

Operational Area Return to Campus Plan

Name of WU/WIT Academic or Administrative Operational Unit	University Registrar's Office
Bldg/Room Location	Morgan Hall 100
Name/Position Title of Reopening Plan Developer	Stephanie Lanning
Date Reviewed	5/19/2020, Revised 6/30/2020
Name/Position Title of Dean/Director Reviewer	
Date Reviewed	
Area Head Name	Richard Liedtke
Date Reviewed and Approved	5/22/2020, Revised 7/1/2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	July 13, 2020

Washburn University Registrar's Office Plan for returning to campus

The Registrar's office will return to campus starting July 13, 2020.

The Registrar's office has 10.5 employees:

- Registrar – Stephanie Lanning
- Associate Registrar - Vacant
- Quality Auditors – 3 (Cindi Valdivia, Shane Dittman, Marijo Swendson)
- Transcript Evaluators – 2.5 (John Chavez, Darcie Capo, part-time vacant)
- Degree Auditors – 2 (Marisa Gonzales, Taylor Jessen)
- Student Worker - .5 (Hannah)
- Temporary - .5 (Nancy)

Office Description

The department occupies office space in Morgan Hall 100. The Registrar and Associate Registrar have individual offices with doors that can be shut. The Quality Auditors, Transcript Evaluator, and Degree Auditors occupy individual cubicles spaces that have been modified to maintain physical distancing. Entrances into the cubicle areas will be taped off to assist in office traffic flow and only allow Registrar staff access to the area.

Proposed Returning Process

The Registrar and Associate Registrar will be in their respective offices. Staff will be assigned a cubicle that maximizes physical distancing while in the office.

1. 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>

2. Returning staff will be briefed on physical distancing expectations, sanitation, hygiene and other safety measures. Staff who have concerns should report them to the Registrar.
3. 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 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>

Expectations for the Reopening Department

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

1. The reopening plan will be sent via email to all office employees, with a read receipt kept by the Registrar.
2. All staff will receive training on how to clean their office and any communal areas.
3. Employees will wear face masks in shared areas, public settings, when interacting with others when physical distancing cannot be maintained, or when in transit inside the building.
4. We will promote physical distancing measures in the office and in the building.
5. Staff will be discouraged from bringing non-essential items from home to the office. Any items brought from home will be disinfected using appropriate cleaning methods.
6. Any staff member who may need 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 be directed to the Director of Human Resources, Teresa.lee@washburn.edu, promptly.
7. The registrar recognizes that this plan must remain congruent with guidelines from the Governor, SNCO Health Department, CDC, and Washburn University.

Work-Schedule

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. Preferred movement around the office will be in a circular manner, in order to minimize passing each other in the hallways or walkways. Carpet friendly tape will be placed on the floor to illustrate the appropriate walking direction. Masks are required when out of their respective office space and in public space.
2. Any office meetings will be conducted via Zoom where physical distancing is inhibited.

Registrar Staff Office/Work Areas

1. Registrar and Associate Registrar will work in their offices.
2. Quality Auditors, Degree Auditors, and Transcript Evaluators will work in their respective cubicles.
3. Student Worker will be placed at the student work space.
4. Physical distancing measures of 6 feet is expected.
5. Face masks will be worn when in public spaces with multiple people. *(i.e. break room, bathroom and other shared spaces)*
6. Any office meetings will be conducted via Zoom where physical distancing is inhibited.
7. Staff must keep all personal items brought from home in their office space. If used beyond secured spaces and on-campus, the item(s) and area must be wiped down. *(Please limit what you bring on-campus to essential items)*
8. Sanitize hands regularly, especially after handling public documents.

Shared Work Spaces

Break-Room

1. Required to wear Face mask when entering.
2. Staff **will not** be allowed to eat lunch in the break room.
3. All areas must be wiped down after each use.
4. Physical distancing etiquette required. ***(Face-covering, spacing, etc.)***
5. All lunch storage receptacles must be sanitized before putting in refrigerator.
6. Make sure to wipe down potentially compromised areas before using the microwave and ice machine.
7. One time use cups will be used to get ice from the ice machine.

Storage Hall

1. Physical distancing etiquette required.
2. No more than one person in storage hall at any time.
3. Wipe down areas/things used before departing.

Copier/Printer

1. Since the copier/printer 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.

Shared Public Areas

Morgan Hall Welcome Ctr.

1. Physical distancing measures are expected to be maintained.
2. Employees will wear face masks in shared areas, public settings, when interacting with others, or when in transit inside the building.
3. If you eat lunch or take break in the welcome center, make sure to properly sanitize hands upon re-entry to the office and work station.

Facilities

1. Cleaning supplies needed to properly disinfect individual and shared areas (disinfectant spray, multi-purpose cleaner, anti-bacterial hand gel in pump large and small bottles)
2. University branded mask, one per employee (10 masks total)

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

Date requested to return: July 13, 2020

Submitted by: Stephanie Lanning

Date: 5/19/2020, Revised 6/30/2020

Approved by: