

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Public Relations
Bldg/Room Location	Morgan 119
Name/Position Title of Reopening Plan Developer	Patrick M. Early, director of public relations
Date Reviewed	June 2, 2020
Name/Position Title of Dean/Director Reviewer	Cynthia Holthaus, special assistant to the president
Date Reviewed	June 10, 2020
Area Head Name	Jerry Farley, president
Date Reviewed and Approved	June 10, 2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	June 15, 2020

Public Relations Office plan for returning to campus.

Personnel from the Washburn Public Relations Office had need to return to the campus occasionally during phase 1, but generally worked from home. The staff plans to return physically to the campus on a regular basis as we begin phase 2 of the campus re-opening plan.

The department has five employees:

- Patrick M. Early, director of public relations
- Joy Bales, assistant director of public relations
- Kaitlin West, public relations specialist
- Debra Hupp, administrative assistant
- Peggy Clark, photographer (part time)

Office description.

The department occupies office space in Morgan Hall, Room 119. All of the members of the staff have individual offices except for Debra Hupp, administrative assistant, who also provides services for the Human Resources Department. The individual doors can be shut.

Debra sits in an open area with her primary workspace approximately 15 feet from the entrance to the suite. She does provide services to the HR department through a window between the departments. That window is covered by a motorized gate when not in use. That gate provides a solid barrier when it is lowered.

Proposed Reopening Process

- Employees will be able to return to the office as it is deemed safe (note arrangements needed for Debra Hupp. Peggy Clark will continue to work remotely except for coming to campus to take photos. Patrick, Joy and Kaitlin may alternate on-campus work with remote work through the summer with at least two of the three in the office on any given day in order to limit the number of people in the office
- We will have a plexiglass shield installed over the window between our department human resources. That shield will be designed to protect Debra Hupp from contact with visitors in HR. The shield will have an opening at the bottom sufficient to allow the passing of key documents. In addition, there will be a drop box on the HR side to allow visitors to drop off documents without contact.
- There will be an area reserved at Debra's desk for the sanitization of items which she must handle – e.g. driver's license as part of verification of I-9 documents. She will be provided with gloves, sanitizing spray and wipes.
- There will be signage on the door indicating that human resources is in the next office to the south. That will eliminate walk-in traffic visiting by mistake.
- The signage will also indicate that visitors must remain inside an area marked with colored tape inside the suite. The nearest employee will address their need and invite them in as needed. That will keep visitors a minimum of six feet from any employee
- Should it be necessary to invite the visitor into the office, that visitor must be wearing a face mask and use hand sanitizer on entry to the department. No more than two visitors will be in the office at any one time. They will be able to meet in the director's individual office or in the common meeting space on the north side of the suite while maintaining social distancing. Zoom will be used as a meeting alternative whenever possible. Surfaces (tables, chairs) will be sanitized and wiped down when visitors depart.
- Employees in the department will wear face masks whenever they leave their individual offices or work areas except where they are able to maintain a minimum of six feet separation.
- Employees will be encouraged to use hand sanitizer when entering the department.
- Any employee who may need a work assignment modification due to being in a "high risk" category for developing a severe illness from COVID-19 or an accommodation due to a disability will contact the Director of Human Resources, Teresa.lee@washburn.edu, promptly.

Storage Room/Microwave/Refrigerator

- Social distancing measures are expected to be maintained.

Copier/Scanner

- Since the copier is frequently used employees will be asked to sanitize hands after each use and before picking up printed materials.
- Social distancing measures are expected to be maintained.
- However, we will avoid wiping down machine since liquid based products could damage it.

Mascot Program

- Performers and spotters will be sent instructions as to the safety rules at the start of the semester.
- Performers must maintain six feet of separation except when wearing a face mask or the costume head.
- Spotters must wear protective gloves which will be discarded after a single use.
- After use, each costume will be sanitized and then placed in a holding area for a minimum of 72 hours. Costumes will be rotated so that no individual is wearing a costume that hasn't been quarantined for 72 hours.
- All performers must be trained in the restrictions noted.
- If we are unable to continue to maintain the safety of the performers, then the program will be suspended until we are able to safely resume.
- We will continually check with resources in the industry for the latest guidelines for safety in the wake of the pandemic.

Facilities

- Plexiglass barrier needs to be installed on the PR side of the window to HR before it can be opened.
- Cleaning Supplies needed for office
- Sanitizing spray for cleaning documents from HR
- Carpet friendly tape for directional flow and distancing
- Gloves

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

Date requested to re-open: 6/15/2020