

## WASHBURN TECH: Operational Area Reopening Plan

Revised: June 1, 2020

Name of WU/WIT Academic or Administrative Operational Unit	Washburn Tech (including East campus, Cosmetology and Little Learners daycare)
Bldg/Room Location	<ul style="list-style-type: none"><li>• Huntoon Campus (including Little Learners daycare)</li><li>• East Campus</li><li>• Cosmetology (29th &amp; Kansas)</li></ul>
Name/Position Title of Reopening Plan Developer	Dr. Lisa Blair, Interim Assistant Dean and Director of Technical Education
Date Reviewed	June 1, 2020
Name/Position Title of Dean/Director Reviewer	Dr. Gary Bayens, Dean of Washburn Tech
Date Reviewed	
Area Head Name	Dr. JuliAnn Mazachek
Date Reviewed and Approved	June 15, 2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	June 15, 2020

### SUMMARY

The following Operational Area Reopening Plan has been developed for employees to return to the Washburn Tech campuses. This plan aligns with the phases identified within the university reopening plan and has been approved by the academic dean.

### SUMMER SEMESTER

During the summer semester, employees who can work remotely to fulfill their work responsibilities will continue to do so to limit the number of individuals on campus and the spread of the COVID-19 virus. Remote work arrangements are approved by the immediate supervisor and can be accomplished on a full or partial day/week schedule as appropriate. As the beginning of the fall semester approaches, staff who need to be on campus to directly support activity ramp-up will be notified by their supervisors.

Employees who are required on campus will adhere to personal safety practices, which includes the following:

- Stay at least 6 feet (about 2 arms' length) from other people.
- Wear a face masks/covering (instructors who are delivering on-campus instruction may remove their face mask to teach provided they are located within a delineated teaching area that is no less than 10 feet from students).
- Washing hands often with soap and water for at least 20 seconds (if soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol).

- Building entrance and exit points are mapped for every building on campus, including ADA accessible circulation. Employees and students will adhere to signage, including directional flow and physical distancing markers where people should stand (in certain buildings), and informational signage regarding protocols in the re-opening plan.

***A more detailed description of summer protocol for individual educational programs starts on page 3 of this document.***

## **FALL SEMESTER**

We anticipate instructors will return to campus for in-service meetings August 3-11; students will return to campus at the beginning of the fall semester on August 12, 2020.

Due to the nature of block scheduling and the sequential mastery of course competencies required for students to progress through technical education programs, along with the necessary requirement of hands-on shop and lab experiences where students demonstrate mastery of course competencies, delivery of instruction will be altered to accommodate anticipated shelter-in-place orders as well as anticipated individual periods of quarantine/illness that may disrupt the student or instructors attendance and work.

Course modalities will vary based on certification program standards and include three of the four designated modes of instruction: class, remote, and hybrid. These three modes of delivery best fit the needs of teaching/learning in the technical programs. Some technical programs (office programs, graphics technology, technical drafting) might be able to go completely online, but instructors will need time to convert their entire programs to web-based delivery.

Washburn Tech will provide all returning employees and students with face masks. Faculty, staff, and students will be expected to wear these or a similar face covering inside all shared indoor spaces and outside areas where physical distancing is not possible. Enhanced cleaning will continue to take place in common spaces and areas where there are frequently touched surfaces, including hallways, stairways, restrooms, and elevators.

Changes to the reopening of Washburn Tech will follow guidelines provided by the Shawnee County Health Department and approved by Washburn University.

***A more detailed description of protocol for reopening campus for the academic year 2020-2021 (AY21) starts on page 16 of this document.***

**Detailed Operational Area Reopening Plan for  
Technical Education Programs (SUMMER SEMESTER)**

**1-Business Need to Reopen**

***Technical Program Completion***

Approximately half of Washburn Tech students enrolled in the spring 2020 semester were not able to complete their technical education programs through web-based delivery of instruction that was implemented during the last half of the semester. Over 940 grades of “incomplete” were issued for the spring semester. Due to the nature of block scheduling at Washburn Tech, and the process for completing certification exams and/or lab/shop experiences, the need to bring students back to campus during the months of May and June to complete their spring semesters was deemed to be a viable reason to re-open the campuses affiliated with Washburn Tech (Huntoon campus, East campus, and the Cosmetology location).

The Assistant Dean and Director of Technical Education prepared a plan to phase in students. The first phase included preparations; the second phase consisted of students who only needed to be on campus for proctored examinations; the third phase included students who needed time in shops/labs to complete task sheets and performance exams to complete their certifications (“completers” who will be graduating; and “continuers” who are first-year students in a two-year program, and need to complete these competencies to stay on track for the fall semester).

Phase One	Communicating with instructors, students, high schools, and public; Safety training for Tech employees and issuance of PPE.	week of May 4-8
Phase Two	students in need of proctored exams	week of May 11-15
Phase Three	"completers" and "continuers" who need shop time	May 11-July 31

On May 26, 2020, KDADS approved CNA and CMA courses with start dates between January 1st and June 30, 2020 to have current students complete the required 25 hours of supervised clinical instruction in a simulated laboratory setting. Consequently, the Washburn Tech Simulation Laboratory will begin accepting spring 2020 students back to campus on June 1 to complete the practical application requirements of their healthcare course.

***Cosmetology Course Completion and Retail Services***

The Academy of Cosmetology has a dual role to fulfill: instruction of students and retail delivery of cosmetology services to the public (which students must provide to earn certification). The instructional mission can continue to be fulfilled through online course delivery until the state allows salons to reopen for business. The detailed plan for Cosmetology is included later in this document.

