

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Memorial Union
Bldg/Room Location	Memorial Union/Stauffer Commons/Annex (Carole Chapel/Bianchino Pavilion)
Name/Position Title of Reopening Plan Developer	Becky Bolte, Director
Date Reviewed	6/1/2020
Name/Position Title of Dean/Director Reviewer	Janel Rutherford, Director Business & Auxiliary Services
Date Reviewed	
Area Head Name	Chris Kuwitzky, VPAT
Date Reviewed and Approved	June 8, 2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	Continued operations since March

This plan intends to align with the phases identified within the Washburn University Reopening Plan and Phases as related to or necessary to comply with Shawnee County, CDC, WHO, accrediting body or similar guidelines.

Business Need

“The Washburn University, Memorial Union Building and office, is currently open for limited services. The Memorial Union will move to summer hours starting June 1 to accommodate other departments housed within the building. The Memorial Union Business office will start phasing in administrative employees to work on campus July 6, 2020 and continue telecommute when necessary.” The Memorial Union has 5 employees plus 2 office suitemates with Business & Auxiliary Services.

- Becky Bolte, Director Memorial Union/University Scheduling
- Richard Chavez, Memorial Union Facilities Manager (office plan under University Scheduling)
- Laurie Mersmann, Memorial Union Office Coordinator
- Andy Lukens, Custodial Worker II
- Aathen Fitzmaurice, Custodial Worker II
- Camryn Bollinger, Student Marketing Intern

Office Suitemates

- Janel Rutherford, Director Business & Auxiliary Services
- John Velde, UMAPS Manager

Memorial Union Office Space Description

The Memorial Union Office is located on the upper level of the Memorial Union. Employees are spaced apart more than 6ft either by distance or individual offices. The Facilities Manager office is in University Scheduling (see Reopening Plan for University Scheduling). Custodial workers do not have office space, but do have lockers and break area.

Memorial Union Building Description

The Memorial Union houses many departments and retail venues as well as event/meeting space. The following departments should be submitting their own reopening plans, however are listed here for reference. University Dining Services (Office Suite, Union Market Dining, Cornerstone Retail), Student Involvement & Development (Office Suite, Conference Room, Work Room), University Scheduling, Ichabod Service Center (iCard), Ichabod Shop, University Mail & Printing (Office, Printing space), Campus Activity Board (CAB), Student Media, Multicultural Space (Coming online in August), and Washburn Student

Government Association (WSGA). The Memorial Union custodians and business services team are responsible for event setup/tear down only (not daily custodial or athletic department sporting events) for Bianchino Pavilion and Carole Chapel. The following descriptions of social distancing standards and cleaning/sanitation will be followed when events occur in those facilities.

1. Social Distancing Measures –

a. Office

- i. Office layout allows for 6ft distance between suitemates.
- ii. UMAPS Manager and Director of Business & Auxiliary Services can use side doors vs main entrance for office access to avoid crossing front desk when visitors are present.
- iii. The front desk has two work spaces (6ft from each other) and a counter. We have not requested sneeze guard for the front work space due to spacing for visitors but may add if necessary for preventative measure.
- iv. Appointments to discuss business needs will be made if face to face interactions are needed, otherwise conversations over phone or email will be encouraged.
- v. Walkup visitors will be allowed in the office one at a time. Options are either to move back to the seating area or at the work table to discuss needs.
- vi. Additional visitors will be asked to wait outside the office in the seating area until called to come inside Individual office spaces allow 6ft distance between individuals if no more than 2 in space.
- vii. Custodians and Building Services employees will be asked to use walkies for communication in lieu of entering office.
- viii. Employees will be briefed on social distancing expectations, sanitation, hygiene and other safety measures. Employees who have concerns should report them to the director.

