases, the use of cloth masks in public settings as appropriate is encouraged. If the use of masks will be different in your department from this, please describe.**

For the safety of our students, faculty, staff, and visitors, the use of masks is expected in the Department whenever more than one person is present. Department members will wear masks when conversing with others, when in the open areas of the office if other people are present, or when social distance cannot be maintained. In addition, visitors to the enclosed offices are expected to wear masks as are employees in those offices when visitors are present.

For visitors who do not have masks, they will be provided. If a visitor cannot or does not choose to wear a mask, they will be asked to conduct their business with the Department by phone.

- B. Address how the department or unit will limit all mass gatherings in reopening.**

Only one visitor will be allowed in the open area of the office at a time. Faculty will meet with visitors in Morgan 252, where attendance will be limited to 7 and social distancing will be maintained.

- C. Address how the department will receive and assist visitors.**

Visitors will be admitted one at a time. If the person they wish to speak with is not available, the receptionist will ask the visitor to call or email the faculty to make an appointment.

- D. Identify any special activities or plans (e.g., tours, visitors) within the department or unit which may occur during the respective phase(s).**

None are planned for Fall 2020.

- E. Address other ways the department will ensure or promote physical distancing of at least six feet. Consider electronic documents, virtual meetings, reducing office traffic, etc.**

1. Most routine business will be conducted electronically.
2. Office hours will be conducted via Zoom or through scheduled appointments in Morgan 252.
3. Department meetings will be conducted via Zoom.
4. Employees with office doors will be expected to work with their doors shut.

- IV. If applicable, address any department specific requirements that may be necessary to comply with the orders and guidelines issued by Shawnee County, CDC, WHO, KBI, or an accrediting body.**

NOTE: All protective equipment items requested from facilities should be on-hand and ready for use before reopening.

Date requested to reopen: August 3, 2020

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Bldg/Room Location	
Name/Position Title of Reopening Plan Developer	
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