***Little Learners Daycare***

The Little Learners daycare had shut down during the last quarter of the academic year; however, daycare is considered an essential service by the Kansas governor. To provide an essential service to established clients of the Little Learners daycare, Washburn Tech proposes reopening the daycare facility on June 1 for the remainder of the summer. The detailed plan for Little Learners is included later in this document.

**Determination of Essential Staff:**

The Assistant Dean and Director of Technical Education, along with the Director of Instruction and the Director of Nursing and Health Occupations, determined which instructors were needed to return to campus to complete the spring semester courses. Many instructors were not needed to return to campus, and were encouraged to continue to work remotely.

The Assistant Dean and Director of Student Services determined which employees were needed to return to campus to support the students and instructors who would be on campus, as well as provide communication with participating high schools that were sending students to campus. Many employees were able to continue their work remotely.

The Assistant Dean and Director of Finance determined which employees were needed to work on campus to receive payments from students and to provide necessary custodial services to maintain the campus. Many employees were able to continue to work remotely, and arrangements were made for brief work shifts on campus when needed (i.e. two half-days per week).

The Director of the Little Learners daycare determined which employers were essential instructors who needed to be on site for the reopening of the facility.

**2-Positions impacted by the reopening**

Beyond the essential workers (custodial staff), daycare staff, and the cashier in the business office (who worked both remotely and briefly on campus), approximately half of the instructors needed to return to campus to fulfill the business need of completing certification testing and instructor for spring 2020 semester students. See the charts below for more details.

**2a-Work schedule and location for employees**

**Proctored Examinations**

Day/Time	Instructor/Proctor	Building/Room	# Students	Details
May 11-15	Pam Manning	A - classroom	9	3 tests, each 1 hour
May 11-15	Russel Hinshaw; Lynn Dawson; Diane Stumpf	AW 120 A and AW120B	47 (Groups of 8)	90 min per student; online certification tests
May 18-22	Jerry Lewman	Basement Testing Center	31 (Groups of 8)	C.N.A. state exam – 1 hour online

May 11-15	Jerry Lewman	Basement Testing Center	35 (Groups of 8)	C.N.A. State exam – 2 hours online
May 22	Jerry Lewman	Basement Testing Center and AW101	18 (Groups of 8)	Surgical Tech state exam online
May 23	Jerry Lewman	Basement Testing Center	3	H.H.A. State Exam – 1 hour paper/pencil
May 23	Mark Warren	C122	7	Online ASE tests ; one hour
May 24}	Mark Warren	West Auto Tech classroom	10	Online ASE tests; 1 hour
May 25	Scott Nickel/Matt Flink	classroom	1	ServSafe 2 hrs online
May 11-15	Jerry Lewman	Basement Testing Center	14	Highland Park HS C/N/A students
May 11-15	Jerry Lewman	Basement Testing Center	11	Phlebotomy students need exam (alternatively students could go to testing center on Gage)

### Shop/Lab time

PHASE THREE: "completers" and "continuers" who need shop time

Building/Room	Instructor/Program	# Students	Start	End
AE118, 121, Sim Lab	EMT	25 Divide into 3 groups	May 11	June 26
C206	Diesel	13 Groups of 6; 3 sessions offered per day	May 11	June 19
D104	Electrical	24 4 gps of 6, each groups meets 1 day/week	May 11	May 29
C – CEC	HVAC	12	May 11	June 19
C104	HVAC	3	May 11	June 19
C122A	Auto Tech	11 (6 students come a.m.; 5 students come p.m.)	May 11	May 29
C – West	Auto Tech	?	May 11	May 22
C - North Auto Tech	Auto Tech	26 4 groups; 2 for am session and 2 for pm session	May 11	May 29

D – AST	Auto Tech	35 4 groups; am session and pm session	May 11	May 22
D124	MTT-FT	7	May 11	May 22
H	Heavy Con.	2	May 11	May 15
D	WELD-FT	4	May 11	May 22
D	WELD	20	May 11	June 26
D	WELD	25	May 11	June 26
K100 and K200	Collison	10	May 11	May 22
L	AST welding	15	May 11	May 29
C -West	Auto Tech	7	May 25	May 29
D124	MTT-FT	4	May 25	May 29
D	Weld-FT	59 Groups of 6, each work full day for one day	May 25	May 29
K100 and K200	Collison	9	June 1	June 12

**Schedule for C.N.A. and C.M.A. simulation experiences (to replace lost clinical experiences)**

<b>Course</b>	<b>Days/Times</b>	<b>Instructor (Adjunct)</b>	<b>Room #</b>	<b># of Students</b>
Week 1: June 1-4				
Highland Park and Advanced HCT	Monday-Thursday 8:00am to 2:45pm	Brianne	AE140 Low-fidelity	10
CMA Group 1	Monday-Thursday 7:00am to 12:00pm	Charlotte	AE156	6
Evening CNA	Monday-Thursday 5:30pm to 8:45pm	Rita	AE140 Low Fidelity	8
Week 2: June 8-11				
CMA Group 2	Monday-Thursday 7:00am to 12:00pm	Charlotte	AE156	6
Evening CNA	Monday-Thursday 5:30pm to 8:45pm	Rita	AE140 Low fidelity	8
Week 3: June 15-18				
Kelly HCT Group 1	Monday-Thursday 8:00am to 2:45pm	Peggy (Mark)	AE140 Low-fidelity	10
CMA Group 3	7:00am to 12:00pm	Charlotte	AE156	6
Week 4: June 22-26				
Kelly HCT Group 2	Monday-Thursday	Peggy	AE140	10

	8:00am to 2:45pm	(Ryan)	Low-Fidelity	
Week 5: June 29 <sup>th</sup> to July 2 <sup>nd</sup>				
Kelly HCT Group 3	Monday-Thursday 8:00am to 2:45pm	Peggy (Diane)	AE140 Low Fidelity	10

## **2b-Encourage remote work when possible**

Employees (especially administrative staff and clerical support staff) were encouraged to continue to work remotely as much as possible. Approximately half of the instructional staff, and most of the Student Services and business operations staffs were able to continue their work remotely.

