

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Washburn Financial Aid Office
Bldg/Room Location	Morgan 103
Name/Position Title of Reopening Plan Developer	Andy Fogel
Date Reviewed	05/29/2020
Name/Position Title of Dean/Director Reviewer	Andy Fogel
Date Reviewed	05/21/2020
Area Head Name	Richard Liedtke
Date Reviewed and Approved	June 1, 2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	June 8, 2020

Washburn University Financial Aid Plan for returning to campus

"The Washburn University Financial Aid office has been determined to have a business need for its employees to work physically on campus during Washburn's Phase Two." The Financial Aid office has 10 employees

- Andy Fogel – Director
- Jennifer McGraw – Associate Director
- Coordinators – 3
- Specialists- 5

Office Description

The department occupies office space in Morgan Hall, suite 103. The director, associate director and coordinators have individual offices with doors that can be shut. There is a welcome area that is the initial stop for visitors. With the specialist staff occupying individual cubicle areas, a rotating schedule will keep their chairs at least six feet apart, with their backs to each other and the walkway.

Proposed Reopening process

1. Open general office for limited staff. Each day of the week, either the director or associate director will provide office coverage, with the coordinators, and specialists splitting the work week in the office.
 - a. No more than three additional people will be allowed in the welcome area, and strict social distancing will be maintained, with masks encouraged.
 - b. Visitors will be asked to remain at least six feet from front desk, maintaining social distance. If an employee is needed to see the student/family, they may move to Morgan 203 or 205 to meet with the family while maintaining social distance.
 - c. Signage will be posted at the entrance and throughout the department. Example signage can be found <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

- d. Returning staff will be briefed on social distancing expectations, sanitation, hygiene and other safety measures. Staff who have concerns should report them to the director.
- e. Hand sanitizer will be placed near the door to the office. Example training can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>.
- f. 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 should 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>

Expectations from the Reopening Department

The financial aid staff will abide by all criteria set up for operation during each phase of the reopening plan for WU. This includes the following:

1. The reopening plan will be sent via email to all office employees, with a read receipt kept by the Director.
2. All staff will receive training on how to clean their office and any communal areas.
3. At no time will all staff be required to work on campus at the same time as each phase dictates.
4. We will promote social distancing measures in the office and in the building.
5. Staff will be discouraged from bringing non-essential items from home to the office. Any items brought from home will be disinfected using appropriate cleaning methods.
6. We will encourage employees to wear face masks in shared areas, public settings, when interacting with others, or when in transit inside the building.
7. Any staff member who may need work assignment modification due to being in a “high risk” category for developing a severe illness from COVID-19 or an accommodation due to a disability will be directed to the Director of Human Resources, Teresa.lee@washburn.edu, promptly.
8. The director recognizes this plan must remain congruent with guidelines from the Governor, SNCO Health Department, CDC, and Washburn University.

Work-Schedule

All staff who consider themselves an at-risk category and/or those with other challenges due to COVID-19 should contact HR.

Office Traffic Flow

1. Movement around the office will be in a circular manner, in order to minimize passing each other in the hallways. Carpet friendly tape will be placed on the floor to illustrate the appropriate walking direction. Masks are encouraged when out of their respective offices and in public space.
2. On days the employees are not assigned to be in the office, they are expected to work from home and complete their assigned tasks as appropriate.
3. At no time during this phase should all employees be in the office.

4. Any office meetings will be conducted via Zoom.

Office/Work Areas

Front Desk/Reception

1. The front desk employee will work M-F, 8-5 from side desk computer station (*provides more protection*) working physically on campus.
 - a. There will be a weekly rotation that alternates weeks of coverage between the Bursar and Financial Aid office
2. Tape put down 6 feet from work station.
3. Hang Plexiglass barrier between front desk and visitors.
4. Wipe down used spaces after each visit (*Includes pens, clipboards and other used items*) using the appropriate cleanings supplies as provided by Facilities staff.
5. Clean hands regularly using hand sanitizer and once per hour is encouraged to physically wash hands in the nearest rest room, especially after handling paper documents.

Coordinators

1. Coordinators will work M-F from 8-5 physically on campus.
2. Social distancing measures of 6 feet is expected. Recommended to wear mask when in space with multiple people. (*i.e. break room, bathroom and other shared spaces*)
3. Coordinators will maintain social distance by keeping their doors closed at all times. Office meetings will be conducted via Zoom.
4. Coordinators must keep all personal items brought from home in their offices. If used beyond secured spaces and on-campus, the item(s) and area must be wiped down. (*Please limit what you bring on-campus to essential items*)
5. Clean hands regularly using hand sanitizer and once per hour are encouraged to physically wash hands in the nearest rest room, especially after handling transcripts or other paper documents.

Specialists

1. In order to ensure social distancing measures are maintained, staff in cubicles will work in office on a rotating weekly basis. Maintain remote work obligations when home.
2. Those in open spaces must have items secured safely under desk or in closed drawers. If used beyond secured spaces and on-campus, the item(s) and area must be wiped down. (*Please limit what you bring on-campus to essential items*)

Special Activities

In person meetings

1. It will be **highly** recommended visitors bring mask with them prior to visiting campus. (*mask will not be provided for them*)
2. Visitors will be seated based on distancing guidelines. Seating rearranged in Financial Aid waiting area and Morgan Hall.

3. Adhering to distancing guidelines, financial aid appointments will be conducted in Morgan 203 or Morgan 205. All surfaces used will be wiped down after each appointment.

Shared Work Spaces

Break-Room

1. Encouraged to wear facemask when entering.
2. Staff **will not** be allowed to eat in the break room.
3. All areas must be wiped down after each use.
4. Social distancing etiquette required. ***(Face-covering, cleaning, etc.)***
5. All lunch storage receptacles must be sanitized before putting in refrigerator.

Work Room

1. Social distancing measures are expected to be maintained.
2. No more than two people in work room at any time.

Copier

1. Since the copier is frequently used, it is important to sanitize your hands after each use and before picking up printed materials.
2. Social distancing measures are expected to be maintained.
3. Do not wipe down machine. Frequent use of liquid based products could damage the machine.

Shared Public Areas

Reception Area

1. Social distancing measures are expected to be maintained.
2. Limit use of the area to essential functions only. *(no congregating)*

Morgan Hall Welcome Ctr.

1. Social distancing measures are expected to be maintained.
2. If you eat lunch or take break in the welcome center, make sure to properly sanitize hands upon re-entry to the office and work station.

Facilities

1. Cleaning Supplies needed for Financial Aid Welcome Area and Morgan 103
2. Plexiglass shield installed on front desk work-station admission counters
3. Carpet friendly tape for directional flow and distancing
4. Gloves

Note: All protective items requested from facilities should be on-hand and ready for use before re-opening.

Date requested to re-open: June 8th