

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Mulvane Art Museum
Building/Room Location	111 Garvey Fine Arts & 1700 SW Jewell
Name/ Title of Reopening Plan Developer	Connie Gibbons/Director
Date Reviewed	
Name/ Title of Dean/Director Reviewer	Laura Stephenson/CAS Dean
Date Reviewed	
Area Head Name	JuliAnn Mazachek
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)	July 7, 2020

The Mulvane Art Museum plans to reopen July 7, 2020 in order to prepare for a partial reopening of the one of the museum galleries for members on July 15, 2020. This will enable the office and museum staff to adequately prepare for face-to-face contact with the general public, faculty, staff, and students, while we prepare the remaining galleries for the start of the Fall 2020 semester.

I. Employees

A. Identification.

1. Connie Gibbons, Director, enclosed office
2. Kandis Barker, Education Director, enclosed office
3. Jane Hanni, Assistant Education Director, enclosed office
4. Rebecca Manning, Collections Manager, enclosed office
5. Michael Allen, Exhibitions Coordinator, enclosed office
6. Kristin Chanay, Office & Visitor Center Coordinator, open area desk

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

The **Mulvane Art Museum Office** will modify work schedules where possible to mitigate risk of infection and prevent a scenario in which all six employees face simultaneous mandatory quarantine due to known exposure. Employees will work from home when possible, and on a staggered schedule, so that each full-time professional staff is assigned days and times to oversee opening/closing and security of the Museum and requires they be on site. Student and part-time workers who man information desks will be scheduled so that only one person at a time are at those posts. In person meetings will only take place between two people who maintain 6-foot distance and masks will be worn when in the presence of another employee. Staff meetings involving more than two employees will take place via Zoom.

The **Mulvane Art Museum (second floor galleries) and Rita Blitt Gallery** will open beginning July 15, 2020 with reduced hours: Tuesday 12 am to 7 pm, Wednesday – Friday 12 am to 5 pm. Museum staff consisting of student and part-time employees will work in separate areas—one on the first floor and one on the second floor—and will communicate via walkie-talkie or telephone in order to monitor and manage the flow of traffic from the first floor to the second floor.

The **Mulvane ArtLab** will remain closed to the public to walk-in traffic until the end of 2020. Tours of the gallery with an ArtLab activity for groups of ten or fewer may be scheduled for Washburn University classes by calling Kandis Barker at 785-670-2420. No more than two tours will be conducted per day—one in the morning, one in the afternoon—in order to allow time for staff to disinfect the ArtLab space.

Operational Area Reopening Plan

C. Communication with Employees

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

All members of the staff provided input into the creation of the reopening plan and feel comfortable with the modifications and safety measures being implemented.

2. The approved reopening plan will be sent via email to all office employees, with a read receipt kept by the director. This will be done by June 25, 2020. It will also be posted on 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 director. 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 in the presence of others. Each employee will be responsible for his or her own workspace and will be responsible for cleaning common workspaces after use. 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 Director.

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.

Operational Area Reopening Plan

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 spaces to ensure social distancing.

Mulvane Art Museum Office: has one door, a small waiting area and large reception desk for office coordinator. It leads to a copy/mail/supply room and to the Director and Assistant Director’s offices, which each have their own doors. The main office door will remain closed, but unlocked, and a sign will be posted instructing visitors to enter one at a time and to wait outside if someone is already at the reception desk. Visitors waiting for appointments with the Director may wait in the lobby area outside the office, in the Garvey Fine Arts Building entryway, and will be called on their cellphone when the Director is available.

Mulvane Art Museum and Rita Blitt Gallery: Furniture (couch, chair, coffee table) on the first floor of the main museum gallery has been removed and stored. The number of benches has been decreased on both floors of the museum and in the Blitt Gallery. Signs will be placed on the front doors of the museum indicating that visitors may be asked to wait outside if numbers inside the museum have reached capacity. Stanchions and floor tape will be used to direct traffic flow inside the museum.

The ArtLab space has been reconfigured to allow for appropriate social distancing within groups of ten or fewer. Some furniture has been removed and stored. Signs will be placed on doors to ArtLab indicating that only ten or fewer are to be in the ArtLab at one time during scheduled tour times to be arranged with the Education Curator.

