

## Department of Sociology and Anthropology Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Department of Sociology and Anthropology
Building/Room Location	Henderson (HC) 218 suite, HC216, HC214 suite, HC220, and off-campus SCCO space Shared spaces = KBI106, HC213, and HC225
Name/ Title of Reopening Plan Developer	Mary Sundal / Department Chair and Professor
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 CAS Administrative Departments will reopen on campus August 3, 2020 to more fully provide on-campus support for faculty, students, and other WU units in preparation for a face-to-face Fall 20 semester. Departments may open earlier as long as the university is in Phase 4. Please consult with the Dean if the Department plans to open before Phase 4.

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.

#### **I. Employees**

##### **A. Identification.**

1. Mary Sundal, Chair and Professor, enclosed office, HC218
2. Sangyoub Park, Associate Professor, enclosed office, HC218
3. Alexandra Klales, Associate Professor and WU-FARU Director, enclosed office, enclosed lab, HC214
4. Laura Murphy, Assistant Professor, enclosed office, HC218
5. Jason Miller, Assistant Professor, enclosed office, HC218
6. Lindsey Ibañez, Assistant Professor, enclosed office, HC218
7. Ashley Maxwell, Lecturer, enclosed office, HC218
8. Alexander Myers, Lecturer, enclosed office, HC220
9. Melissa Lewis, Administrative Assistant, open area desk, HC218
10. Marisa Gonzales, Adjunct Instructor, enclosed shared office, HC218
11. Elizabeth Yeager-Reece, Adjunct Instructor, enclosed shared office (teaches online only), HC218
12. Student workers (4), open area desks, HC18 and HC214

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

To reduce the number of people present in the Department of Sociology and Anthropology on-campus locations, faculty, staff, and student workers will modify their on-campus work schedules and work behaviors. Specifically, the department will limit individuals in the corresponding department suites, labs, and office spaces. For the HC218 suite (the main department office and majority of our faculty's enclosed offices) the number of individuals will be seven, HC214 suite five individuals, and HC216 Anthropology Lab will be three individuals. Each enclosed office will only contain one individual at a time unless six feet of distance can be maintained. Department faculty will adopt flexible schedules to alternate their on-campus and remote work duties so that not all faculty are present in the office suites at any given time. The shared adjunct office in HC218 will be limited to one individual as will the number of student workers present in HC218 and HC214. The doors to the HC216 Anthropology Lab and HC214 suite will remain shut as these areas are restricted and only open to approved faculty, staff, and students. Finally, the administrative assistant will keep a tracking log of all visitors and employees present each day to assist with contact tracing in the event of a COVID-19 positive case in the department.

### **C. Communication with Employees**

#### **1. In developing the reopening plan, chairs should consult with departmental faculty and staff in a collaborative process.**

All fulltime faculty and staff worked collaboratively to create a shared vision for the Sociology and Anthropology department plan. A departmental Zoom meeting with all fulltime faculty and staff was held on June 9<sup>th</sup> for consultation on the reopening plan.

#### **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 Sociology and Anthropology reopening plan will be sent via email to all fulltime faculty and staff, adjunct instructors, student workers, and student volunteers, with a read receipt kept by Mary Sundal, department chair. We anticipate this will be done by June 30<sup>th</sup> with a return to campus date of August 3<sup>rd</sup>. The plan will be shared publicly via the University COVID-19 website and departmental social media accounts. Additional requirements and documentation for the Washburn University Forensic Anthropology Recovery Unit (WU-FARU) will be maintained by Alexandra Klaes, WU-FARU Director, and shared with Mary Sundal, department chair.

