

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Theatre
Building/Room Location	Garvey
Name/ Title of Reopening Plan Developer	Sharon L. Sullivan
Date Reviewed	
Name/ Title of Dean/Director Reviewer	Laura Stephenson
Date Reviewed	
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)	August 3, 2020

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

It is anticipated that CAS Administrative Departments will reopen on campus August 3, 2020 to more fully provide on-campus support for faculty, students, and other WU units in preparation for a face-to-face Fall 20 semester. Departments may open earlier as long as the university is in Phase 4. Please consult with the Dean if the Department plans to open before Phase 4.

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

(for updates see: <https://washburn.edu/student-life/health-safety/files/WU-Web-Reopening.pdf>)

I Employees

A Identification. List each employee, position, and location upon re-opening.

- 1 Sharon Sullivan, Chair, enclosed office
- 2 Julie Noonan, Asst. Professor, enclosed office
- 3 Ted Shonka, Instructor, enclosed office
- 4 Ailyn Castillo Najera, Administrative Assistant, reception area in dept office
- 5 Lynn Wilson, Scene Shop Garvey 132 and desk in work room in dept office
- 6 Barbara Dingman, Adjunct, no assigned office
- 7 Several student workers to cover reception desk when Admin Assistant not present.
- 8 Several student workers to work in scene shop, on stage, and in costume shop on productions.

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

Faculty will work independently, and remotely, as much as possible.

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When we need to meet, we will use Zoom. If we must meet in person, we will use Garvey 121, Gray Theatre or Theatre Lobby in order to maintain proper distancing.

In person consultations on productions will require faculty/staff/students to maintain six ft distance and wear masks.

Some weeks, Lynn and student shop workers may need to move building sets/props to the weekend in order to reduce congestion in the scene shop.

C Communication with Employees

1 In developing the reopening plan, chairs should consult with departmental faculty and staff in a collaborative process.

All members of the staff gave input into creation of this plan, which will be carried out based on Washburn's guiding principle: Non Nobis Solum, and the associated ideals of mutual respect and safety.

2 The approved reopening plan will be sent via email to all departmental office employees, with a read receipt kept by the chair. This will be done by June 30, 2020. It will also be posted on the University COVID-19 website.

The approved reopening plan will be sent via email to all office employees, with a read receipt kept by the Chair. We anticipate this will be done by June 30 with a return to campus date of August 3. The plan will be shared with our guests (department chairs, faculty, and administrative assistants, as well as patrons connected with us on Facebook) via 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 chair. The Theatre Department will follow the guidelines provided by CAS. In the latter case, please provide a copy or description with the Reopening Plan.

Before returning to work, all employees will receive training on social distancing, how to clean the office and any communal areas, the symptoms of COVID-19, stopping the spread of COVID-19, and the importance of mask use. We will each be responsible for our own workspace, and share responsibility for the cleanliness of our communal spaces. Training will consist of reading and watching the following:

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>

I CDC guidance on masks: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

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- II Symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- III Stopping the spread of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>
- IV 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 Chair.

F Accommodation and Modifications

- 1 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.
- 2 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.

II Departmental Space

Phase 4 of the Non Nobis Solum plan states work spaces 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. Address changes needed for all department specific spaces including reception, shared work spaces, offices, lab/studio spaces, etc.

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

The office has one door with a reception desk, 2 offices with doors that shut and a common workroom with a computer and copier.

One employee and or a student worker staff the reception area. We will remove waiting room chairs and install a partition at the reception desk.

Students waiting to speak to Administrative Assistant will be directed by signage to wait in the hall. If the student is waiting for faculty or staff appointment, they will be invited to wait in the theatre lobby.

Faculty/staff will call their cell phones when available.

B Identify any appropriate facilities changes that 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>

- 1 Plexiglas or acrylic shields will be installed at reception desk.
- 2 Carpet tape will be used to direct visitors where to stand to ensure social distancing.
- 3 Chairs will be removed from the waiting/reception area.

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- 4 Install plexiglass in the Box Office window.

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.

There is a single entrance to the office suite. When the office is open, the door will be propped open. Signs will be posted on the door so they are visible. Signs will instruct visitors to watch the floor markings so they can maintain the appropriate social distance from the reception desk. Signs will also ask visitors not to enter the suite if there is someone else at the reception desk. Visitors will be verbally directed to the appropriate office or to the theatre lobby to wait to be called on their cell phone.

Social distancing requirements will limit the number of visitors to enclosed faculty offices to one at a time. The theatre lobby or Garvey 121 may be used for 2-3 visitors.

D. Describe changes that 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.

As previously mentioned, the theatre department waiting area will be eliminated.

Workroom.

- 1 No more than one person should be in the workroom at a given time in accordance with physical distancing guidelines.
- 2 Employees in the workroom should wear masks and disinfect before/after use.

Student Spaces.

1. No more than 2 people in the lounge at a given time, maintaining social distancing and wearing masks.
2. Since students depend on the lounge for meetings, meals and homework, we will open the theatre lobby for them. No more than 6 students in the theatre lobby at one time.
3. Students in the lounge and/or lobby should wear masks (except for meals) and disinfect after use.
4. We will remove some furniture from student lounge in order to maintain social distancing.
5. We will move furniture in the lobby in order to maintain social distancing.