B. Identify any appropriate facilities changes which may be necessary (e.g., moving furniture, adding a partition or Plexiglas, etc.).

1. Plexiglass or acrylic shield at reception desks on both floors of art museum galleries and in the administrative office. A work order has been submitted.

C. Describe the traffic flow of the space. How will individuals 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.

Main Administrative Office Suite: There is a single entrance to the main office suite. The office door will remain closed; a window allows visitors to see if someone is in the office. A sign will instruct visitors to enter one at a time and to not enter if someone is at the reception desk. The office phone number will also be posted so that visitors may call to ask questions instead of entering the office, if they choose.

Museum Galleries: Guests will enter through the front door of the museum. There will be stanchions directing visitors through the first floor to the stairway to the 2nd floor for the *I Dream a World* exhibit.

Operational Area Reopening Plan

Those needing the elevator will be directed to the large elevator down the hallway for 2nd floor access. The small elevator within the museum and the four individual bathrooms on the 1st and 2nd floors will be blocked. Guests will be directed to use the bathrooms down the hall in GFA.

In the second-floor gallery, stanchions will be placed to direct exhibit traffic first into the south gallery and upon exiting that gallery, along the reception desk and into the north gallery. Upon exiting the north gallery, traffic will be directed along the east wall of the gallery's lobby area. Tape with arrows will also be placed on the floor to better ensure proper flow.

Exiting the galleries: Guests will exit the east doors on the opposite side of entry and go down the stairs or use the large elevator down the hallway to the first floor. Signage will direct them to exit via the south doors of the GFA building. They will be directed to exit the Museum through Garvey rather than re-entering the first-floor museum gallery to exit the building.

Entry and exit into the Rita Blitt Gallery will occur through White Concert Hall lobby and will be monitored by staff working the front line. Signage for the Rita Blitt Gallery will provide instruction on social distancing, and guides on the floor will provide guidance on proper social distancing.

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

There is a shared copy/mail/supply room between the reception desk and Director's office:

1. One person at a time in the copy/mail/supply room.
2. Employees should wear masks in the space.
3. Employees must disinfect after use.

There are two classrooms on the lower level of Garvey that are used by education staff:

1. No more than ten in each classroom at one time. Signs will be placed on doors to indicate number limits and ask people to wait in hallway—one in, one out—if that limit is reached.
2. Spacing of 6-feet between individuals will be maintained.
3. Employees will wear masks when in classrooms.
4. All visitors will be asked to wear masks and one will be provided, if needed.
5. Employees will disinfect before and after classroom use.

There is a small lounge in one of the classrooms on lower level of Garvey that is used by some staff:

1. Containers placed in refrigerator must be sanitized beforehand.
2. No dishes or silverware may be left in sink. All items used must be cleaned and put away immediately.
3. Employees should wipe down surfaces with disinfectant when they finish eating.
4. Employees should avoid sharing food or beverages.

There is a Conference Room in the Museum:

1. First preference will be to meet via Zoom. In-person meetings will be discouraged.
2. In the event that in-person meetings will need to take place, no more than 4 people can meet in the conference room at one time; this allows for social distancing.
3. Attendees will be required to wear masks.
4. Attendees will sit 6 feet apart.

Operational Area Reopening Plan

5. Conference table and chairs will be cleaned with disinfectant before and after the space is occupied.

Mulvane Art Museum Gallery Space:

1. The number of visitors in the museum space will be limited to 25 at one time. If there are 25 guests inside the museum, guests who arrive will be asked to wait outside the front doors, or in the lobby area of GFA building, and will be admitted as others leave. Visitors may also call the museum at 785-670-2427 to reserve a spot, and if one is available, it will be held (reservations will be held for no more than 10 minutes and will be released after that time to visitors who are on waiting list). Museum personnel will be equipped with walkie-talkies, so that they can communicate between the first and second floors, in order to maintain the proper total number of guests in the museum at one time.
2. Employees will disinfect hard surfaces in common areas of the museum galleries on a schedule: before opening, and at two-hour intervals throughout the day and at end of day. This will be documented on a daily task sheet. Door handles and countertops will be disinfected between visitors as necessary throughout the day.
3. Employees will be required to wear cloth or disposable face masks. Museum visitors will be asked to wear face masks and disposable masks will be available for those not wearing masks.
4. Employees will wear rubber gloves when disinfecting hard surfaces and will be required to wash hands regularly or use hand sanitizer when not wearing gloves.
5. Printed materials will be removed from gallery reception counters. Gallery guides will be available upon request.

