

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	University Scheduling
Bldg/Room Location	Memorial Union, 106A
Name/Position Title of Reopening Plan Developer	Becky Bolte, Director
Date Reviewed	5/28/2020
Name/Position Title of Dean/Director Reviewer	Janel Rutherford, Director Business & Auxiliary Services
Date Reviewed	
Area Head Name	Chris Kuwitzky, VPAT
Date Reviewed and Approved	June 8, 2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	August 3, 2020

This plan intends to align with the phases identified within the Washburn University Reopening Plan and Phases as related to or necessary to comply with Shawnee County, CDC, WHO, accrediting body or similar guidelines.

Business Need

“The Washburn University, University Scheduling office, is currently open for facilities management only. University Scheduling has been determined to not have a business need for its employees to work physically on campus until August 3, 2020.” The University Scheduling office has 2 scheduling employees plus one Memorial Union employee.

- Beth Mathews, Reservation Specialist
- Melanie Wambsganss, Reservation Specialist
- Richard Chavez, Memorial Union Facilities Manager

Office Space Description

The University Scheduling Office is located on the main level of the Memorial Union. Scheduling employees are spaced apart more than 6ft. The Facilities Manager is behind a partition separating this work space from scheduling desks.

1. Social Distancing Measures
 - a. Open office with all employees or rotating University Scheduling employees between campus and telecommute to allow one scheduling employee and one facilities manager in the space.
 - b. The pass-through door to OSID office will stay locked and shared work room (microwave/refrigerator) will not be utilized during this time.
 - c. The front desk has a counter which we have requested sneeze guard for preventative measure. The second desk is 6ft from a work table where customers will be asked to not pass.
 - d. Appointments to discuss event needs will be made if face to face interactions are needed, otherwise conversations over phone or email will be encouraged.
 - e. No more than 1 walkup visitor will be allowed in the office. Options are either behind the sneeze guard or at the work table.
 - f. Additional visitors will be asked to wait outside the office in the Corner Store seating area until called to come inside to schedule an appointment at later time.
 - g. Facilities employees will be asked to use walkies for communication in lieu of entering office.
 - h. Staff will be briefed on social distancing expectations, sanitation, hygiene and other safety

measures. Staff who have concerns should report them to the director.

2. Use of masks will follow the University guidelines. Example of proper use training can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>
3. Flow in office space
 - a. Signage will be placed on the floor with carpet safe tape inside the office for visitors and will indicate "please stop here" before the 6ft distance is reached.
 - b. Copy machine is shared and will need to be used one at a time to ensure social distancing measures are maintained.
 - c. The office only has one entrance with limited space to move about freely, employees will need to stay in desk cubicle area as much as possible.
4. 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 provided by Memorial Union Facilities Manager which will be requested through Campus Facilities on behalf of the Scheduling Department. No employees other than trained facilities staff should be mixing any cleaning chemicals. <https://www.washburn.edu/faculty-staff/campus-services/facilities-services>
 - b. Alpha HP disinfectant cleaner in spray bottle and clean towels provided by Memorial Union facilities manager. Dirty towels disposed of into marked container will be picked up regularly by Memorial Union custodians.
 - c. Hand sanitizer will be placed near the door to the office with signage. Example of training can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>
 - d. Copier
 - i. Important to sanitize your hands after each use and before picking up printed materials.
 - ii. Do not wipe down machine. Frequent use of liquid based products could damage the machine.
 - e. Pens or other office supplies used by visitors will be cleaned after each visit (includes pens, staplers, hole punch, tape dispensers, dry erase markers and other used items)
5. Facility changes
 - a. The front desk has a counter which will need (requested from facilities) a sneeze guard for preventative measure.
 - b. The second desk has chairs in front that have been removed due to short distance apart. A work table if 6ft from front and second desk.
6. Mass gatherings
 - a. The department itself will not have mass gatherings planned.
 - b. As University Scheduling handles the scheduling of meeting/events on campus, they will follow phase requirements for mass gatherings along with social distancing standards set by facilities for rental spaces.
7. Scheduling employees will continue telecommute until August 3rd or rotate between campus and telecommute to allow no more than one scheduling employee and one facilities manager in the space. Employees will be notified via weekly zooms and email on definite date of return more than 5 business days.

8. Work schedules will continue from 8am – 5pm Monday through Friday either on campus or telecommute.
9. The following signage will be posted in office. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
10. Shared food spaces
 - a. Scheduling will no longer use the shared workroom between OSID and Scheduling offices for food space.
 - b. Refrigerator and counters will be sanitized each use by the employees with the Alpha HP disinfectant cleaner provided by facilities manager.
 - c. All lunch receptacles must be sanitized before putting into refrigerator.
11. Employees who may need disability accommodations will be directed to the Director of Human Resources, 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.
12. 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. 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.