

SCHOOL OF NURSING OPERATIONAL PLAN FOR REOPENING

Name of WU/WIT Academic or Administrative Operational Unit	School of Nursing
Building/Room Location	Petro 203 & Whiting offices
Name/ Title of Reopening Plan Developer	Jane Carpenter/Dean, School of Nursing
Date Reviewed	
Name/ Title of Dean/Director Reviewer	
Date Reviewed	
Area Head Name	Dr. JuliAnn Mazachek
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)	8-3-2020

SON Administrative Department Opening (Phase 4/Phase Out of WU Non Nobis Solum Reopening Plan, anticipated June 29, 2020).

The SON Office plans to reopen on campus August 3, 2020 to provide on-campus support for faculty and students in preparation for a face-to-face Fall 20 semester.

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**
- **Higher risk individuals are advised to continue to stay home except when conducting essential functions.**

I. Employees

A. Identification.

1. List each employee, position, work schedule and location upon re-opening.

Jane Carpenter, Dean, enclosed office
 Debbie Isaacson, Associate Dean, Undergraduate Programs, enclosed office
 Bobbe Mansfield, Associate Dean, Graduate Programs, enclosed office
 Andrea Clifton, SON Coordinator & Lab Supervisor, open workspace, front office
 Louisa Schurig, Director Undergraduate Student Support, enclosed office
 Leah Brown, Director Online Student Support, enclosed office
 Alizabeth Ballard, Director Graduate Student Support, enclosed office
 Courtney Bult, RENEW Project Assistant, open workspace, front office
 Katie Johnson, RENEW Project Director, shares office with Mari Tucker
 Mari Tucker, RENEW Partner Liaison, shares office with Katie Johnson
 Stacy Umscheid, BWELL Project Director, enclosed office
 One student worker, open workspace, front office.

**The 3 individuals working in the front office all have a separate fixed workspace and individual computer.

SON Faculty will return 8/10, enclosed offices

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

SON faculty are able to work in their individual office with the door closed or partially closed. Faculty conferences may be held with a student if they are able to maintain a social distance of 6 feet.

All administrative staff will work with the Dean and the Associate Deans to develop a schedule that allows the individual to telecommute when possible and still provide adequate coverage to the main office and ensure all essential operations are able to be completed.

C. Communication with Employees

The SON Reopening plan is developed with collaboration from the SON administrative team and input from faculty. The final plan will be communicated after approved via email to all faculty by June 30 with a read receipt required. A copy of the plan will also be mailed to individual faculty along with the school's fall 2020 semester welcome letter. It will also be posted on the University COVID-19 website.

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 Dean.

Infection control procedures will be reviewed with all faculty & staff prior to returning to the office. Information will include cleaning of common workspaces and equipment. A work chart will be developed related to daily cleaning of common spaces. Disinfecting solution will be available in both workrooms, PC 202 health assessment lab, PC 205 SON Learning lab and in WH 359 Simulation room. Student workers will assist with the cleaning of PC 202, PC 205 & WH 359.

Videos and documentation available for faculty to review include:

- 1 Cleaning and disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.
- 2 Cleaning and disinfecting: https://www.washburn.edu/student-life/health-safety/_files/Cleaning-and-Disinfection-Protocols.pdf
- 3 Masks are proven to limit droplet spread. Visualization: <https://www.youtube.com/watch?v=Uf7AmKXht28>
- 4 CDC guidance on masks: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

- 5 Symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- 6 Stopping the spread of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>
- 7 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 Dean.

F. Accommodation and Modifications

Individuals requesting disability accommodations will be referred to Teresa Lee, Director of Human Resources at teresa.lee@washburn.edu. The individual will be asked to complete the Disability and Impairment Assessment Form which is available online. There is a section which requires the employee's healthcare provider to complete. The Director will work with the employee and Dean to decide what accommodations are needed in order for the employee to complete the essential functions of the job.

Employees seeking a modification to their work assignment (e.g., change in location, shift, schedule) due to being in a "high risk" category for COVID-19 should contact Teresa Lee, Director of Human Resources, at teresa.lee@washburn.edu. The Director will work with the employee and the Dean to determine if modifications may be available.

II. Departmental Space

Phase 4 of the Non Nobis Solum plan states workspaces 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 workspaces, offices, lab/studio spaces, etc.

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

- The main entrance to the SON has a small waiting area which contains a couch and one chair. The couch will be moved out of the waiting area and stored in the Dean's office.
- Counter in front of Andrea Clifton will need plexiglass installed.
- Counter in front of Courtney Bult will need plexiglass installed.
- Space between Andrea Clifton and Courtney Bult will need plexiglass installed.
- Counter in front of student worker desk will need plexiglass installed.
- Counter in PC 205 front desk will need plexiglass installed.
- To have only one person working in the RENEW Team office we will be moving the Project Director into an individual office in the SON. An additional faculty member will be moving to the Whiting hallway into an empty office.

