

## Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	School of Applied Studies Dean's Office
Bldg/Room Location	Benton Hall 306 Suite, copier/fax room, BE 303, BE 308
Name/Position Title of Reopening Plan Developer	Pat Munzer, Dean SAS
Date Reviewed	6.12.20
Name/Position Title of Dean/Director Reviewer	
Date Reviewed	
Area Head Name	Juli Mazachek, VPAA
Date Reviewed and Approved	6-18-2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	August 3, 2020

### Washburn University School of Applied Studies Office Plan for returning to campus

- Pat Munzer, Dean
- Zach Frank, Associate Dean
- Mitch Higgs- Assistant to the Dean
- Beth Kuhn – Administrative Specialist
- Alicia Moulden – Sr. Adm. Assistant
- Amber Ybarra- Academic Advisor
- Nicole Vavra-Academic Advisor

#### School of Applied Studies (SAS) Dean's Office

The SAS department occupies office space in Benton Hall room 306. The Dean, Associate Dean and Assistant to the Dean have individual offices with doors that can be closed. The Administrative Specialist and the Senior Administrative Assistant are located in the welcome area and are the initial stop for visitors. There is approximately 10 feet between these work spaces. The Academic Advisor's offices are in BE 303 and BE 308. These doors can be closed during business hours with appropriate signage to "Please Knock for Assistance"

#### Proposed Reopening process

1. Open general office for staff.
  - a. No more than one additional person will be allowed in the welcome area, and strict social distancing will be maintained, with masks encouraged.
  - b. Visitors will be asked to stop at the hallway door initially and at least six feet from front desk, maintaining social distance, with appropriate signage "Please Wait Here for Assistance"
  - 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 at front door and near copiers. 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 after the plan has been approved. 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, with a read receipt kept by the appropriate supervisor.
2. All staff will receive training, from facilities, on how to clean their office and any communal areas.
3. We will promote social 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 will 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 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](mailto:Teresa.lee@washburn.edu), promptly.
7. The Dean/Associate Dean 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.

Mitch Higgs and Pat Munzer met with Eric Just on June 5, 10:00 am to go over the following areas.

#### Office Traffic Flow

1. Movement around the office will be minimal by staff.
2. No more than one visitor will be allowed to meet in the individual offices and with permission.
3. Carpet friendly tape will be placed on the floor to illustrate the appropriate walking directions
4. Guests will not be allowed back in the work areas.
5. Any office meetings will be conducted via Zoom or when social distancing can be ensured.

## Office/Work Areas

### Front Desk/Reception

1. To ensure social distancing measures are maintained, staff in cubicles will work in the SAS Dean's office on a rotating basis. M/W/F or T/TH and rotate the following week. When not assigned in the office they will maintain remote work obligations when home.
2. Tape put down 6 feet from workstation in reception area.
3. Plexi Glass to be placed on north and south side of reception area, Alicia's area.
4. Wipe down used spaces after each visit (*Includes pens, clipboards and other used items*) using the appropriate cleanings supplies as provided by Facilities staff.
5. Clean hands regularly using hand sanitizer and once per hour is encouraged to physically wash hands in the nearest rest room, especially after handling paper documents.

### Executive Staff

1. Each day of the week, either the dean, associate dean or assistant to the dean will provide office coverage along with one Sr. Administrative Assistant on rotating schedule. When not in the office, all executive staff will work remotely.
2. Social distancing measures of 6 feet is expected. Recommended to wear mask when in space with multiple people. (*i.e. bathroom and other shared spaces*)
3. Staff will maintain distance by keeping their doors closed. Office meetings will be conducted via Zoom or when social distancing can be ensured.
4. 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. (*Please limit what you bring on-campus to essential items*)
5. Clean hands regularly using hand sanitizer. Physically wash hands at least once per hour in the nearest rest room is encouraged, especially after handling paper documents.

### Academic Advisors

1. The Academic Advisors are located in BE 303 or BE 308 with a door that opens into the hallway of the third floor of Benton.
2. In order to de-densify, Academic Advisors will rotate schedules. Amber will be in the office Mon, Tues, and Thurs. Nicole will be in the office Mon, Wed, and Fri. When not in the office, advisors will work remotely advising students through Zoom and email.
3. When advisors need to meet with students in person, they can meet with one student in the office.
4. Advisors will wipe down used spaces after each visit (Includes pens, clipboards and other used items) using the appropriate cleanings supplies as provided by Facilities staff.

## Shared Work Spaces

### Microwave/Refrigerator area

1. Encouraged to wear facemask when passing through.
2. Staff should wash hands before and after use.
3. Social distancing etiquette required. (**Face-covering, cleaning, etc.**)
4. All lunch storage receptacles must be sanitized before putting in refrigerator.

#### Copy/Shred Room & BE212

1. Only one person at a time.
2. Sign up for scanning &/or shredding projects that are time consuming.
3. Cleaning supplies and hand sanitizer placed in room.
4. Social distancing measures are expected to be maintained.
5. BE212 computer lab will temporarily be locked for the fall 2020 semester.

#### Copier/Scanner

1. Since the copier is frequently used, it is important to sanitize your hands before and after each use and before picking up printed materials.
2. Social distancing measures are expected to be maintained.
3. Do not wipe down machine. Frequent use of liquid based products could damage the machine. Spray disinfectant on paper towel to clean key pad.

#### BE 306 Conference room

1. Up to four persons at a time can be in the room.
2. Cleaning supplies and hand sanitizer placed in room
3. Social distancing measures are expected to be maintained.
4. Conference room will have limited use and permission to use by Dean/Associate Dean.

#### Mail Room first floor Benton Hall

1. Sign on door stating: Please Knock and only one person in the room at a time.
2. Hand sanitizer located in room

#### Facilities

1. Plexiglass screens for Sr. Administrative Assistant = 2
2. Cloth masks for faculty and staff = 7
3. Cleaning Supplies needed for office = 3
4. Carpet friendly tape for directional flow and distancing
5. Gloves-one box
6. Replace lock on BE304-Breakroom temporarily locked, using for storage
7. Hand sanitizer for 1 workstations at the front door of BE 306, the copier/scanner area, the copy/shred room, 3 offices and 1 for mail room. = 5
8. Training by facilities on appropriate cleaning processes
9. Work with facilities to move communal furniture to Benton Hall Basement.

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

Date requested to re-open: August 3

SAS office personnel will be notified on or before July 27 of their return date of August 3. If return date is sooner they will be notified at least 5 business days prior to the new start date.