## **2c-Notification of returning employees**

Washburn Tech began preparing instructors for students return to campus during the month of April, well in advance of the May reopening. Multiple zoom meetings were held to discuss the phasing process, including health and safety protocol, social distancing, and staffing times/locations.

Other staff were given more than 5 days' notice of the need to return to campus.

## **3-Social distancing measures**

Protocols consistent with the Kansas Governor's Executive Order 20-29 were developed and implemented.

Classroom/lab/shop spaces were measured to determine how many students could be accommodated with 36 square feet of space per individual. Social distancing practices were monitored by instructors.

Plexiglass shields were installed in specific areas to further protect against the spread of respiratory droplets.

## **4-Use of masks**

PPE was purchased (Washburn Tech provided two cloth masks per individual) and safety training was developed for instructors and staff. Students, instructors, and staff were expected to wear issued masks as well as to provide their own masks.

Training included discussion regarding how to handle individuals who refuse to wear masks; individuals who cannot wear masks; and individuals who are uncomfortable being around individuals who do not wear masks. References to CDC guidelines were consistently presented as documentation for our protocol.

## **5-Signage/Movement Through Facility**

Signs were posted on all doors in Washburn Tech facilities indicating the expectation to wear masks and to follow CDC guidelines for washing hands and other safety precautions. Traffic flow for campus visitors was limited to two central doors on the A building of the Huntoon campus, with a phone station located in that entrance area so that visitors could call the office they needed to visit. Other doors in the A building remained locked. In other buildings housing technical programs, signage indicated expectations for safety precautions. Ingress and egress was monitored by instructors (most lab/shop spaces had single doorways but also included garage-door style openings).

For the Little Learners daycare, parents were instructed to bring children to specific entrances depending on the age of the child (toddlers vs. preschoolers). Parents were instructed to maintain social distance by waiting near their cars when bringing children to the door of the daycare; parents were not allowed to enter the daycare facility.

Students who needed to return books or laptop computers to Washburn Tech were instructed to follow a designated traffic flow for drive-through drop off of materials (staff were available outside to greet cars and take possession of materials so students did not need to leave their vehicles).

### **6-Cleaning Supplies**

The Assistant Dean and Director of Finance oversees the custodial staff and provided for the distribution of cleaning solutions and rags to all instructors. Further, an enhanced schedule of more frequent cleaning of restrooms and public spaces was developed.

### **7-Rearranging Physical Facility**

Instructors who needed to reduce the number of desks/chairs in classrooms were assisted with this physical rearrangement of classroom space. When physical rearrangement was not possible (such as in the Cosmetology retail area), work stations were designated so that individuals could maintain the appropriate 6 feet of social distancing.

### **8-Limitations on Mass Gatherings**

Plans for the summer session were made with the Phase I of the Ad Astra plan in mind; to reduce confusion, we decided to maintain the 10-person limit on mass gatherings for the entire summer. Instructors selected small groups to students to return in groups of 9 or fewer (as the instructor him/herself was the 10<sup>th</sup> individual).

### **9-Signage/Health and Safety Guidelines**

Student Services staff members posted signage across the Tech campuses to educate and remind individuals of proper health and safety protocols.

### **10-Shared Spaces**

Custodial staff wrapped water fountains in saran wrap to discourage public use of the drinking spouts. Students and staff were encouraged to bring their own water bottles; also, Tech purchased and distributed bottled drinking water upon reopening campuses in May.

Restrooms were cleaned more frequently. The cafeteria on the Huntoon campus was closed for eat-in service; instead, meals were delivered to offices. Break rooms and the Ichabod shop (convenience store) were closed to discourage public eating and loitering.

### **11-Disability Accommodations**

Supervisors will be notified by the Dean and Assistant Deans about the protocol to refer employees who may need disability accommodations to the Director of Human Resources, Theresa Lee. This notification will be conveyed through the Dean's management team meetings. The Washburn Tech HR manager, Lacey Roberts, will reinforce the way in which supervisors may broach this subject with employees in a compassionate and legally-appropriate manner.

### **12-Modifications to Work Assignments**

Supervisors will be notified by the Dean and Assistant Deans about the protocol to refer employees who may need modifications 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, Theresa Lee. This notification will be conveyed through the Dean's management team meetings. The Washburn Tech HR manager, Lacey Roberts, will reinforce the way in which supervisors may broach this subject with employees in a compassionate and legally-appropriate manner.

### **13-Compliance with External Regulatory Agencies**

In compliance with the Kansas governor's Ad Astra plan, the Shawnee County plan; the CDC guidelines, and advice from the American College Health Association's plan for reopening institutions of higher education, Washburn Tech's plan for reopening included appropriate measures to ensure the health and safety of all individuals coming to work or school on the Tech campuses.

