

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Student Recreation and Wellness Department Student Life
Bldg/Room Location	Student Recreation and Wellness Center
Name/Position Title of Reopening Plan Developer	Whitney Slater- Director
Date Reviewed	
Name/Position Title of Dean/Director Reviewer	Joel Bluml
Date Reviewed	
Area Head Name	Eric Grospitch
Date Reviewed and Approved	5/26/20
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	6/1 staff 6/18/20 "open"

Washburn University Student Recreation and Wellness Center Reopening Plan

The Student Recreation and Wellness Center (SRWC) is dedicated to the health and safety of our entire community, including our team members. For the purpose of reopening the facility, the following is an outline for operations and a working document that will regularly be assessed, modified and updated based on CDC, Shawnee County Health Department and university guidelines.

The SRWC leadership team (Whitney Slater- Director, and Assistant Directors Jamie Thayer and Daniel Wrenholt) will meet weekly to review plans and policies and update this document as necessary.

- a. Leadership team will stay current with CDC, SNCO Health Department and university guidelines.
- b. Leadership team will utilize national organizations such as NIRSA, NASPA, and ACHA to form plans and procedures.
- c. Leadership team will connect with colleagues across the country to ensure that we are following best practices.

Recommendation

The SRWC Department staff recommends staff starting to resume some office activities on Monday, June 1 and then reopening the Recreation Center to users on Monday, June 15th.

Proposed Reopening Process:

Office Description

The departments occupy office space in the Student Recreation and Wellness Center. The Director, both Assistant Directors and Employee Wellness Coordinator all have individual offices with doors that can be shut.

- *SRWC Professional Staff*
 - Staff will continue to maintain remote work obligations but each day of the week, either the director or assistant director will be in the building, with the SRWC full staff meeting on Wednesdays in the building.

- Any staff member who may need a work assignment modification due to being in a “high risk” category for developing a severe illness from COVID-19 or an accommodation due to disability will be directed to the Director of Human Resources, teresa.lee@washburn.edu, promptly.
- Professional staff will be strongly encouraged to use PPE while working in the office. When the building reopens on June 15 professional staff will be required to wear PPE.
 - **As of 05/18/2020, Shawnee County requires retail, food service, and/or gyms/fitness center employees wear masks while working. Consult the CDC guidelines about proper usage, type of mask, safe removal, cleaning/disposal, who should/should not wear a mask and other information*
- Professional staff will be encouraged to work from home if they are showing signs of being sick
- Staff will receive no less than 5 business days' notice prior to being asked to return to campus full time.
- **SRWC Student Staff**
 - Student staff will be required to use PPE while returning to work
 - **As of 05/18/2020, Shawnee County requires retail, food service, and/or gyms/fitness center employees wear masks while working. Consult the CDC guidelines about proper usage, type of mask, safe removal, cleaning/disposal, who should/should not wear a mask and other information*
 - Student staff will be instructed to screen at home and any employee that answers “Yes” to any of the screening questions will be asked to stay at home until they have no fever and no evidence of COVID-19 symptoms.
 - Screening questions:
 - Have you had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, felt "feverish" or had a temperature that is elevated for you? 100.0F or greater? *
 - Do you have any of the following symptoms? Cough - Shortness of Breath or Chest - Sore Throat - Nasal Congestion/Runny Nose - Myalgia (Body Aches) - Loss of Taste and/or Smell - Diarrhea – Nausea
 - Have you been in contact within the last 14 days with someone with a confirmed diagnosis of COVID-19?
 - Student staff will have additional cleaning responsibilities including cleaning after themselves when occupying any shared areas.
 - Staff trainings that can be will be completed online, if in person, size of group and social distancing measures will be put in place.

Reopening Procedures:

Social Distancing

We are taking careful actions to facilitate social distancing in each area of the facility. Look for extra signs to guide you through each space and help us all practice social distancing.

Front Desk Check-In:

To help ensure adequate spacing, Plexiglas barriers will be added to the desk. Patrons may be asked to wait outside the door to allow one interaction at a time. Card readers and countertops will be wiped down and sanitized by the Front Desk Attendant after each check-in.