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 Facilities Services are as follows:
 - i. Hand sanitizer in each of six offices, office reception area, copy/mail/supply room, ArtLab, and museum reception desks.
 - ii. Spray cleaner and paper towels for cleaning hard surfaces.
 - iii. Disinfecting wipes for computer keypads and door and cabinet handles, etc.
 - iv. 100 disposable rubber gloves
 - v. 200 disposable 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. Kitchen Area:
 - i. Each employee is responsible for disinfecting the areas where food was stored or consumed after use and for washing any utensils used immediately.
 - b. Conference Room:

Operational Area Reopening Plan

- i. Museum staff will clean conference table and chairs with disinfectant before and after any meetings in the conference room.
 - c. Copy/mail/supply room:
 - i. Each employee who uses the copy/mail/supply room will be responsible for disinfecting hard surfaces and items touched before they leave the room.
 - d. Reception areas in museum and office:
 - i. Employees must clean their workspace upon arrival and prior to departure each day at a minimum.
 - ii. Reception areas will be wiped down after each visitor, including pens or other contacted supplies.
 - iii. Employees are discouraged from bringing nonessential items from home. Any items brought from home will be disinfected and stored in a drawer when possible.
 - iv. Employees will be advised to wash/sanitize hands before working at and after leaving any common areas.
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>
 - a. A work order has been submitted for cleaning products.

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

1. Hand sanitizer dispensers are located on the walls outside the entrance to the museum office and on both floors inside the museum.
2. Hand sanitizer will be available at reception desks, in common areas, and in individual offices.
3. Employees will be encouraged to wash/sanitize hands throughout the day.
4. Visitors to the museum will be invited to use hand sanitizer upon entering the museum through signage in the entryway.

G. **Signage**.

Describe any **signage** that will be posted at the entrance and throughout the department.

Museum Art Museum Office entrance signs:

1. “Thank you for wearing a mask. If you do not have a mask, one is available inside the door on your left. If you are unable to wear a mask, please contact us by phone at 785-670-1124, or email us at mulvane.info@washburn.edu so that we can assist you.”
2. “Welcome to the Mulvane Art Museum Office. Please enter the office one at a time. If someone is already at the desk, please wait outside. **DO NOT ENTER** if you have a fever, sore throat, or cough, or if you have recently been exposed to someone with COVID-19.”

Copy/mail/supply room sign:

Operational Area Reopening Plan

1. “One person at a time in the copy room. Please wear a mask. Disinfect all surfaces touched prior to leaving the work-space using the wipes provided. Thank you!”

ArtLab door sign:

1. “Limit of 10 at a time in ArtLab for tours only. Please wear a mask and maintain 6 ft. distance. Call Kandis Barker at 670-2420 if questions or to arrange a tour. Masks available.”

Mulvane Art Museum

Front door sign:

1. “Welcome! Your safety is our utmost concern. While in the museum: Please wear a face mask (one will be provided, if needed) and maintain 6 ft. distance. Use hand sanitizer upon entering. Follow the directions to the 2nd floor to view the *I Dream a World* exhibit. ENJOY!”
2. “Please do not enter the museum if you are exhibiting any signs of COVID-19—fever, cough, or shortness of breath—or if you have been exposed to anyone with the virus. Thank you!”
3. “If numbers exceed the required limit, you will be asked to wait outside by museum staff until someone has exited the museum. Thank you for your patience.”

Elevator sign:

“CLOSED. Please use the stairs or elevator down the hallway to access the *I Dream a World* exhibit on the 2nd floor.”

Bathrooms on 1st & 2nd floor:

“CLOSED. Please use the bathrooms at the end of the hallway.”

Upstairs 2nd Floor Gallery Entrance:

“Please wear a mask—one will be provided, if needed—and maintain 6 ft. distance. Gallery guides available upon request.”

Outside Museum Back Door:

“Please do not re-enter the museum. Exit through the south doors of Garvey Fine Arts Center<<. Thanks and come again!”