b. Building

- i. Entrances will be reduced to two main entrances (West & East). Open entrances include elevators and ADA doors. Exit of all doors allowed for fire/ safety.
- ii. Open entrances will be marked with “IN” and “OUT” signs to direct traffic flow.
- iii. ADA door will be both in/out directions.
- iv. Traffic flow will consist of 6ft spacing between traffic directed by “walk this way” floor arrows (carpet and tile safe) each direction.
- v. Elevator signage to consist of preventative measures against COVID 19 (includes social distancing, use of sanitizer after touching controls, etc..) is posted inside and outside of each elevator.
- vi. Lounge and seating spaces are reduced using social distancing standard. Signage will be posted and areas checked often for reset.
- vii. Custodian office cleaning will be adjusted to maintain social distancing by the following:
- viii. Office vacuuming will be done early morning or after office hours to reduce interaction with other employees. Access to offices will be assisted by Facilities Manager.
- ix. Office trash will be picked up after office hours. Departments will be asked to consolidate trash to one can and place outside office door.
- x. Alpha HP Disinfectant, Hand Sanitizer and towel delivery/pickup will be requested through Memorial Union Facilities Manager at: Richard.chavez@washburn.edu . Facilities Manager will deliver after office hours.
- xi. Preset meeting rooms seating are reduced using social distancing standard. Contact universitiescheduling@washburn.edu for more information.
- xii. Open meeting rooms seating is planned with social distancing standard. Contact universitiescheduling@washburn.edu for more information.

1. Reduced options for setup configuration have been determined.
 - xiii. During events traffic flow signage consist of 6ft spacing between traffic directed by “walk this way” floor arrows (carpet safe) each direction to allow for “IN” and “OUT” to Washburn A/B, Kansas and Shawnee room.
 - xiv. “IN” and “OUT” signage will be placed on Washburn A/B, Kansas and Shawnee room doors if needed.
 - xv. Custodians and Building Services employees will be asked to use walkies for communication in lieu of entering offices during normal hours.
 - xvi. The time keeping room will not allow more than one person at a time for social distancing.
 1. Signage will be placed on outside door on social distancing expectations noting one employee at a time in room,
 2. Time clock
 - a. Important to sanitize your hands before/after each use.
 - b. Opening custodian will sanitize time clock each day.
 - c. Weekend opening shift will sanitize time clock each day.
 3. Shared building keys
 - a. Lock box key sanitized after each use in main office.
 - b. Opening custodian will sanitize each set each day.
 - c. Weekend opening shift will sanitize each set each day.
 - xvii. Employees will be briefed on social distancing expectations, sanitation, hygiene and other safety measures. Employees who have concerns should report them to the Director of Memorial Union.
2. Use of masks will follow the University guidelines. Example of proper use training can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>
 3. Movement through building
 - a. Office
 - i. Signage will be place on the floor (carpet safe) inside the office for visitors and will indicate “please wait here” before the 6ft distance is reached.
 - ii. Copy machine is shared and will need to be used one at a time to ensure social distancing measures are maintained. Hand sanitizer will be placed near the machine.
 - iii. The office has one main entrance with space to move about freely, employees will need to stay in desk cubicle area as much as possible to ensure 6ft distance.
 - b. Building
 - i. Entrances will be reduced to two main entrances (West & East). Open entrances include elevators and ADA doors. All others will be locked but open for exit.
 - ii. Open entrances will be marked with “IN” and “OUT” signs to direct traffic flow.
 - iii. ADA door will be both in/out directions.
 - iv. Traffic flow will consist of 6ft spacing between traffic directed by “walk this way” floor arrows (carpet and tile safe) each direction.
 - v. Elevators have social distancing guidelines posted inside and outside of each elevator.
 4. 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>
 - a. All cleaning chemicals will be provided by Memorial Union Facilities Manager which will be requested through Campus Facilities. No employees other than trained custodians and

business services employees should be mixing any cleaning chemicals.