The Academy of Cosmetology followed guidelines provided by the Kansas Board of Cosmetology (which included following local regulatory agencies as well as CDC guidelines). Staff and students will be required to complete the Employee Screening Tool developed by Shawnee County Health department.

The Little Learners daycare also follows guidelines provided by licensing agencies, the state and county plans, and CDC guidelines. Staff will be required to complete the Employee Screening Tool developed by Shawnee County Health Department; employees' temperatures will be taken upon entry into the facility.

### **14-Special Events**

The special events that had been scheduled for the summer session (i.e. summer campus, open houses, New Student Orientation programs, nursing intake days, GED orientations, etc.) were all postponed or moved to an online format when appropriate. Through website announcements, the public was encouraged to call ahead for appointments to conduct business on the Washburn Tech campuses.

## 15-Incorporate Template

The plan will incorporate the information within the Operational Area Reopening Plan template (see page 1).

Resource Information:

- Kansas Governor’s Ad Astra: A Plan to Reopen Kansas
- Guide to Re-opening Shawnee County
- Centers for Disease Control (CDC)
- Washburn University regulations and procedures – 20. Communicable Disease
- CDC guidelines as to who should/should not wear a cloth mask

### REOPENING PLAN FOR TECH PROGRAMS SUMMER SESSION

PHASE ONE: Communicating with instructors, students, high schools, and public

CHECKLIST:

Task	Target Deadline	Done
Prepare instructors: Safety guidelines for PPE Traffic control – rules for parking lots Eating/drinking/smoking -- not allowed in classrooms/shops (in cars only?) "invitations" to spring semester students with specific times/dates (class schedule) Instructions for Students who only need to drop off materials or pick up personal items	May 4-8	✓
Prepare students: Return laptops or other Tech property Pick up personal property on Tech campus Summer "class schedule" will be individually sent to students Rules for classroom conduct and social distancing Red Flags – do not come back if you have these symptoms...(list the symptoms)	May 4-6	✓
Prepare high schools (zoom meeting): Student schedules for summer Transportation/school buses for summer Help check students to make sure they are "safe" to be on campus (see list of symptoms)	May 7-8	✓
Prepare messages for public: Cosmetology preparing for business; hours; no walk-ins; call for appointments; masks and social distancing	May 4-8	✓

Special info for visiting student services? Students will be sent their own summer schedule – check with instructors for where/when		
Task	Target Deadline	Done
Obtain masks, gloves, sneeze guards, other PPE	May 6	✓
Zoom Safety Training with groups of instructors and staff to review and answer questions	May 6	✓
Distribute PPE to instructors	May 6	✓
Allow instructors two days in their classrooms/shops to sanitize and prepare for students	May 7-8	✓

**LITTLE LEARNERS DAYCARE AT WASHBURN TECH  
REOPENING PLAN SUMMER 2020**

The Little Learners Daycare program will re-open on June 1, 2020. The following plans for re-opening Little Learners at Washburn Tech are governed by guidelines imposed by the State of Kansas and Shawnee County. The outline summarizes the steps taken to ensure, to the best of our ability, the health and safety of the children in our care, the center staff, and the campus in general. If less restrictive guidelines are put in place as Kansas and Shawnee County move through the phased process, we will re-examine any changes we could make, although we would have the option of continuing to operate under the more strict recommendations currently in place.

**STAFFING**

Staff’s temperature will be taken upon arrival each day and proper documentation for HR purposes completed. Any staff not meeting the guidelines to be at work will be sent home as per Washburn University policy. Any staff member that leaves campus will have their temperature taken and documented upon their return to campus.

Staff will wash hands using proper handwashing procedures when arriving for the day or returning to campus.

**FOOD SERVICE**

Under the new recommendations, family style meal service will be suspended. Toddler meals will be placed on our meal service cart and transported to the door of the toddler room. The toddler staff will wear food service gloves to bring the meal service cart into the toddler room as well as when moving it outside the toddler room door when the snack/meal is finished.

Staff will continue to follow proper procedures when handwashing dishes according to licensing guidelines. Any items that can be placed in the dishwasher for sanitization purposes will continue to be washed in that way. Staff will wear food service gloves when returning clean dishes to their appropriate areas.

Staff will continue to disinfect/sanitize eating surfaces before and after children are offered snacks/meals. Staff and children will continue to follow proper handwashing procedures before and after these eating opportunities.

#### ARRIVAL/DEPARTURE

Toddlers will enter and exit through the south hallway center door. Preschool staff and children will enter and exit through the main center entrance on the west side of Building A.

Families that have both a toddler and a preschooler will arrive and depart through the hallway door to limit the toddler's exposure to the preschool environment. More children attend the preschool than the toddler room, so this allows fewer children to be exposed to the other classroom than the reverse.

Parents will not be allowed in the center at arrival, departure, or any other time of day.

- Preschool parents will use the intercom system to alert staff that they are at the door. Preschool staff will meet the child at the door, take the child's temperature, and ask the parent the necessary questions regarding the child's health. Parents will sign documentation acknowledging that the information is correct. The pen used by the parent, the intercom button, and the door handle will be disinfected/sanitized when the parent departs. I will keep the documentation form on file.
- Any child with a fever of 100 degrees Fahrenheit or above or showing signs of any other COVID symptoms will not be permitted in the center. Children must be fever and symptom free for 72 hours without the use of medicine before being allowed to return to care. Any child that has been exposed to someone that has been diagnosed with COVID will not be permitted in the center until s/he has been quarantined for 14 days.
- Upon arrival, children will immediately be taken to wash their hands following proper handwashing procedures.
- At departure, parents will again use the intercom system and the child will be brought to the door by center staff. Again, appropriate disinfection/sanitization procedures will be used after their departure.
- Toddler parents will knock on the hallway door at arrival, and I will greet them at the door following the same procedures used for the preschool area.
- Parents will call the center phone and staff will bring the child/ren to the hallway door and follow disinfecting/sanitizing procedures after.
- Staff that greet parents at arrival and departure will sign the child in and out according to licensing regulations indicating who dropped off/picked up. They will also indicate (by initials) which staff member interacted with the parents in case of possible exposure to the virus.

