

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Department of Political Science
Building/Room Location	Henderson Building/HC 215 (main) and 215A,B,C and HC 209 Student Lounge and HC 225 conference room
Name/ Title of Reopening Plan Developer	Bob Beatty/Chair
Date Reviewed	
Name/ Title of Dean/Director Reviewer	Laura Stephenson
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)	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.

1. List each employee, position, work schedule and location upon re-opening.

1. Bob Beatty, Professor/Chair, Enclosed Office
2. Cathy Tunnell, Administrative Assistant, Working from home as per approved modification, enclosed office if in department
3. Linsey Modellmog, Assoc. Professor, Enclosed Office
4. Amber Dickinson, Asst. Professor, Enclosed Office
5. Grant Armstrong, Lecturer, Enclosed Office
6. Clark Duffy, Adjunct, Enclosed Office
7. One student worker during term only, open area desk
8. Chris Hamilton, Adjunct, Enclosed office

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

The Administrative Assistant will continue to telecommute. During the times she will need to be on campus, the department will designate HC215C, which is an enclosed office, for use. The enclosed office allows for the Administrative Assistant to close the door while in use or note in use. Other employees will modify their work schedules as needed in relation to changes in their teaching assignments (i.e. changing from face to face classes to “remote lecture” or hybrid classes). Professors will have the option of maintaining office hours in person with social distancing or virtually via zoom. Only one student worker at a time will be allowed to work in the main office.

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 department gave 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 department members, 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 with 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.

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>

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- 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.

The office suite has one door and has a foyer/main desk/waiting area (HC 215) that includes the reception desk and chairs for visitors. The space also includes the chair's office (HC 215B), one copy and supply room (HC 215A), and one break/work study room HC 215C). All three of these offices have doors that shut.

HC 215C, the common break room, will be eliminated as such and turned into a room that only the administrative assistant can use if she is on campus. The door will always be shut and only the administrative assistant will be allowed in that room. We will eliminate the reception area with chairs for visitors in the main room. Only one person will be allowed in the main waiting area. Visitors for the chair or other faculty will be asked to wait elsewhere before their appointments and proceed to their appointments at the scheduled time and/or when called on their cellphones. Finally, there will only be one person at a time allowed in HC 215A, the copy and supply room.

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>

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- 1 Plexiglass or an acrylic shield will be installed at the desk in the main office.
- 2 Carpet tape will be used to direct visitors where to stand to ensure social distancing.
- 3 Chairs will be removed from the waiting/reception area.

D. 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.

There is a single entrance to the suite. When the office is open, the door will be propped open. Signs will be posted on the door so they are visible. Signs will instruct visitors as to the rule on only one person in the main area at a time and also ask visitors not to enter the suite if there is someone else at the reception desk. Visitors will be verbally directed to the appropriate faculty office. Social distancing requirements will limit the number of visitors to enclosed offices to one or two at a time. Visitors who must wait to see a faculty member will wait elsewhere until they are called on their cellphones. Signs will also instruct visitors on what to do if there is no one working at the reception desk.

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.

As previously mentioned, the CAS waiting area will be eliminated. The other shared office space is the copy/supply room (HC 215A):

- 1 No more than one person should be in the work room at a given time in accordance with physical distancing guidelines.
- 2 Employees in HC 215A should wear masks and disinfect after use.
- 3 Eating in HC 215A is not allowed.

HC 209: Student Lounge

The student lounge is a long room with a sitting bench that spans the length of the room and includes tables along the bench and chairs along the opposite wall. There are two entrances to the lounge. The following guidelines will be put in place for HC 209:

1. Now more than 5 people allowed at any one time, and they must social distance.
2. Max of three people allowed on the long bench, max of two on the chairs.
3. Bench tables and wall chairs will be taken out so that only three bench tables and two wall chairs remain.
4. Everyone in HC 209 should wear masks and disinfect after use.
5. Signs will be put in place which indicate rules cited above for HC 209.

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HC 225: PO/PY/SOAN Shared Conference Room

HC 225 is a shared conference room for PO, PY, and SOAN Department use. It is a large, enclosed space with one entrance. The following guidelines will be put in place for HC 209:

1. Room will be locked at all times and access controlled by Department administrative assistants or department chairs. No more than 6 people allowed at any one time, and they must social distance. Chairs will be placed at socially distance appropriate spots and people using room must sit in those chairs.
2. Everyone in HC 225 should wear masks and disinfect surfaces after use.
3. Signs will be put in room which indicate rules cited above.

