

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	President's Office
Bldg/Room Location	Morgan 200
Name/Position Title of Reopening Plan Developer	Cynthia Holthaus, Special Assistant to the President
Date Reviewed	June 10, 2020
Name/Position Title of Dean/Director Reviewer	N/A
Date Reviewed	
Area Head Name	Jerry Farley
Date Reviewed and Approved	June 12, 2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	June 15, 2020

Washburn University President's Office Plan for returning to campus

The Washburn University President's Office has been determined to have a business need for its employees to work physically on campus. There are 8 employees in the office suite:

- Dr. Jerry Farley, President
- Marc Fried, University Counsel
- Dr. Pam Foster, EOD/Title IX/ADA Coordinator
- Cynthia Holthaus, Special Assistant to the President
- Rugena Hall, Assistant to the President
- Sue Palmer, Executive Assistant
- Student Workers, Blythe Landon and Taylor Keller

Office Description

Four employees have individual offices with doors that can be shut and Rugena and Sue are in the welcome area and are the initial stop for visitors. There is approximately 17 feet between their work spaces. The student workers sit at a desk in the welcome area approximately 7 feet from Sue's desk. They will have alternating shifts and not both work at the same time.

Proposed Reopening process

1. Open general office for staff.
 - a. No more than three additional people will be allowed in the welcome area, and strict physical distancing will be maintained, with masks encouraged. There will be a sign at the door informing visitors of these guidelines.
 - b. Visitors will be asked to remain at least six feet from front desk, maintaining physical distance.
 - c. Signage will be posted at the entrance and throughout the department. Example signage can be found <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
 - d. Returning staff will be briefed on social distancing expectations, sanitation, hygiene and other safety measures. Staff who have concerns should report them to their supervisor.

- e. Hand sanitizer will be placed in the welcome area and in the copier work area. Example training can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>.
- f. 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 requested through Campus Facilities by submitting a work order. No employees other than trained facilities staff will be mixing any cleaning chemicals. Submit a work request to Facilities Services for products. <https://www.washburn.edu/faculty-staff/campus-services/facilities-services>

Expectations from the Reopening Department

The staff will abide by all criteria set up for operation during each phase of the reopening plan for WU. This includes the following:

1. The reopening plan will be sent via email to all office employees.
2. All staff will receive training on how to clean their office and any communal areas.
3. We will promote physical distancing measures in the office and in the building.
4. Staff will be discouraged from bringing non-essential items from home to the office. Any items brought from home should be disinfected using appropriate cleaning methods.
5. We will encourage employees to wear face masks in shared areas, public settings, when interacting with others, or when in transit inside the building.
6. Any staff member who may need disability accommodations due to being in a “high risk” category for COVID-19 will be directed to the Director of Human Resources, Teresa.lee@washburn.edu, promptly.
7. Employees will stay home if they have any symptoms of Covid-19.
8. The President recognizes that this plan must remain congruent with guidelines from the Governor, SNCO Health Department, CDC, and Washburn University.

All staff who consider themselves an at-risk category and/or those with other challenges due to COVID-19 should contact HR.

Office Traffic Flow

1. Movement around the office will be minimal by guests.
2. In the individual offices, the number of guests will be limited to maintain proper physical distance. The conference rooms may be used to host guests instead of individual offices.
3. Guests will not be allowed back in the work areas.

Office/Work Areas

Front Desk/Reception

1. Place Ichabod 6 feet from each work station on floor.
2. Wipe down used spaces after each visit (*Includes pens, clipboards and other used items*) using the appropriate cleanings supplies as provided by Facilities staff.
3. Clean hands regularly using hand sanitizer and once per hour is encouraged to physically wash hands, especially after handling paper documents.

4. No magazines or brochures in the waiting area.
5. If waiting area furniture is used, we will spray the furniture with disinfectant after use.
6. Each student intern will clean and sanitize their shared work space after his or her shift.

Executive Staff offices

1. Physical distancing measures of 6 feet is expected for office meetings.
2. Staff must keep all personal items brought from home in their offices. If used beyond secured spaces and on-campus, the item(s) and area must be wiped down.
3. Clean hands regularly using hand sanitizer and once per hour are encouraged to physically wash hands in the nearest rest room.

Shared Work Spaces

Kitchen

1. Encouraged to wear facemask when entering.
2. Staff should wash hands before and after eating or cleaning in this space.
3. After using the kitchen, each person should clean after themselves.
4. Only two employees in the kitchen at the same time.
5. Use second door to the large conference room to encourage circular traffic and air flow.

Copier/Scanner Work Area

1. Since the copier is frequently used, it is important to sanitize your hands after each use and before picking up printed materials.
2. Physical distancing measures are expected to be maintained.
3. Do not wipe down machine. Frequent use of liquid based products could damage the machine.
4. After each use, the person will wipe down stapler, paper cutter, and other shared office supplies. Employees should sanitize hands after using shared supplies.

Conference Rooms

1. Chairs will be removed to encourage physical distancing.
2. After the room has been used, high touch items like chairs, table, light switches, door handles, remote, and any others, will be disinfected.
3. Parties should bring their own markers, pens, or other writing utensils.

Facilities

1. Cleaning Supplies needed for office
2. Carpet friendly tape for directional flow and distancing
3. Gloves

Note: All protective items requested from facilities should be on-hand and ready for use before re-opening.

Date requested to re-open: June 15, 2020