

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	VPAA/VPAT office suite
Building/Room Location	BTAC
Name/ Title of Reopening Plan Developer	Aileen Ball
Date Reviewed	June 26, 2020
Name/ Title of Dean/Director Reviewer	JuliAnn Mazachek & Chris Kuwitzky
Date Reviewed	June 26, 2020
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)	July 13, 2020

It is anticipated that the VPAA/VPAT office suite will reopen on campus **July 13, 2020** in preparation for a face-to-face Fall 20 semester.

Employees:

- Currently partially onsite—JuliAnn Mazachek, Chris Kuwitzky, Rhonda Thornburgh, Janet Schneider
- Onsite not before July 13 (assuming Washburn’s Phase III is in effect)—Aileen Ball and Joseph DeSota return to the office, with staggered onsite/remote schedules to ensure only one is working onsite at a time; Debbie Vinning and Janice Martin return to the office, with staggered onsite/remote schedules to ensure only one is working onsite at a time
- Timeline TBD—remaining staff in suite

Employees located on the 2nd floor of BTAC will meet via Zoom on June 26 at 9:15 am to review the plan and offer additional feedback.

The approved reopening plan will be sent via email to all departmental office employee by July 1, 2020.

Returning staff will be briefed on social distancing expectations, sanitation (cleaning their office and communal areas), hygiene and other safety measures. Staff should review the following materials prior to return in order to familiarize themselves with appropriate cleaning measures and protocols, and their importance:

- Cleaning and disinfecting: <https://www.washburn.edu/student-life/health-safety/files/Cleaning-and-Disinfection-Protocols.pdf>
- CDC guidance on masks: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- Symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Stopping the spread of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

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,

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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.

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.

Departmental Space

Measures to minimize staff contact and emphasize social distancing:

- All staff will be located in private offices
 - Debbie Vinning will temporarily relocate from her open work space into the office adjoining the VPAT's office with the pocket door between the spaces closed at all times
 - Janice Martin will return to her office adjoining the VPAA's office with the pocket door between the spaces closed at all times
 - Staff will wipe their own door handles with disinfecting wipes prior to entering their offices
 - No staff member may enter, or stand in the open doorway of, another staff member's office
- All staff will wear a mask whenever not in their own office
- All communication will be conducted by phone or Zoom, even with other members of the suite who may be on onsite
- Staff will minimally use kitchen and each staff member will wipe down all touched surfaces with a disinfecting wipe upon exit
 - Only one person in the kitchen at any given time
 - Food may be stored in refrigerator
 - Lunch boxes and storage containers should be disinfected prior to placing in the refrigerator
 - Microwave may be used
 - Sink may be used
 - No communal food available in the kitchen
 - No use of communal dishes in kitchen
 - No communal coffee pot in the kitchen

Measures to manage/minimize traffic in the suite and 2nd floor of BTAC

- Signage will be placed to encourage use of south stairwell for ascending and north stairwell for descending
- Due to the suite layout (offices off a single main corridor and a single public entrance), directing traffic flow inside Suite 200 with arrows and signage is not viable
- Signage will be placed at the front desk directing visitors to stop at the front desk and ring the bell for service
 - Hand sanitizer will be available at the front desk for visitor use
- Front door to suite will be open—visitors can ring a bell for assistance and designated staff can exit their office in a mask to assist visitor

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- VPAA staff are designated for front desk coverage and will arrange a schedule
- Martin Room and Baker Room will not be used as meeting spaces by VPAA/VPAT staff for at least Fall 2020

Cleaning Office Space

Supplies needed from Facilities Services are as follows:

- Hand sanitizer for the front desk, copy room, and kitchen and for each employee to have at their desk
- Disinfectant wipes or disinfectant spray and paper towels for the front desk, copy room, and kitchen and for each employee to have at their desk
- Disposable gloves
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Cleaning protocols

- Each employee will be responsible for cleaning their own workspace.
- Each employee will clean their workspace upon arrival and just prior to departure at minimum.
- Reception areas will be wiped down after each visitor, including pens or any contacted supplies.
- All lunch boxes or containers must be sanitized before being placed in the refrigerator.
- 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.
- Employees using the copy room and kitchen will be expected to disinfect any areas after they have used or touched
 - Do not wipe down the copy machine. Frequent use of liquid products could damage the machine.
- Employees should sanitize/wash their hands after using the copy room and kitchen

All cleaning chemicals will be requested through Campus Facilities by submitting a work order at <https://www.washburn.edu/faculty-staff/campus-services/facilities-services>. No employees other than trained facilities staff should be mixing any cleaning chemicals. Submit a work request to Facilities Services for products.

Signage

Office signs at the entrance to the suite will include:

- “Thank you for wearing a mask. If you are unable to wear a mask or do not choose to wear one, please contact us by phone at 785-670-1648 or email us at vpaa@washburn.edu so that we can assist you.”
- “Please observe social distance in this office. Please wait outside if there is a person already at the reception desk.”
- “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>

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- In the copy room and kitchen 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>

Date requested to reopen: July 13, 2020