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

- b. Alpha HP disinfectant cleaner in spray bottle and clean towels provided by Memorial Union Facilities Manager. Dirty towels disposed of into marked container will be picked up regularly by Memorial Union custodians.
- c. Hand sanitizer will be placed near the door to the office with signage. Example of training can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>
- d. Office copier
 - i. Important to sanitize your hands after each use and before picking up printed materials.
 - ii. Do not wipe down machine. Frequent use of liquid based products could damage the machine.
- e. Office pens or other office supplies used by visitors will be cleaned after each visit (includes pens, staplers, tape dispensers, dry erase markers and other used items)
- f. Storage rooms and time keeping room pens or other office supplies used by employees will be cleaned each day (includes pens, staplers, hole punch, tape dispensers, dry erase markers and other used items) by closing custodian or building manager.
- g. Meeting room cleaning/sanitizing will occur between events and will include door handles, light switches, tables, chairs, countertops, etc.
- h. Storage spaces will be equipped with hand sanitizer in either bottle or wall mount form.
 - i. Employees will be directed to use sanitizer before/after each use of equipment and when accessing employee locker.
- i. Event equipment will be cleaned and sanitized in accordance with CDC Guidelines listed above. All equipment will be sanitized before storing in addition to after each use.
 - i. University Scheduling will work to schedule events with extra time between to allow for cleaning/sanitizing rooms, equipment, and high touch areas.
 - ii. Audio Video
 - 1. Microphones (including stands)
 - a. Countryman and catchbox will not be available through the COVID-19 pandemic due to inability to clean and sanitize properly.
 - b. Handhelds will only be offered if used as individual and not passed or multiple speakers using same handheld.
 - c. Wired and gooseneck will be offered and cleaned/sanitized after each use.
 - d. Cleaning and Sanitizing will include using Alpha HP to wipe down stand, microphone body and removing the microphone covers and foam insert for sanitizing.
 - e. Employees will use a fresh pair of disposable gloves each time when handling microphones before and after events.
 - 2. Remote controls (flat screen or projectors) and advancers (clickers) will be sanitized after each use and encouraged to not be passed from customer to customer.
 - 3. Floor projectors and carts will be sanitized after each use.
 - 4. Crestron controls (located in Washburn A/B and Kansas Room) will be sanitized after each event.
 - 5. Portable sound system controls and auxiliary cord will be cleaned/sanitized after each use.
 - 6. Direct box controls will be cleaned/sanitized after each use.
 - 7. Piano rental will be allowed if only one player per event. Piano will be cleaned/sanitized after each use.
 - iii. Tables, chairs, and credenzas will be cleaned between events.

- iv. Hand sanitizer will be placed on podiums for use before/after during multiple speaker events.
 - v. Employees will use disposable gloves when cleaning items and wash hands thoroughly after using following the CDC guidelines.
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
- 4. Facility changes
 - a. Office
 - i. The front desk has a counter which will need (Will request from facilities if needed) a sneeze guard for preventative measure.
 - b. Building
 - i. Lounge and seating spaces are reduced using social distancing standard.
 - 1. Signage will be posted and areas checked often for reset if needed.
 - 2. Social distancing signage placed on wrap around bench.
 - ii. Preset meeting rooms seating are reduced using social distancing standard. Contact universitiescheduling@washburn.edu for more information.
 - iii. Open meeting rooms seating is planned with social distancing standard. Contact universitiescheduling@washburn.edu for more information.
 - 1. Reduced options for setup configuration have been determined.
- 6. Mass gatherings
 - a. The department will follow phase requirements for mass gatherings along with social distancing standards set by facilities for rental spaces when planning department events.
 - b. University Scheduling handles the scheduling of meeting/events on campus, they will follow phase requirements for mass gatherings along with social distancing standards set by facilities for rental spaces and communicate to Memorial Union custodians and business services employees set up requirements. Contact universitiescheduling@washburn.edu for more information.
 - c. Memorial Union facilities manager (or designated custodian and building manager) will enforce, as much as possible, social distancing standards with employees and event coordinators in all locations.
- 7. Telecommuting
 - a. Office Coordinator will continue telecommute until July 6th.
 - b. Facilities manager and custodians will continue working on campus.
 - c. Employees will be notified more than 5 business days if required to change.
- 8. Work schedules
 - a. Office will continue from 8am – 5pm Monday through Friday either on campus or telecommute.
 - b. Facilities manager and custodians will continue to cover business needs currently from 7am – 5pm Monday through Friday on campus through July 31st.
 - c. Fall semester hours are to be determine with a recommendation to close facility at 8pm Monday through Friday to allow for full sanitation of meeting rooms and building high touch areas. Weekend hours are to be determined with a recommendation of 10am to 3pm to allow for the same needs for full sanitation.
 - d. Special event needs may determine later hours with consideration of full sanitation requirements for meeting rooms and building high touch areas. These hours may require special services fee.
- 9. The following signage will be posted in offices, time keeping room, employee locker storage area, and restrooms. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of->

[germs.pdf](#)

10. Shared food spaces

a. Office

- i. Refrigerator, microwave and counters will be sanitized each use by the employees with the Alpha HP disinfectant cleaner provided by facilities manager.
- ii. All outside food receptacles must be sanitized before putting into refrigerator.

b. Locker Storage area

- i. Refrigerator, microwave, and table will be sanitized each use by the employees with the Alpha HP disinfectant cleaner provided by facilities manager.
- ii. All outside food receptacles must be sanitized before putting into refrigerator.

11. 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.

12. 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.