Faculty Conference Room (Garvey 122)

1. No more than 2 people in the conference room at a time.
2. Faculty will work independently, and remotely, as much as possible.
3. When we need to meet, we will use Zoom. If we must meet in person, we will use Garvey 121, Gray Theatre or Theatre Lobby in order to maintain proper distancing.
4. In person consultations on productions will require faculty/staff/students to maintain six ft distance and wear masks or face shields.

Box Office

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1. Only 1 person in the box office.
2. Install Partition.
3. Employee/Student should clean and disinfect area when entering the room and again when leaving.

Booth (Garvey 230)

1. Maximum 4 people in the booth both wearing face masks.
2. Employee/student should clean and disinfect area when entering the booth and again when leaving.

Gray Theatre

1. Students/Employees must maintain social distancing and/or wear masks.
2. Students/Employees should bring only essentials to the theatre and leave other items in their locker, room or car.

Scene Shop

1. Maximum 4 employees/students maintaining social distancing and wearing facemasks.
2. Students are expected to clean and disinfect their work space.

Costume Shop

1. Maximum 3 employees/students in sewing area maintaining social distancing. 3 allowed in costume storage maintaining social distancing and/or face masks.
2. Students/Employees should wash their hands at least once each hour.

Dressing Rooms

1. Limit of 5 in each dressing room at a given time.
2. Dressing times will be scheduled on a rotating basis for larger casts.
3. Performers should clean and disinfect their space before they dress and again before they leave.

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).**
 - a. 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>.
 - b. Supplies needed from Facilities Services are as follows:
 - i. Hand sanitizer on a stand:
 - office entrance
 - workroom

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- 3 for theatre lobby
- student lounge
- scene shop
- back stage door
- costume shop
- booth door
- 2 faculty office entrances
- 2 dressing rooms
- Garvey 32 (Green room)

- ii. Detergent and paper towels for cleaning hard surfaces.
- iii. Disinfectant wipes or disinfectant spray and paper towels.
- iv. Disposable gloves
- v. 100 masks to distribute to visitors as needed (office and theatre audience)
- vi. 5 face shields for faculty/staff

2. Describe cleaning protocols that will be implemented in workspaces, shared food spaces (e.g., breakroom, refrigerator, microwave), meeting/conference room spaces, or other shared spaces (e.g., workroom, copier space). You may also want to consider frequency of cleaning and who is responsible.

- a Each employee/student will be responsible for cleaning their own workspace.
- b Each employee/student will clean their workspace upon arrival and just prior to departure at minimum.
- c Reception areas will be wiped down after each visitor, including pens or any contacted supplies.
- d All lunch boxes or containers must be sanitized before being placed in the refrigerator.
- e Do not wipe down the copy machine. Frequent use of liquid products could damage the machine.
- f 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.
- g Students are encouraged to check out a locker from Lynn Wilson for essential items and disinfect said items appropriately.
- h Employees /students using the workroom will be expected to disinfect any areas after they have used or touched
- i Employees/students should sanitize/wash their hands after using the workroom, the theatre, booth, classrooms, lounge, lobby, dressing rooms or shops.

3. All cleaning chemicals will 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.

Hand sanitizer on a stand:

- i. Hand sanitizer on a stand:
 - office entrance
 - workroom
 - 3 for theatre lobby
 - student lounge

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- scene shop
- back stage door
- costume shop
- booth door
- 2 faculty office entrances
- 2 dressing rooms
- Garvey 32 (Green room)

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>

Theatre office department 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 785-670-1939 or email us at theatre@washburn.edu so that we can assist you.”
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>

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.

For the safety of our students, faculty, staff, and visitors, the use of masks is expected in all theatre spaces whenever more than one person is present. Theatre office staff will wear masks/facial shields when conversing with others, when in the open areas of the offices/theatre/ lobby/shops if other people are

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present, or when social distance cannot be maintained. In addition, visitors to the enclosed offices are expected to wear masks as are employees in those offices when visitors are present.

For visitors who do not have masks, they will be provided. If a visitor cannot or does not choose to wear a mask, they will be asked to conduct their business with Theatre by phone, email, or Zoom.

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

Only one visitor will be allowed in the open area of the office at a time. Visitors meeting with the faculty/staff will be limited to one or two depending on office size and the configuration of seating to maintain social distance.

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

Visitors will be admitted one at a time. If the person they wish to speak with is not available, the receptionist will take their cell phone number, ask them to wait in the Theatre lobby and will call them when the theatre faculty/staff person is available.

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

-August 24 at 4 pm Welcome (Meet and Greet), immediately followed by an audition workshop. We will move this to the theatre in order to maintain distancing.

-Two live productions (September and late October). We are exploring the possibility/costs of offering remote viewing of a live production which would allow people to watch from home. We will limit seats to meet the social distancing requirement by taping them off. We will have signage requesting audience members wear a mask or face shield. Hand sanitizer will be available at each door.

Students will wear masks during rehearsals. The directors will adjust blocking for social distancing.

Performers will not wear masks during the show (tech folks will still wear masks). We are inquiring about the cost and availability of streaming rights. Additionally, we are looking at other possible venues such as outdoor shows (which we all hate).

Theatre faculty are exploring all ideas. Our industry is coming up with lots of new ideas right now so perhaps we'll have more options over the next month or two.

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.

1. Meetings will be conducted via Zoom. This includes faculty meetings and production meetings.
2. Faculty are encouraged to meet with students via Zoom when possible.
3. Employees with office doors will be expected to work with their doors shut.

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, or an accrediting body.

N/A

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

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Date requested to reopen: August 3, 2020