To maintain social distance at arrival and departure, parents using the west entrance will remain in their cars if there is another parent already at the door. Once the first parent is back in his/her car, the second parent can approach the entrance. Toddler parents will be asked to stand in the

adjacent hallway opening until the first parent has proceeded past when leaving before, they approach the hallway entrance.

## BATHROOMS

Disinfecting/sanitizing wipes will be used after they use the restroom. This disinfecting/sanitizing procedure will also be used after “bathroom breaks” for the children.

Staff will use the restroom in the south hallway to prevent us having to enter the preschool area.

## DRINKING FOUNTAIN

The drinking fountain in the preschool area will be covered so children do not have access to the communal water. Each child, toddler, and preschool, will have their own individual, labeled water bottle which they will have access to throughout the day. Each bottle will be emptied and cleaned according to guidelines at the end of each day.

## PHYSICAL PREMISES

Staff will take great care to cover all toys, materials, and equipment within the center which the children should not have access to due to the difficulty in disinfecting/sanitizing certain items. Proper cleaning procedures will be used to disinfect/sanitize items with which children do come into contact.

Community sensory materials and cloth items, such as costumes, etc. will be removed from the environment. Individual sensory items (play dough, etc.) are permitted as they will be stored in individual labeled containers, so each child has their own. Play surfaces for these materials will be disinfected/sanitized after play.

While three full-time staff share an office, we are trying to separate toddler staff from preschool staff. Also, staff will be able to use the student computers in the classroom as needed.

Staff will gather needed art supplies and other items typically stored in the planning room which is an extension of my classroom area and store them in the preschool for the time being. Hannah will have access to the planning room so will be able to gather supplies as needed. Any materials for the preschoolers that need to be created using the equipment in the planning room will be given to Hannah or myself to finish as we will have access to that equipment.

## OUTSIDE PLAY

Children are still required to spend time outdoors each day, weather permitting. However, it is recommended that children do not use playground equipment due to the difficulty in disinfecting/sanitizing this equipment. We will provide the outdoor time necessary by taking walks around campus and providing other play activities on the playground. Playground equipment will be covered so the children do not have access to it.

The toddlers will use the south hallway door to access the outside area. Preschoolers will use the main center entrance on the west side of Building A. Toddlers and preschoolers will not be on the playground at the same time.

Staff and children will follow proper handwashing procedures upon returning from outside play.

#### CLEANING PROCEDURES

General disinfecting/sanitizing of commonly used areas will be conducted throughout the day. Building Techs will continue to do a thorough cleaning at the beginning of the workday before staff and children arrive.

At the end of the day each Friday, staff will use a fogger for the center to allow a mass disinfecting/sanitizing.

#### LICENSING NUMBERS

Licensing has not decreased the number of children allowed within individual classrooms; however, Shawnee County's orders permit maximum groups of 10. We can maintain these numbers and have adequate staffing to properly supervise the children. Although social distancing is difficult in a childcare environment, we will do our best to maintain appropriate separation when possible. We can maintain a 6-foot distance between cots during naptime in both classrooms.

Parents will be required to sign an agreement form for these new conditions to acknowledge their understanding of and consent to their role in keeping our environment safe for all concerned.

### **ACADEMY OF COSMETOLOGY REOPENING PLAN SUMMER 2020**

The Cosmetology program re-opened on May 11, 2020 and will continue to operate during the summer semester. The following narrative provides the steps taken prior to re-opening and will be adhered to during the summer months. Signage has been properly displayed to reiterate safe practices (i.e., social distancing, wearing of masks, criteria for visitors and customers.)

#### Customer Services:

No walk-in clients allowed at this time, scheduled appointments only.

Customers are required to wear masks.

All visitors are required to use sanitizer upon entry to the buildings.

#### Students:

Students exhibiting symptoms are informed to stay at home and contact their health care provider.

Students concerned about any exposure to, or any signs and symptoms of COVID-19, are informed to call Student Health at 785-670-1470 or their health care provider. Students are always required to use gloves and wear masks.

18 students have returned for 4-8 weeks of "lab" instruction. A staggered schedule is being followed so small groups are on-site at any given time.

32 students are preparing for State Boards. The same consideration for small gathering is being adhered to in accordance with the Governor's phased return plan.

Students who need testing can go to ERGOMETRICS on S. Kansas Ave to complete needed tests before coming back to class.

Students work either 4 or 8 hours per day, depending on how many credits/hours they need to fulfill state licensing requirements

Students who contracted for summer hours began May 26.

Classroom C – preparation for state board practical exam (8 students at a time in two, 4-hour shifts)

Classroom A – prep area for students to re-set their kits

Classroom B – reserved State Written exam

Social Distancing:

Every-other workstation are closed to address social distancing.

The row of workstations closest to instructor offices is closed to maintain social distancing.

Sneeze guard have been installed at front reception to protect clients/staff.

Staff:

Employees underwent training May 4-8, 2020 to address social distancing, cleaning protocols, and work schedules.