### **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. CAS will provide these or the Department can use their own. In the latter case, please provide a copy or description with the Reopening Plan.**

Before returning to work, all employees will receive training on social distancing, the location of cleaning supplies, 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> and <https://www.washburn.edu/student-life/health-safety/files/Cleaning-and-Disinfection-Protocols.pdf>

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2. Use of masks to limit droplet spread and CDC guidance on masks: <https://www.youtube.com/watch?v=Uf7AmKXht28> and <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
3. Symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
4. Stopping the spread of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>
5. 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.**

### **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. Please address changes needed for all department specific spaces including reception, shared work spaces, offices, lab/studio spaces, etc.**

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

1. HC218 office suite with enclosed faculty offices, reception area, and common area: there are six single-faculty enclosed office spaces (Ibañez, Maxwell, Miller, Murphy, Park, and Sundal) and one shared adjunct enclosed office (the department has two additional single-faculty enclosed offices—Klales, HC214 and Myers, HC220). When working from their on-campus offices, faculty will either have their doors closed so they can work freely without their face mask or may have their doors open if they are wearing a face mask and adhering to social distancing guidelines. The visitor seating in the reception area of HC218 will be removed to allow the recommended social distancing between visitors and the administrative assistant's open work area; tape will direct visitors where to stand. The HC218 common area contains the copier, faculty mailboxes, supplies, refrigerator, microwave, and two open area student work stations. Only one student work station will be occupied at one time and will be distanced six feet away from high-use areas (such as the copier). The administrative assistant's desk and student work station will have Plexiglas or acrylic shields installed.

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2. The HC216 Anthropology Lab is a restricted-access, enclosed space for faculty research, teaching demonstrations, and faculty-mentored student projects. The department will eliminate teaching demonstrations in HC216 Anthropology Lab and will allow a maximum of three individuals, adhering to social distancing guidelines, concurrently in the space.
3. The WU-FARU Lab, HC214a, is also a restricted-access, enclosed space for forensic anthropology only. Only two individuals concurrently will be allowed and will be required to maintain six feet distancing when possible. Any faculty, student, or staff associated with WU-FARU will have additional protocols and guidelines to follow (see Appendix A).

**B. Identify any appropriate facilities changes which 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 administrative assistant desk in the HC218 reception area and the student work stations in HC218 and HC214.
2. Carpet tape will direct visitors where to stand to ensure social distancing.
3. Chairs will be removed from the reception area and common area of HC218.

**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.**

There are single entrances/exits for the HC218 office suite, HC216 Anthropology Lab, and the HC214 suite.

1. HC218 office suite with enclosed faculty offices, reception area, and common area: When the main office is open, the single entrance/exit door will be open with signs posted adjacent to the door instructing visitors to wear masks upon entrance, only allow two individuals (including the administrative assistant) at the reception area at a time, and to maintain appropriate social distance from the administrative assistant's desk. Faculty working within the office area will travel down the sole hallway only if no one else is in the hallway and to reach their enclosed office space and/or the common area. Only three individuals, maintaining appropriate social distance and wearing face masks, can be in the common area at one time.
2. HC216 Anthropology Lab is an enclosed, laboratory space with one entry. The door will remain closed and locked when in-use. Anthropology faculty will maintain a calendar schedule so that no more than three individuals are in the laboratory at one time. Signage concerning the schedule, how to obtain access to the laboratory, and COVID-19 information will be posted on the door.
3. HC214 suite: This suite consists of two enclosed offices (WU-FARU Lab and faculty office) and an open student-worker area. Access is restricted to HC214 unless approved and accompanied by WU-FARU associated faculty. Signage concerning the schedule, how to obtain access to the laboratory, and COVID-19 information will be posted on the door.

**D. Describe changes in any other departmental spaces.**

1. **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.**
  - a. HC218 common area (multi-use area with the copier, faculty mailboxes, supplies, files, and student worker desks) = limit the number of individuals in the area to three concurrently while maintaining social distancing and wearing masks; faculty, students, and staff will not use the space to consume meals; and, faculty, staff, and student workers will also clean anything they touch in the common areas.

