

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Washburn Student One Stop
Bldg/Room Location	Morgan/One stop
Name/Position Title of Reopening Plan Developer	Blake Cauble-Johnson
Date Reviewed	
Name/Position Title of Dean/Director Reviewer	
Date Reviewed	
Area Head Name	Richard Liedtke
Date Reviewed and Approved	5/21/2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	June 1st

Washburn University Student One Stop Plan for returning to campus

The Washburn Student One Stop has been determined to be essential during Phase 2 of the Shawnee County reopening plan.

The Student One Stop has 5 employees

- Blake Cauble-Johnson – Director
- Janene Freerksen – One Stop Specialist
- Tiffany Swinney – One Stop Specialist
- Michaela Blosser – One Stop Specialist
- Daniel Reilly – One Stop Specialist

Office Description

The department occupies office space in Morgan Hall. The director has an individual offices with a door that can be shut. The One Stop Specialists work behind a front desk that opens into the Morgan Hall courtyard area. There is a transparent security shield that slides closed at the front of the desk. During Phase 2, two specialist will monitor the One Stop on location and the shield will be kept shut.

Proposed Reopening process

1. Open general office for limited staff. Each day of the week, the director will provide office coverage, with one stop specialists covering the front counter.
 - a. For Phase 2, One Specialist will monitor the front desk area. The two employees will be able to sit a minimum of 10ft apart. 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 a student or other customer requests a more confidential setting for sensitive discussions, they will use 202, 203 or 205 in Morgan Hall where social distance can be maintained or given the option of calling the One Stop from a private location.

- c. Hand washing/sanitation options will be kept at the front desk. Everyone will be encouraged to submit documents and other items electronically, but should the need present itself, physical documents can be passed through the protective shield, processed, and staff can immediately wash/sanitize hands.
- d. Signage will be posted at the entrance and throughout the department.
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- e. 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.
- f. Hand sanitizer will be placed near the door to the office.
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>.
- g. 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 will be requested through Campus Facilities by submitting a work order. No employees other than trained facilities staff will 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 One Stop 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 that 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 ERP/CRM technicians 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 Phase 2 should all employees be in the office.
4. Any office meetings will be conducted via Zoom.

Shared Work Spaces

Break-Room

1. Encouraged to wear facemask when entering.
2. Staff **will not** be allowed to eat lunch 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 etiquette required.
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 etiquette required.
Do not wipe down machine. Frequent use of liquid based products could damage the machine.

Shared Public Areas

One Stop Common Area/Entrance to EM

1. Social distancing etiquette required.
2. Limit use of the area to essential functions only. (*no congregating*)
3. Computers in public area will have signage to encourage sanitation of hands before and after use and encourage wearing mask. The One Stop staff will wipe surfaces down daily.

Facilities

1. Cleaning Supplies needed for Lobby, Morgan 202.
2. Cleaning supplies needed for One Stop area.
3. Hand sanitizer for public computers.
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 1st

Submitted by: Blake Cauble-Johnson Date: 5/20/2020

Approved by: Richard Liedtke Date: 5/21/2020

Date office is approved to reopen: June 1, 2020