Equipment Spacing:

Strength equipment will be spaced no less than 6' apart to allow for appropriate social distancing. Cardio equipment will use every other piece to allow for 6'. Any equipment that cannot maintain 6' will be taken offline. Patrons using free weights shall maintain 6' of separation except when a spotter is necessary. In this instance, workout groups shall be limited to two people.

Capacity Limitations:

Signage will be located in each area indicating the maximum capacity due to social distancing of that area. Staff will monitor the area to enforce social distancing and may prohibit entry into an area if max capacity has been reached.

PPE

Team members will follow *Shawnee County directives and patrons shall be encouraged to wear face coverings while they are on the premises. Employees shall wear disposable gloves when cleaning machines, equipment, or other surfaces in the facility.

**As of 05/18/2020, Shawnee County requires retail, food service, and/or gyms/fitness center employees wear masks while working. Consult the CDC guidelines about proper usage, type of mask, safe removal, cleaning/disposal, who should/should not wear a mask and other information.*

Staff Training

- Provide COVID-19 and infectious diseases education for recreation staff (professional and student). Training should include:
 - Details of COVID-19 signs, symptoms, evaluation, testing, course of illness, and transmission.
 - Infection prevention and control concepts and procedures.
 - Individual personal conduct and hygiene.
 - The important personal and institutional responsibility to protect the health and safety of all students, faculty and staff, including maximizing efforts to protect recreation, intramural, and club sport participants from COVID-19.

Signage and Traffic Flow

- Signage will be posted at the entrance and throughout the SRWC encouraging users to clean equipment before/after use and educating and reminding individuals of proper health and safety protocols. Example signage can be found <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- Traffic flow will be maintained by having entry and exit doors as well as having non-security doors propped open.

Facility Cleaning

Staffing & Procedures

Staff will utilize EPA-registered disinfectant that kills the coronavirus. Fitness floor staff will also be cleaning equipment continuously throughout the day. Continuous scheduled disinfection of high-touch surfaces including door panels, knobs, railings, countertops, benches, and handles throughout the facility. Drinking fountains and refillable water stations shall be monitored by staff, cleaned and disinfected at regular intervals; patrons shall be encouraged to bring bottled water.

Custodian Staff Schedule & Cleaning

Custodians are scheduled in the SRWC 7 days per week. All restroom surfaces including showers, floors, sinks and toilet bowls shall be cleaned and disinfected. Trash cans shall be placed near the door or within reach of the door. Restrooms shall be supplied with liquid soap and paper towels

Deep Cleaning

Facility hours will be adjusted to allow for an hour before the facility is open for every machine and touch-point to be disinfected by the SRWC staff. Employees cleaning equipment will be wearing gloves. An overnight deep clean will be conducted by Facilities Services Custodial Staff.

Self-Cleaning Stations

Easy, readily available disinfectant wipes will be located throughout the facility. If the supply chain does not allow for disinfectant wipe, spray bottles along with single use towels will be made available throughout the facility to wipe down equipment before and after use.

Hand sanitization will be conveniently located throughout the facility.

FRONT DESK

Counters will be wiped down by Front Desk staff after each interaction with a patron. When cleaning, staff will wear gloves to prevent further spread of any germs. Plexiglass barriers will be cleaned on both sides every 2-3 hours.

Locker Rooms

Restrooms will be available and cleaned on a regular basis but locker rooms and showers will be unavailable.

Fitness Loft

Equipment will be spaced or marked for social distancing. Any area with more equipment than available space to maintain 6' spacing will have duplicate equipment removed to maintain distance.

Open Fitness areas (Free-Weight Area) will be marked on the ground to display proper distancing.

Fitness Staff will avoid person-to-person contact while spotting with use of bar catches.

Equipment will be cleaned at the beginning of every shift (every 2-3 hours) by Fitness Operations staff with EPA-registered, virus-killing disinfectants. Cleaning checklists will be utilized in Connect2 and monitored regularly by supervisory staff for completion.