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- b. HC218 reception area = limit the number of individuals in the area to two at a time; faculty will not loiter in the reception area but rather conduct their work from their enclosed offices; and, visitor seating will be removed.
- c. HC216 Anthropology Lab = limit the number of individuals to three at a time, while maintaining social distance and wearing masks and provided lab gloves; students will only be allowed in the lab under the supervision of an anthropology faculty member; faculty, students, and staff will be required to log time in and time out and note that they have wiped down surfaces after use; and, students seeking to use any material and equipment in HC216 for a class project, must have prior approval from a supervising faculty member.
- d. HC214 WU-FARU Lab = limit the number of individuals to two in the lab and five maximum in the entire suite at any given time. Any faculty, student, or staff associated with WU-FARU will have additional protocols and guidelines to follow (see Appendix A).
- e. Shared spaces, HC213 (adjunct office) and HC225 (conference room), with the departments of Political Science, Psychology, and Sociology/Anthropology:
  - i. HC213 = due to the limited number of Sociology and Anthropology adjuncts for the fall semester, no Sociology/Anthropology adjuncts will use this space during the fall 2020 semester.
  - ii. HC225 shared conference room (enclosed space) with one entrance/exit = HC225 will remain locked with access controlled by the department administrative assistants or department chairs; no more than six individuals, wearing face masks and maintaining six feet social distance, will be allowed in the conference room at one time; chairs will be placed six feet apart and visitors to the room may only use those particular chairs; all surfaces must be disinfected after use.
- f. KBI106, enclosed and restricted faculty office in the KBI building shared with the departments of Biology, Chemistry, Criminal Justice, and Sociology/Anthropology = limit the space to one faculty member at a time through a calendar schedule; all student meetings will occur via Zoom or phone or limited to one student at a time while maintaining six feet of distance and wearing face masks; faculty will be responsible to clean all touch surfaces before and after use.

### 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). 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>.**
  - 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 the HC218 office entrance, HC218 common area, HC216 Anthropology Lab, HC214 WU-FARU Lab, HC214 student worker area, and KBI102 shared office.
    - ii. Disinfectant wipes, disinfectant spray, detergent, paper towels, and disposable gloves.
    - iii. Masks to distribute to visitors, as needed, and for use in the HC218, HC216 Anthropology Lab, and HC214 WU-FARU Lab.

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2. **Describe cleaning protocols which will be implemented to address any shared food spaces (e.g., breakroom, refrigerator, microwave), meeting/conference room spaces, or other shared spaces (e.g., work room, 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 and common surfaces (knobs, switches, etc.) will be wiped down after each visitor.
  - 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.
  - g. Employees using the workroom will be expected to disinfect any areas after they have used or touched them.
  - h. Employees should sanitize/wash their hands after using the workroom.
3. **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>**

### F. **Hand sanitizer/Handwashing. Indicate hand sanitizing availability and handwashing expectations.**

1. Hand sanitizer will be placed near the entrance to the HC218 and HC214 suites.
2. Hand sanitizer will be available in communal areas, shared offices, and labs.
3. Employees will wash their hands in accordance with CDC guidelines.

### 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>

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 785-670-1608 or email us at [sociology-anthropology@washburn.edu](mailto:sociology-anthropology@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 speak with the administrative assistant."
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>
4. In the common area, signs will be posted about cleaning and preventing the spread of germs: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

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5. Additional signs will list faculty names, courses taught, and contact information to schedule remote appointments.

### 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 Sociology and Anthropology spaces whenever more than one person is present. Faculty, staff, and student workers will wear masks when conversing with others, when in the open areas of the suite if other people are present, or when social distance cannot be maintained. 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, email, or Zoom.

- 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. Faculty will maintain flexible work schedules to alternate on-campus and remote work duties.

- C. **Address how the department will receive and assist visitors.**

Visitors will be admitted one at a time.

- 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. We will limit on-campus office visits by meeting with current and prospective students via Zoom or phone.

- 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.**

Department meetings will be conducted via Zoom. Faculty will maintain flexible work schedules to alternate on-campus and remote work duties.

- 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, KBI, or an accrediting body.**

Please see Appendix A for the Washburn University Forensic Anthropology Recovery Unit (WU-FARU) requirements and guidelines.