Employees who may need disability accommodations are directed to the Human Resources Manager.

Other Protections:

Employees are washing hands frequently with soap and water for at least 20 seconds.

Restroom facilities reserved for students only – not clients.

Designated students are assigned to sanitation duty – wiping the front door, disinfecting workstations, cleaning restrooms.

Credit card machine is set up, so no contact needed to conduct payments.

## **Detailed Operational Area Reopening Plan for Technical Education Programs (AY21)**

### **1-Business Need to Reopen**

Anticipating that the state of Kansas and Shawnee County will allow schools and businesses to be open, classes and work on the Washburn Tech campus will resume for the upcoming academic year with specific contingencies in place to accommodate either “shelter-in-place” orders or more likely, random periods of quarantine and/or illness by students, staff or instructors.

### **Academic Calendar Adjustments**

The academic year 2020-2021 (AY21) will begin with instructor in-service days scheduled August 3-11. The first day of classes for the fall semester is August 12. The semester will end December 11. Most of the monthly staff development days that previously punctuated the Tech academic calendar have been cancelled except Monday, September 21 (which is a Special Event to be discussed later in this document). For the spring semester, instructor in-service will occur January 4-8, and the first day of the spring semester is January 11; last day of the semester is Friday, May 14. Again, the monthly staff development days have been cancelled, and there are no special events planned for the spring semester at this time. Spring Break (March 8-12) is still scheduled; determinations will be made if this weeklong break will be maintained or cancelled.

Washburn University has requested that instructors plan to cease in-person instruction by November 25 (Thanksgiving break). Washburn Tech’s academic calendar differs from the Washburn University calendar; Tech does not have a Fall Break, Success Week or Final Exams Week. As much as possible, Washburn Tech will seek to comply with the request to cease face-to-face delivery of instruction by Thanksgiving Break; however, it is important to note that our technical programs require in-person competency testing for certifications which typically occur at the end of the semester. Further, limitations imposed by external agencies regarding clinical experiences may necessitate flexibility to offer these experiences as they become available.

At the time of this writing, it is unclear if public schools will reopen for the new academic year. More than 50% of Washburn Tech’s student body consists of high school students; thus the decision regarding high school participation remains an unknown factor in our planning for reopening the campus.

### **Instructional Delivery Adjustments**

Plans are currently underway to help instructors convert their face-to-face instruction to a hybrid model, whereby instructional content that can be placed on D2L for online delivery will be accomplished throughout the August in-service period and on into the fall semester. Instructors are also expected to front-load their courses with hands-on lab and shop experiences when possible to prepare in advance for anticipated shelter-in-place periods in late autumn. The Interim Assistant Dean and Director of Technical Education has already prepared a manual for

hybrid instruction; the task of training and supervising instructors has been delegated to the Director of Instruction and a few key instructors who are proficient in online design and delivery of technical programs.

### **Determination of Essential Staff:**

In conjunction with the three Assistant Deans, each supervisor will determine the work status of their personnel. Throughout the summer, employees have been balancing a schedule of working remotely with short periods of on-site work. Beginning August 1, if the *Non Nobis Solum* plan and other external regulatory agencies allow schools and businesses to resume operations, we plan to bring employees back to campus. However, we are changing our processes so that we limit mass gatherings (i.e. our typical staff development days once brought all staff together in the conference center for three days of face-to-face meetings and breakout sessions; this format will be changed to smaller group meetings and Zoom meetings).

### **2-Positions impacted by the reopening**

Almost all employees at Washburn Tech will be impacted by the reopening: administrative staff, instructors, support staff. If external regulatory agencies allow a return to operations, all employees will be expected to be at work on campus on Monday, August 3.

The few positions that may not be impacted by the reopening include the part-time special events coordinator (Donna Gradert); and adjuncts who assist with health care clinicals.

### **2a-Work schedule and location for employees**

For AY21, we plan to return to the normal work schedule (7:30 a.m. – 4:30 p.m.) at Washburn Tech, with evening classes running as scheduled. Employee work spaces are being prepared during the summer to provide plexiglass separators for workers whose stations are open to the public (reception centers, for example).

Preparations are also being made to relocate the Advantage Center (tutoring and computer lab) which is frequented primarily by the evening GED students. The staff who currently work in The Advantage Center will be relocated to offices that are more private and afford 36 square feet of personal social distancing space. The computer stations in the computer lab area will be spaced further apart so that computer users will practice social distancing.

If shelter-in-place orders are issued, the Dean and three Assistant Deans will work with supervisors to determine how to proceed, given the constraints of the situation.

### **2b-Encourage remote work when possible**

Supervisors will confer with the Dean to determine which positions are either required or eligible to continue to work remotely during AY21. The plan is to bring all employees back, but decisions can be made on a case-by-case basis.

### **2c-Notification of returning employees**

The Dean's management team meets every other week throughout the year; they will begin discussions with employees as early as July 1 to help employees plan for their return to campus August 3.

### **3-Social distancing measures**

We anticipate enforcing social distancing throughout the academic year. Instructors have been discussing ways to enforce social distancing in classrooms, labs and shops since April, 2020. Employees in other offices will discuss plans to help visitors and other employees to observe social distancing by incorporating signage and floor markings.

### **4-Use of masks**

Consistent with Washburn University's *Non Nobis Solum*, we anticipate expecting students, staff and instructors to wear masks on campus. We anticipate remaining consistent with Washburn University (and Shawnee Country) as guidelines change throughout the year.

