

## Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	School of Business
Bldg/Room Location	Henderson 114-116 Suite, 310 Suite, Partial 311 Suite, 309A&B, 306, 102 Chandler Conference room
Name/Position Title of Reopening Plan Developer	David Sollars, Dean
Date Reviewed	
Name/Position Title of Dean/Director Reviewer	David Sollars, Dean
Date Reviewed	June 3, 2020
Area Head Name	VPAA Juli Mazachek
Date Reviewed and Approved	6-16-2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	7-27-2020

**General Statement:** The School of Business will comply with the guidelines as listed in the *Washburn Non Nobis Solum* document (as updated); Shawnee County, CDC, WHO guidelines, and any changes forthcoming over time. **Precautions regarding distancing, mask usage, cleaning, etc., are based on existing guidance and requirements as of June 1, 2020.**

**Premise for Summer 2020:** Until a critical mass of students and faculty return to campus and require on-site services, the School Faculty and Staff may continue to work remotely for the most part, with occasion visits to the physical office as needed.

Target Date to be fully open, **Monday July 27, 2020. Staff will be notified by Monday July 20.**  
Schedule dependent on conditions and prior completion any required modifications/equipment.

### SOBU Facilities and Personnel and Address by this Plan:

- **SOBU Henderson LRC Facility Areas:** 114 Henderson Office Suite, 116 Henderson Breakroom/Copier Mailroom, Chandler Conference Room, 306 Conference Room, 309A Henderson, 309B Henderson
- **114 Henderson Staff:** David Sollars, Russ Smith, Tom Hickman, Stacy Woltje, Suzanna Emelio, Hailey Handy, Jennifer Bixel, Student Workers
- **310 Henderson Faculty Offices:** Bob Bonella, Jayme Burdick, Paul Byrne, Liviu Florea, Akhadian Harnowo, Gail Hoover-King, Sungkyu Kwak, Rick LeJuerrne, Louella Moore, Dmitri, Nizovtsev, Manaf Sellak, Michael Stoica, Shane VanDalsem.
- **311 Henderson Faculty Offices:** David Price, Jim Martin, Sunita Rao, Barbara Scofield, Rosemary Walker
- **309A Henderson:** Pamela Schmidt
- **309B Henderson:** Norma Juma
- **Conference Rooms:** Chandler Conference Room, 306 Conference Room

**Not Addressed by this plan:** Henderson 108 Computer Lab, Schmidt Computer Lab (will be addressed by other plans focused on computer classrooms/labs)

**Note:** WUKSBDC offices will reopen in Topeka and Manhattan in accordance with their host sites and follow guidelines procedures of the host site and KSBDC.

#### **General Operations and Precautions:**

- Installation of appropriate signage to encourage social distancing and general cleanliness as appropriate.
- Encourage use of Zoom for all committee, small group, and other meetings/discourage use of limited conference rooms (as guidelines warrant).
- Utilize conference rooms for group office hours (2-3 students maximum room capacity) and require reservation system (already in place for use of conference rooms).
- As possible, make available hand sanitizer throughout common areas

#### **Specific Areas:**

##### **Main Office Henderson 114 Area**

- Reassign student worker/reception desk from near front door to desk in back corner of office.
- Remove some of the guest seating to maintain appropriate distance.
- Add plexiglass service partitions to reception desk and Secretary desk areas (Request submitted June 3, 2020 to Facilities Services, service request # 116165)
- Remainder of 114 staff have private offices.
- Will add drop-off mailbox for color printer located in Hailey Handy office (114F) to reduce entry into the office by others. (Request submitted June 3, 2020 to Facilities Services, service request # 116166)
- Via signage and messages, will discourage common passage from Main entrance to 116 breakroom/copier/mail area, and vice versa.
- Utilize existing large Honeywell HEPA Air purifier in 114 common area.
- Add additional small purifiers as requested to individual offices. (Request submitted June 3, 2020 to Facilities Services, service request # 116169)

##### **Breakroom/Copier/Mailroom Henderson 116**

- Limit occupancy to maximum allowed under social distancing requirements.
- Via signage and messages, will discourage common passage from this area to main 114 area.
- Utilize existing large Honeywell HEPA Air purifier in 114 common area.
- Request copier and other equipment users to clean equipment following use.
- Leave Exterior door unlooked during the day to facilitate quick entry. (Request submitted June 3, 2020 to Facilities Services, service request # 116167)

##### **Henderson 310, 311 Faculty Office Suites**

- Encourage use of one entrance, one exit approach as possible.
- Eliminate small common seating space in 310 Suite by moving furniture to unused office.
- Install cleaning materials stations in both suites.

- Utilize signage to discourage congregation by students and faculty in the hallways.

**Disinfectant/Cleaning Supply Stations**

- Requested for 114 Common Area, 116 Breakroom, 310 Suite, 311 Suite, 306 Conference Room, Chandler Conference Room. Users of common spaces and equipment will be expected to utilize the cleaning materials before exiting the space or at the completion of their task. Individual faculty and staff will be responsible for cleaning of own private spaces. (Requests submitted June 3, 2020 to Facilities Services, service request # 116168)

**Other Issues to be addressed:**

**Mass gatherings:** None planned at this time for the Fall term. This may be changed as conditions allow, and will follow any Washburn requirements. Things like the SOBU Kaw Valley Bank Research Seminar could be conducted via zoom / limited attendance in a classroom.

Faculty or Staff requiring **disability accommodations**, or **seeking modification** of their work assignment due to being in a high-risk category will be directed to **Director of Human Resources** to begin the process.

**Visitors and guests** will be encouraged to utilize remote meeting functionality unless social distancing requirements can be maintained.