**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

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## Appendix A: Washburn University Forensic Anthropology Recovery Unit (WU-FARU) Additional Requirements

**Principle and Intent:** To protect against the spread of COVID 19 while working in the WU-FARU facility spaces (Henderson 214 suite and processing lab in the SCCO) and on-site during forensic casework recoveries.

### 1) Laboratories (Henderson 214 suite and processing lab in SCCO)

- 1.1 Requirements: Prior to working in either lab, students must complete the standard WU-FARU safety training on D2L and sign the waivers. Students and faculty are required to monitor their own health (e.g., coughing, sneezing, etc.) and temperature and are not permitted to participate if experiencing any COVID-19 symptoms.
- 1.2 Access: Restricted to individuals with an explicit reason to be in the facility spaces and must be accompanied by Dr. Klales and/or Dr. Maxwell. Students will not be permitted in any of the labs without faculty supervision at any time.
- 1.3 Cleaning: All surfaces and tools must be cleaned by the individuals accessing them before and after use with the cleaning solution provided. Faculty will ensure common surfaces (e.g., light switches, door handles, phones, etc.) are cleaned before and after each use.
- 1.4 Clothing and PPE: Medical grade masks and disposable gloves must be worn at all times if physically able to wear them. Regular clothing requirements for lab work remain in place.
- 1.5 Social Distancing: All attempts must be made to maintain six feet of distancing when possible.
  - 1.5.1 No more than two people will be permitted to occupy each room in the 214 suite at any given time and overall occupation will be less than six people.
  - 1.5.2 No more than two people will be permitted to occupy the front room of the processing lab in SCCO.
  - 1.5.3 No more than six people will be permitted to occupy the main processing room of the lab in SCCO.
  - 1.5.4 All doors are to remain closed at all times.
- 1.6 Documentation: Everyone must use the sign-in log any time they enter or leave any of the facilities.
- 1.7 Hygiene: Individuals are expected to wash their hands for at least 20 seconds with soap and water, following CDC guidelines, before and after use of the facilities and avoid touching to their face (hair, nose, mouth, etc.). Hand sanitizer will also be available.
- 1.8 Food: No food, liquids, drinks, etc. will be permitted to be stored or consumed in any of the lab spaces (214a, 214 front room, or SCCO) including water.

### 2) On-site Forensic Casework Recoveries

- 2.1 Requirements: Prior to coming on a case, students must complete the standard WU-FARU safety training on D2L and sign the waivers. Students and faculty are required to monitor their own health (e.g., coughing, sneezing, etc.) and temperature and are not permitted to participate if experience any symptoms of COVID-19.
- 2.2 Travel to and from scene: Each student is responsible for securing their own transportation to and from the scene at the prescribed time and location. A pre-determined meeting location will be selected. Students will not be permitted to travel in the WU-FARU van or with Dr. Klales and/or Dr. Maxwell. Dr. Klales and/or Dr. Maxwell will be the only WU-FARU team members permitted in and to operate the WU-FARU van.
- 2.3 Cleaning: All equipment and tools must be cleaned and sanitized after use with the cleaning solution provided.
- 2.4 Clothing and PPE: Medical grade masks and disposable gloves must be worn at all times if physically able to wear them. Regular clothing requirements for case fieldwork remain in place.
- 2.5 Social Distancing: All attempts must be made to maintain six feet when possible. It is recognized that at most scenes, proximity to one another will occur for the majority of the recovery.
- 2.6 Documentation: Everyone must sign in and out of the case activity log and any required law enforcement and/or external scene logs. The case activity log will detail who is working on what tasks with whom via initials following standard procedures already in place.

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- 2.7 Hygiene: Individuals are expected to wash their hands for at least 20 seconds with soap and water, following CDC guidelines, before and after use of the facilities and avoid touching to their face (hair, nose, mouth, etc.). Hand sanitizer will also be available.
- 2.8 Food: Consumption of food and/or beverages will require that individuals are greater than six feet apart from one another. It is recommended that individuals are in their own personal vehicles or remain outdoors for food and/or beverage consumption.