Contingencies:

What if an individual refuses to wear a mask on principle (non-medical reasons)?

- The instructor or employee is encouraged to inform the individual that wearing a mask is the expected behavior; if the individual is a student, the instructor may inform the student of online options for completing coursework, but the mask is required for on-campus work. If the individual is a visitor, the employee may suggest options for conducting business by phone to avoid personal contact.

What if an individual has medical reasons for not wearing a mask?

- While instructors/employees/supervisors are not allowed to discuss medical conditions with students/visitors/supervisees, it is permissible to encourage the individual to complete the ADA accommodations form (available through the HR manager).

### **5-Signage/Movement Through Facility**

The Student Services staff will continue to provide signage across campus indicating traffic flow. Instructors will reinforce appropriate traffic flow expectations in their classroom and shop areas, as will Cosmetology and Little Learners daycare.

### **6-Cleaning Supplies**

The Assistant Dean and Director of Finance oversees the custodial staff and provided for the distribution of cleaning solutions and rags to all instructors. Further, an enhanced schedule of more frequent cleaning of restrooms and public spaces will continue throughout the academic year.

### **7-Rearranging Physical Facilities**

Classroom capacities have been assessed. Final enrollment figures for the fall semester remain strong as of this writing; however, once the new tuition and fee structure is released, and once the KSDE plan for fall semester is released, we may see a change in enrollments.

Our plan will change as we discover whether high school students will be allowed to come to campus in AY21. Options include alternating student attendance according to a Monday/Wednesday or Tuesday/Thursday pattern, whereby half of the students attend M/W and the other half attends T/R.

We continue to plan for the post-secondary students to be on campus for AY21.

#### Huntoon Campus Building A.

- The former Print Shop area in the East wing will be converted to a new Warehouse area. The former Warehouse area in the West wing will be converted to classroom space.
- Practical Nursing Level 1 and Level 2 classes will be split in half; each half will meet in separate classrooms. We already have two instructors per Level, so staffing is adequate for this measure.
- For the Anatomy/Physiology lab, the classroom needs to be physically arranged in a manner more suitable for accommodating social distancing as well as accommodating the needs for hygiene (sinks available for students to wash hands).
- The Advantage Center will be moved from the Central wing to the West wing. Plans are underway to assess the most appropriate spaces for accommodating the tutoring, computer lab, and programmatic spaces. The final walkthrough will occur during the first two weeks of June so that a plan can be developed and implemented in the summer prior to the start of the academic year in August.
- Given anticipated enrollments for the Fall semester, the Office Programs capacity is adequate to accommodate social distancing.
- The Early Childhood Professional classroom is deemed too small for current enrollments. Alternative options for maintaining social distance will be considered.

#### Huntoon Campus Building G.

- This facility is currently used as a storage area. This space will be assessed to determine what programs/classes can be accommodated in the upcoming academic year.

#### Huntoon Campus Building C.

- The HVAC, diesel and auto tech programs will need plans to accommodate enrollments that exceed the social distancing capacity of classrooms.

#### Huntoon Campus Building D.

- The Welding, Fast Track Welding, Machine Tool, Fast Track Machine Tool, Electrical, and AST programs will need plans to accommodate enrollments that exceed the social distancing capacity of classrooms.

Huntoon Campus Building K.

- The Auto Collision and Repair program currently has enrollments that can be accommodated within social distancing guidelines.

Huntoon Campus Building L.

- The Technical Drafting program will need plans to accommodate enrollments that exceed the social distancing capacity of classrooms.
- Welding Fab, Cabinet/Mill and Carpentry currently have enrollments that can be accommodated within social distancing guidelines.

East Campus.

- These programs have enrollments that can be accommodated within social distancing guidelines.

Cosmetology.

- The Cosmetology program will need to develop a plan to accommodate the enrollments given social distancing guidelines.

## **8-Limitations on Mass Gatherings**

Campus business – meetings, training, and other instructional activities – will be formatted to meet the limitation on mass gatherings. For example, Zoom will be used for as many committee and staff meetings as possible. At the time of this writing, the *Ad Astra* plan anticipated allowing up to 90 individuals for mass gatherings. However, the Washburn Tech campus will err on the side of caution and encourage gatherings of fewer than 30 individuals.

## **9-Signage/Health and Safety Guidelines**

Student Services staff members will continue to post signage across the Tech campuses to educate and remind individuals of proper health and safety protocols.

## **10-Shared Spaces**

Tables and chairs can be removed from break rooms to discourage gatherings and eating in public. Signage regarding appropriate use of shared refrigerators and microwaves will be posted; the expectation is that users will clean the handles and surfaces of these appliances as they are used. The custodial staff will clean these areas in the middle of the work day as well as at the beginning/end of the work day.

## **11-Disability Accommodations**

Supervisors will be notified by the Dean and Assistant Deans about the protocol to refer employees who may need disability accommodations to the Director of Human Resources, Theresa Lee. This notification will be conveyed through the Dean's management team meetings. The Washburn Tech HR manager, Lacey Roberts, will reinforce the way in which supervisors

may broach this subject with employees in a compassionate and legally-appropriate manner. Further, an email message to “All Tech Employees” will be sent in late July to notify employees that this option is available.

## **12-Modifications to Work Assignments**

Supervisors will be notified by the Dean and Assistant Deans about the protocol to refer employees who may need modifications 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, Theresa Lee. This notification will be conveyed through the Dean’s management team meetings. The Washburn Tech HR manager, Lacey Roberts, will reinforce the way in which supervisors may broach this subject with employees in a compassionate and legally-appropriate manner. Further, an email message to “All Tech Employees” will be sent in late July to notify employees that this option is available.

