

Workspace Set-Up FAQ for the Coronavirus Website

Updated as of 06/18/2020

Washburn intends to base the preparation of offices, office suites, and workspaces for the 2020-2021 academic year on CDC guidelines. As many internal decisions go beyond the guidelines provided by the CDC, Washburn has developed the following guidance to answer potential campus community questions.

Individual Offices

- Employees are not required to wear masks or cloth face coverings when working in their individual office.
- Guests are not allowed in offices if the office does not have enough space for 6' of physical separation. Virtual meetings or reservations of conference rooms are options to hold meetings.
- Guests are allowed in offices if 6' distance is maintained. Masks or cloth face coverings are encouraged during the visit.
- Employees are expected to clean/sanitize their individual office daily.

Office Suites

- Office suites should discourage foot-traffic through the suites as much as possible.
- Floor decals and/or tapings should be utilized to show visitors the proper locations to stand when in the suite. It is the office personnel's responsibility to enforce the physical distancing & waiting locations within their suite.
- Areas of transactions with guests (students, staff, families, etc.) will receive (1) plexiglass partition. The partition will be placed at the transaction location. The location should coincide with the standing/waiting locations marked on the floor. The intention of the plexiglass is to provide an additional level of protection only when the guest needs to be closer than 6' during the transaction process.
- Plexiglass is not going to be provided for areas adjacent to traffic flow. The CDC allows for incidental contact for up to 10 minutes.
- Employees in need of additional partitions due to a disability should contact Teresa.lee@washburn.edu to request an accommodation.

Shared Work Spaces

- Work spaces should be located with 6' of physical distance between employees. Work spaces closer than 6' should be reviewed for options, i.e., move to open desk, move desk, alternate days at work, telework, etc.
- Work spaces with cubicle walls between them are acceptable as being physically separated.
- If these options are not feasible, contact Facilities Services for other solutions.

Common Spaces

- Common furniture (chairs, sofas, etc.) should be spaced 6' apart. Excess furniture should be stored. Contact Facilities Services for help with furniture movement and storage.

Personal Equipment

- Personal equipment, such as air purifiers, falls under the Facilities Services [Energy Efficiency Policy](#) and are prohibited. Employees who may need to use personal equipment in the workspace due to a disability should contact Teresa.lee@washburn.edu to request an accommodation.