Rita Blitt Gallery door sign:

1. “Please maintain distance of 6 feet when in gallery and wear face mask, if possible. No more than 15 in the gallery at a time. Thank you!”

Kitchen Area:

1. On refrigerator: “Please sanitize food containers prior to placing in refrigerator.”
2. Above sink: “Please wash all dishes and utensils immediately after use and put away. Do not leave unwashed dishes in sink.”
3. On cabinet: “Please maintain 6 ft. distance when eating and disinfect area when you are finished.”

III. Physical Distancing/Interactions

A. Use of Masks.

Operational Area Reopening Plan

- a. **Mulvane Art Museum Office:** For the safety of our employees, students and visitors, the use of masks is expected in all Mulvane Art Museum Office spaces when more than one person is present. Office staff will wear masks when conversing with others, when in the reception area if others are present, or when social distance cannot be maintained. Masks will be provided to visitors who do not have one. Those who chose not to wear a mask will be asked to conduct business with the Mulvane Art Museum office staff by phone or email.
- b. **Mulvane Art Museum and Rita Blitt Gallery:** Employees will be required to wear masks at all times in the museum galleries. Visitors will be asked to wear masks and disposable masks will be available to those who need them.
- c. **ArtLab and Classrooms:** Employees will be required to wear masks in ArtLab when conducting tours or classes. Participants will be asked to wear masks and disposable masks will be provided, if needed.

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

- a. **Mulvane Art Museum Office:** Only one visitor will be allowed in the reception area of the office at a time. Visitors meeting with the Director will be limited to one or two at a time. Staff and other meetings take place via Zoom and with proper spacing and number limitations in the conference room, if necessary.
- b. **Mulvane Art Museum and Rita Blitt Gallery:** No mass gatherings are currently scheduled for the Fall semester. Any event that takes place will adhere to limitations on safe gatherings per square feet to maintain safe distances of 6 feet between attendees. Any special event will most likely take place outdoors in the Rita Blitt Sculpture Garden.
- c. **ArtLab:** No more than 10 at a time in the ArtLab. No mass gatherings planned through the end of 2020.

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

- a. **Mulvane Art Museum Office:** Visitors will be admitted one at a time. If the person they wish to speak with is unavailable, the receptionist will take their cell phone number, ask them to wait in the lobby area, and will call them when the staff person is available.
- b. **Mulvane Art Museum and Rita Blitt Gallery:** Visitors will enter the main museum through the front door and will be directed to the second-floor exhibition via the stairway or the elevator down the hall. Those wanting to speak to the director or a staff member will be asked to wait in the lobby area outside the museum while museum staff contact that staff member to see if they are available. Visitors to the Rita Blitt Gallery may enter White Concert Hall via the west doors and proceed to the gallery. Closed circuit cameras will alert museum staff to the presence of any visitors in the gallery. Staff will monitor for mask usage and observance of social distancing rules. If need be, a staff member will remind visitors in person of the rules for visiting the museum.
- c. **ArtLab:** Visitors will be by appointment only. They will enter through the south doors of the Garvey Fine Arts building and will be met by the Education Director in the lobby to be escorted down to the ArtLab.

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. Friends meetings and the annual meeting will be conducted via Zoom. Visitors to the museum will be handled as previously stated in this document.

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.

Operational Area Reopening Plan

1. Most routine Mulvane Art Museum business will be conducted electronically. Correspondence should be sent to mulvane.info@washburn.edu, or to the individual staff member at the appropriate washburn.edu address. Paper documents requiring the Director's signature are sent electronically and are digitally signed; email correspondence is encouraged.
2. Meetings are conducted via Zoom, including staff meetings, Friends of the Mulvane Art Museum executive committee, board of directors and art fair meetings, as well as the FOMAM Annual Meeting.
3. Employees with doors are 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 for partial reopen: July 15, Mulvane Art Museum Office; remaining galleries scheduled to reopen August 3, 2020; ArtLab will remain closed to the public through 2020 and will only be made available for Washburn students and faculty by appointment.

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	
Bldg/Room Location	
Name/Position Title of Reopening Plan Developer	
Date Reviewed	
Name/Position Title of Dean/Director Reviewer	
Date Reviewed	
Area Head Name	
Date Reviewed and Approved	
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	