HC 213: PO/PY/SOAN shared adjunct office

HC 213 is a shared office for the use of adjuncts from the three departments. It is a large, enclosed office with one entrance. It has three desks, all six feet apart. The following guidelines will be put in place for HC 213:

1. The room is only to be used by adjuncts who hold keys.
2. The maximum number allowed in the room at any time is 3.
3. There are to be no visitors or students or other faculty using the room. Only the assigned adjuncts.
4. If more than one person in the room, masks must be worn.
5. Anyone using the room must disinfect his/her area upon leaving after each 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). 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>.**

- 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 on a stand by office entrance, as well as communal containers in work areas and one for the copy room and two for HC 209 and two for HC 225 and three for HC 213.
 - ii. Detergent and paper towels for cleaning hard surfaces.
 - iii. Disinfectant wipes or disinfectant spray and paper towels.
 - iv. Disposable gloves
 - v. 50 masks to distribute to visitors as needed

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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.
 1. Each employee will be responsible for cleaning their own workspace.
 2. Each employee will clean their workspace upon arrival and just prior to departure at minimum.
 3. Main office desk area will be wiped down after each visitor, including pens or any contacted supplies.
 4. Do not wipe down the copy machine. Frequent use of liquid products could damage the machine.
 5. Employees will be encouraged to leave all non-essential items at home. Any items brought from home will be disinfected using appropriate cleaning methods and stored in a drawer when possible.
 6. Employees using the copy room will be expected to disinfect any areas after they have used or touched.
 7. Employees should sanitize/wash their hands after using the copy room.
 8. All employees and students using HC 209 will disinfect any areas after they have touched it, upon leaving. HC 209 will also be wiped down when the department opens and when the department closes for the day.
 9. All employees using HC 225 will disinfect any areas after they have touched it, upon leaving.
 10. All employees using HC 213 will disinfect any areas after they have touched it, upon leaving.

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 available in communal areas and in the workroom and in HC 209 and HC 225 and HC 213.
- 3 Employees will wash their hands once per hour and as needed.

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>

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Departmental signs at the entrance to the main office 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 785-670-1737 or email us at cathy.tunnell@washburn.edu 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. Only one person at a time is allowed in the main room and in HC 215A.
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. In the copy room and HC 209 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>
5. In HC 209, a sign outside each entrance will say: “Please observe social distance in HC 209. There is a 5 person maximum for the room. Please exit using the nearest exit.”
Another sign outside each entrance will say: “Thank you for wearing a mask. If you don’t have one, please take one from the table inside HC 209 directly on the right as you enter. Please wipe down the areas you touch before leaving, using the supplies provided in the room.” Finally, this sign will be posted:
“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.
6. In HC 225, a sign inside the room will say “There is a 6 person maximum for the room. Please sit only in one of the six chairs in the room and observe social distancing at all times. Please wear a mask. Please wipe down the areas you have touched, before leaving, using the supplies provided in the room.” And, this sign will also be posted: “DO NOT ENTER IF YOU HAVE COVID-19 SYMPTOMS OR HAVE BEEN EXPOSED TO SOMEONE WITH COVID-19 SYMPTOMS.”
7. In HC 213, a sign inside the room will say: “There is a 3 person maximum for this room. Please wear a mask if more than one person in room. Please wipe down the areas you have touched, upon leaving, using the supplies provided in the room.”
And, this sign will also be posted: “DO NOT ENTER IF YOU HAVE COVID-19 SYMPTOMS OR HAVE BEEN EXPOSED TO SOMEONE WITH COVID-19 SYMPTOMS.”

III. Physical Distancing/Interactions

- 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 all PO suite spaces whenever more than one person is present. PO department members and staff will wear masks when conversing with others, when in the open areas of the suite if other people are present, or when social distance cannot be maintained. In addition, students and visitors to the enclosed offices and HC 209 and HC 225 are expected to wear masks as are employees in those offices when visitors are present.

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B. 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 PO department by phone or by email.

C. 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. Visitors meeting with the chair and other faculty will be limited to one or two depending on office size and the configuration of seating to maintain social distance. Students in HC 209 will be limited to five maximum with maintenance of social distancing. HC 225 will be limited to a six person maximum with maintenance of social distancing while HC 213 will have a maximum of three people.

D. 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 person at the front desk or in the main office will take their cell phone number, ask them to wait elsewhere, and will call them when the person is available.

E. 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 the Fall of 2020.

F. 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 PO business will be conducted electronically. Departmental or university correspondence is to be sent to political-science@washburn.edu; paper documents that were formerly signed by the faculty and chairs is now sent electronically and digitally signed; email correspondence is encouraged.

2. Meetings will be conducted via zoom or in HC 209 or HC 225 with social distancing (with a max of five people present. Faculty or staff who do not attend in person can attend via zoom.)

3. 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.

N/A

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