## **13-Compliance with External Regulatory Agencies**

In compliance with the Kansas governor’s *Ad Astra* plan, the Shawnee County plan; the CDC guidelines, and advice from the American College Health Association’s plan for reopening institutions of higher education, Washburn Tech’s plan for reopening includes appropriate measures to ensure the health and safety of all individuals coming to work or school on the Tech campuses.

The Academy of Cosmetology follows guidelines provided by the Kansas Board of Cosmetology (which included following local regulatory agencies as well as CDC guidelines). Staff and students will be required to complete the Employee Screening Tool developed by Shawnee County Health department.

The Little Learners daycare also follows guidelines provided by licensing agencies, the state and county plans, and CDC guidelines. Staff will be required to complete the Employee Screening Tool developed by Shawnee County Health Department; employees’ temperatures will be taken upon entry into the facility.

Washburn Tech reserves the right to be *more restrictive* than the current Shawnee County plan, particularly if frequently changing guidelines cause confusion and disrupt the academic calendar. Our student population spans several counties, and differing expectations will impact the attendance and transportation of high school students. Communication with our stakeholders is the most essential tool we can use to help ensure the continuation of the academic mission while ensuring the health and safety of our entire campus community.

## **14-Special Events**

One special event had been planned prior to the pandemic: Guest speaker and author Mark Perna is under contract to appear on campus September 21-22. Over these two days, the presenter’s schedule includes a full day of presentations to local high schools (on the Washburn University campus) and a full day of presentations for the Washburn Tech/University community. Negotiations are already underway with this speaker to make accommodations for

broadcast of the presentations if mass gatherings are prohibited. The speaker will not allow video or audio recording of his presentation.

### **Washburn Tech Health Occupations Programs (working group report to the Steering Committee for Planning AY21)**

#### 1. Consistent set of guidelines (see Non Nobis Solum)

Washburn Tech offers six programs (Practical Nursing; Surgical Technology; EMT; Phlebotomy; Healthcare Technology; Advanced Healthcare Technology) and three continuing education certifications (Certified Nurse Aide; Certified Medication Aide; Home Health Aide).

For in-person instruction in classrooms at Washburn Tech (both the Huntoon campus and the East campus), preparations are underway to maintain the health and safety guidelines established in Non Nobis Solum (students/instructors wearing masks; establishing appropriate space within classrooms to allow 36 square feet of space per student; reducing class sizes when needed for social distancing purposes; frequent sanitization of shared spaces; etc.)

##### a. Flexible course design; finish by November 25

Washburn Tech is preparing for contingencies regarding possible shelter-in-place orders and random periods of quarantine among students and instructional staff. Measures include adopting a hybrid delivery model; increasing our pool of adjuncts and increasing the training for our adjuncts to serve as substitute instructors if needed; requiring all instructors to use D2L during in-person instruction to prepare students for the transition to shelter-in-place online delivery when needed.

While the charge of the Steering Committee encourages instruction to be completed by November 25, this may not be possible or practical for some Washburn Tech programs: those programs that involve high school populations; and those programs with mandated hours of face-to-face didactic instruction or clinical hours.

Washburn Tech is preparing simulated learning experiences to substitute for on-site clinical experiences (when allowed by the credentialing organizations). However, the need for real-life clinical experience working with patients in the healthcare facility remains a need and a concern during this time of transition due to COVID-19.

##### b. Move course delivery online prior to start of Fall semester

The healthcare programs at Washburn Tech are preparing to adopt a hybrid delivery model as allowed by the various credentialing and regulatory organizations. Note: for some licensing organizations, special permission is required to move didactic instruction from face-to-face instruction to an online delivery model.

##### c. Plans for working with adjuncts

Washburn Tech is planning to increase the pool of adjuncts and substitute instructors as a measure to maintain instruction in the event of quarantine or illness of our full-time instructors. In addition to increasing the numbers of adjuncts, we also plan to increase the training of our

adjuncts so that if they are needed to step in as substitute teachers, their transition will be smooth. Washburn Tech is currently working with our HR manager to post job announcements for adjuncts. The Director of Instruction at Washburn Tech is also coordinating a summer program to train instructors and adjuncts in the expectations for our hybrid model using D2L.

#### d. Managing enrollment and course offerings

Enrollments in each healthcare program have been evaluated to make plans for social distancing and to determine the need for additional classroom space to accommodate current enrollment numbers for full-time programs. For the short-term certifications, enrollment will be managed as clinical experiences become available/unavailable.

#### 2. De-densifying campus for in-person experience in courses

During a walk-through of classrooms, skill labs, and the Regional Simulation Center, square footage has been assessed to determine how many students and instructors can be accommodated, based on 36-square foot allocation per student, and 100 square-foot allocation for instructors.

#### 3. Key Concerns for Students

Will students be able to complete all requirements (clinical experiences) for their licenses/certifications?

Will students be charged tuition/fees for credit hours that might not be completed (i.e. clinical experiences)?

If a shelter-in-place order, or a personal quarantine interrupts a student's progress in the program, how/when will the student be able to complete the program, without interfering with future student enrollments and spaces for clinicals?

#### 4. Key Concerns for Instructors

Training in the expectations for a hybrid model of delivery (including how to use D2L more effectively)

Keeping track of students who may be dropping in and out of class due to quarantine or illness

Continuity of instruction in the event of instructor quarantine or illness; working with adjuncts/subs