

## Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Psychology office, shared adjunct and conference space, and grad student break room
Building/Room Location	Henderson 211
Name/ Title of Reopening Plan Developer	Cindy Turk/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 PY Department will reopen on campus August 3, 2020 to more fully provide on-campus support for students and other stakeholders.

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.

(for updates see: <https://washburn.edu/student-life/health-safety/files/WU-Web-Reopening.pdf>)

## I Employees

### A Identification. List each employee, position, and location upon re-opening.

- 1 Cynthia Turk, Chair, enclosed office
- 2 Dave Provorse, Faculty, enclosed office
- 3 Mike Russell, Faculty, enclosed office
- 4 Michael McGuire, Faculty, enclosed office
- 5 Linzi Gibson, Faculty, enclosed office
- 6 Jericho Hockett, Faculty, enclosed office
- 7 Angela Duncan, Faculty, enclosed office
- 8 Valerie Peckham, Faculty, enclosed office
- 9 Theresa Young, Senior Administrative Assistant, open area desk
- 10 Student workers (only one in the office at a time), enclosed office
- 11 Graduate student employees, graduate student lounge, large open room with door requiring a key

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

Theresa Young will be available in the office during WU business hours. Student workers will be in a vacant faculty office during their assigned shift; student worker shifts will be non-overlapping. Faculty will be on

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campus for face-to-face classes. Other faculty duties (e.g., office hours, meetings with students about research) will be conducted remotely as much as possible.

### 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 PY 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 PY 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.**

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](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.

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### F Accommodation and Modifications

- 1 Employees who may need disability accommodations will be directed to the Director of Human Resources, [Teresa.Lee@washburn.edu](mailto: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](mailto: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. Address changes needed for all department specific spaces including reception, shared work spaces, offices, lab/studio spaces, etc.

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

The office suite has two doors, one on each end of a U shape. Foot traffic through the office will enter at the reception desk and exit out the back door. All faculty have their own offices with doors that can be shut. The main office area has a reception desk. We have an open office due to an unfilled faculty line. The work study student will work in that office, which has a door that can be shut. The work study student desk has been removed from the main office area. We are eliminating all chairs in the waiting area. Visitors waiting for an appointment will be asked to wait out in the open-air hallway common waiting area and will be called on their cellphones when the professor is available. Theresa will call the faculty to let them know when a student is coming to their office. The copier is in the main office area with the administrative assistant. The water cooler, coffee station, refrigerator and microwave are in another vacant faculty office due to an unfilled faculty line.

#### B Identify any appropriate facilities changes that 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 Carpet tape will be used to direct visitors where to stand and how far apart to walk in the hallway to ensure social distancing.
- 3 Chairs will be removed from the waiting/reception area.
- 4 Professor office hours will be posted outside of the department for public viewing to reduce foot traffic at Theresa's desk.

#### 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.

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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 to watch the floor markings so they can maintain the appropriate social distance from the reception desk. Signs will also ask visitors not to enter the suite if no one is 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 person will wait in the open-air lounge in the hallway until they are called on their cellphones.

### D. Describe changes that 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 Psychology waiting area will be eliminated.

The Henderson 111 (Psychological Services Center and Research Labs) represents shared space. A separate reopening plan will be submitted for it.

The Henderson 023C (Psychology Mastery Lab) represents shared space. A separate reopening plan will be submitted for it.

#### Psychology Faculty Break Room

- 1 No more than two people should be in the break room at a given time in accordance with physical distancing guidelines.
- 2 Anything put into the refrigerator should be wiped down/sanitized first.
- 3 Employees in the break room should wear masks and disinfect after use.
- 4 Our break room does not have a place for people to eat.
- 5 People should sanitize/wash their hands after using the breakroom.
- 6 Signage will be posted to remind everyone of the rules.

#### HC 019: PY Graduate Lounge/PY Storage/Facilities Mechanical Room

HC 019 is a large, enclosed room with one entrance. It has two couches six feet apart, one work table with four chairs, two lounge chairs, one breakroom area, 6 filing cabinets, three large shelving units, a refrigerator, and a microwave. The following guidelines will be put in place for HC 19:

1. The room is only to be used by students/staff/faculty who hold keys.
2. The maximum number allowed in the room at any time is 6.
3. There are to be no visitors other than those with keys.
4. We will remove the two lounge chairs and remove two of the chairs from the work table.
5. If more one person is in the room, masks must be worn.
6. Anyone using the room must disinfect his/her area upon leaving after each use.
7. Anything put into the refrigerator should be wiped down/sanitized first.
8. People should sanitize/wash their hands after using the breakroom.
9. Signage will be posted to remind everyone of the rules.

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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.

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.

### 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 on a stand by office entrance and the entrance of all shared spaces.  
Additionally, we would like communal containers within each shared space (break room, grad student lounge, adjunct office, conference room).
    - ii. Detergent and paper towels for cleaning hard surfaces.
    - iii. Disinfectant wipes or disinfectant spray and paper towels.
    - iv. Disposable gloves
    - v. 100 masks to distribute to visitors as needed
2. **Describe cleaning protocols that will be implemented in workspaces, shared food spaces (e.g., breakroom, refrigerator, microwave), meeting/conference room spaces, or other shared spaces (e.g., workroom, 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. All lunch boxes or containers must be sanitized before being placed in the refrigerator.
  - e. Do not wipe down the copy machine. Frequent use of liquid products could damage the machine.
  - f. 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.

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- g Employees using the breakroom will be expected to disinfect any areas after they have used or touched
- h Employees should sanitize/wash their hands after using the breakroom.
- i Visitors should sanitize/wash their hands after visiting enclosed offices.

3. **All cleaning chemicals will 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 and grad student lounge.
- 2 Hand sanitizer will be available in communal areas as described above.
- 3 Employees will wash or sanitize 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>

Psychology 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 785-670-1564 or email us at [psychology@washburn.edu](mailto:psychology@washburn.edu) 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.”
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>

We will use signage to strategically instruct individuals at doorways and other decision-making junctions about how to maintain proper social distancing as well as the proper flow of foot traffic. Carpet safe tape on the floor will also be used to indicate direction of traffic flow and appropriate social distancing.

There will be a sign saying "Please sanitize and/or wash your hands after using this space." in the break room and on the exit door.

In the break room and grad student lounge, 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>

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- b <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

In HC 19 (grad lounge), a sign inside the room will say: “There is a 6 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.”

In HC 213 (shared adjunct space), 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.”

In HC 225 (shared conference room), 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.”

### 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 Psychology suite spaces whenever more than one person is present. 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 by phone or by email.

- 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. Visitors meeting with faculty will be limited to one or two depending on office size and the configuration of seating to maintain social distance.

- 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 take their cell phone number, ask them to wait in the open area outside of Henderson 211, and will call them when the person is available.

- 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 the Fall of 2020.

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### **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 Psychology business will be conducted electronically. Departmental or university correspondence is to be sent to [psychology@washburn.edu](mailto:psychology@washburn.edu); most paper documents that were formerly signed by faculty are now sent electronically and digitally signed (cf., thesis pages); email correspondence is encouraged.

2. Meetings will be conducted via Zoom. This includes department meetings, search committee meetings, course success groups, mastery lab meetings, Psi Chi meetings, new grad student orientation, capstone defense meetings, and all other Psychology meetings.

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, 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