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>

- See items listed above related to placement of plexiglass.
- ITS support will be needed to move phones and computers in the offices mentioned above. This work can be done after 7/16 when the Whiting Office is vacated.
- ITS will be consulted related to plastic keyboard covers for computers in the classroom, PC 207, PC 202, PC 205 & WH 357.

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.

- Students and guest entering the SON will enter through the main entrance and then will exit through the back door at the end of the hallway (if the office is empty and no one is waiting to enter, an individual may exit through the main door). Individuals will be directed by the staff in the office. Faculty and staff in the hallways will wait to enter until the hallway is clear.
- Once rooms have been identified for simulation sessions, traffic flow will be determined.
- PC 202 has only one door, students will need to maintain a 6 ft. distance when entering and exiting.
- PC 205 individuals will enter through the North door and exit through the South door. Only
- 3 students can be in the PC 205 computer area at one time.

D. Describe changes in any other departmental spaces.

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.

- The Petro 203 workroom will not have more than 3 people in the room at one time, masks will be worn, and a 6 ft. social distance will be maintained. The Whiting workroom will not have more than 1 person in the room at one time.
- PC 207 can hold 5 people for any function as long as masks are worn, and social distancing of 6 feet is maintained.

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>.

- SON has secured hand sanitizer from facilities. This will be distributed to faculty offices and will also be available on the counter in the main office, PC 202 & PC 205. Hand sanitizer will also be available in each of the individual patient rooms in PC 202, PC 205 & WH 359.
 - Disinfecting solution and paper towels have been purchased and will be available in common spaces. Additional supply needs should be communicated to Andrea Clifton, SON Coordinator & Lab Supervisor.
- 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.**
- Each employee is responsible for cleaning their own workspace.
 - Each employee will clean their workspace prior to departure at a minimum.
 - Reception areas will be wiped down if a visitor came in contact with an supplies.
 - Any food in the common refrigerator should be wiped down prior to placing inside.
 - Individuals are encouraged to keep non-essential items at home, if brought to the office please disinfected with appropriate cleaning materials.
 - Individuals should disinfect spaces in the workroom that they used.
 - Hand sanitizer should be used after using the common spaces.
- 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. (See E.1)

- Hand sanitizer will be placed in faculty offices.
- Hand sanitizer will be placed on the main counters in the SON office.
- Hand sanitizer will be available in the workrooms, PC 202, PC 205, PC 207 & WH 359.
- Hand sanitizer will be available in each patient room in PC 202 and PC 205.

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>

SON Office 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 785-670-1525 or email us at nursing@washburn.edu so that we can assist you.”
PC 205 and PC 202: “Thank you for wearing your mask”
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 talk with the receptionist.”
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 workroom area, signs will be posted about cleaning and preventing the spread of germs:
 - a <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
 - b <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>
5. Directional signs will be placed on doors in PC 205 for entrance (North door) and exit (South door).

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.

- Masks should be worn when there is more than one person in a workspace. Individuals working independently in their office do not need to wear a mask.
- Masks should be worn in the hallway, public spaces and in the classroom.
- Masks should be worn by all visitors. If they choose not to wear a mask, a meeting will be arranged via Zoom.
- Students in simulation and health assessment labs that require close contact will wear a procedure mask.

B. Address how the department or unit will limit all mass gatherings in reopening.

SON classes will be conducted with a full class if the State and County guidelines permit. If small gatherings are required, classes will be conducted with a Group A & Group B.

To ensure that all faculty are not ill or are required to self-isolate, SON faculty meetings will be conducted via Zoom unless it is a small committee and the group is able to socially distance.

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

No more than two individuals will be allowed to wait in the SON waiting space. Chairs will be wiped down after the individuals leave. One individual needing to talk with front office staff may enter when individuals are waiting. Individuals will be asked to enter the office through the North door and to exit out the South door if others are in the waiting room.

D. Identify any special activities or plans (e.g., tours, visitors) within the department or unit which may occur during the respective phase(s).

Tours of the SON lab spaces may be conducted with prospective students of the if the lab spaces are not in use. 6 feet social distance will be maintained with any visitors. The SON will be working on developing a Virtual tour of the labs to post on the SON website.

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.

Meetings that are necessary for conducting the business of the SON when possible will be held virtually, over Zoom. If a face to face meeting is required, a space large enough to provide for social distancing will be scheduled.

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.

The SON has clinical experiences as part of the required nursing education. Students and faculty in the clinical setting will adhere to the guidance of the clinical facility regarding use of PPE, social distancing, etc.

NOTE: All protective equipment items requested from facilities should be on-hand and ready for use before reopening.

Date requested to reopen: Monday, July 27, 2020