Patrons will be encouraged to clean equipment before and after each use with provided disinfectant wipes or spray and single use cleaning towels. If patron fails to clean the equipment, then Fitness Operations staff will clean it after use. There will be several cleaning stations, throughout the space to help encourage cleaning of equipment before and after use.

Multipurpose Room

Capacity limitations

Stations and equipment will be spaced for social distancing. Staff will be provided with gloves to be used while cleaning.

Equipment will be cleaned at the beginning of every shift (every 2-3 hours) by Front Desk staff with EPA-registered, virus-killing disinfectants. Cleaning checklists will be utilized in Connect2 and monitored regularly by supervisory staff for completion.

Patrons will be encouraged to clean equipment before and after each use with provided disinfectant wipes or spray and single use towels. There will be several cleaning stations, of disinfectant spray and cleaning towels throughout the space to help encourage cleaning of equipment before and after use.

Basketball Courts

Individuals may use the courts while maintaining social distancing, and no pick-up games or organized activities will be permitted.

Rockwall

Unavailable

Equipment Checkout

Equipment checkout will be unavailable to avoid holding patrons ID cards and reduce the amount of items handled in the facility. Patrons are encouraged to provide their own equipment such as mats, balls, and towels.

Expectations from the Reopening Department

The SRWC Department 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
2. All staff will receive training on how to clean their office and any communal areas.
 - Returning staff will be briefed on social distancing expectations, sanitation, hygiene and other safety measures. Example training can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>.
 - 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>
 - 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>
3. We will promote social distancing measures in the building.
4. We will encourage employees to wear face masks in shared areas, public settings or when interacting with others.

5. Hand sanitizer stations are placed throughout the SRWC.

Shared Work/Public Spaces

1. All areas must be wiped down after each use. Including use of Ichabod Room, shared cabinets/drawers, refrigerator and microwave.
2. Social distancing etiquette required.

Copier

1. Since the copier is shared, it is important to sanitize your hands after each use and before picking up printed materials.
2. Do not wipe down machine. Frequent use of liquid based products could damage the machine.

Facilities

1. Cleaning gym wipes/or 12 spray bottles and access to more single use towels (for equipment cleaning).
2. Plexiglass shield installed on front desk work-station for front desk attendant and equipment checkout desk
3. Disposable gloves for staff to wear while cleaning equipment
4. More hand sanitizer stations available in areas like the gymnasium, rock wall

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

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](#)

[KDHE travel and quarantine guidelines](#)

[CDC definition of higher risk individuals](#)

[CDC Videos on Prevention and Symptoms](#)

[CDC Self-Checker](#)

[CDC Flyer to Stop the Spread of Germs](#)

[CDC Flyer on How to Protect Yourself and Others](#)

[ACHA Guidelines](#)

[CDC response plans for Institutions of Higher Education](#)

[International Health, Racquet & Sportsclub Association \(IHRSA\)-Considerations for Reopening Plans](#)

[Campus Rec Magazine-ReOpening Discussion](#)

[Athletic Business Magazine](#)

[American Industrial Hygiene Association- Reopening Guidance for Gyms & Workout Facilities](#)

Facility Services
SRWC Duties - 11pm-6:30am Sunday- Thursday

Travis Apodaca, custodian

- Responsible for pulling all the trash/recycle in the building, except for rooms 103, 104A and 106.
- Vacuum reception area and mats.
- Wipe off tables and counters
- Pulls outside trash.
- Cleans & stocks both restrooms/shower rooms. Runs the restroom cleaning machine no less than 2x a week.
- Dust mops all 1st floor, and the loft areas. Mops and or runs the auto scrubber. Buffs floors when time allows. Scrubs gym no less than 2x a week.
- Sweeps and mops main stairwell - daily Back stairwell 1x a week
- Runs sweeper on track 2x a week.
- Sprays exercise machines, mats, balls, etc 1 x a week with sanitizing spray
- Wipes off vending machines, spray with sanitizing spray
- Wipes off turnstiles
- Clean vents, as needed
- Clean track and loft glass 2x a month
- Replenish towels and purell as needed.
- Blows out light fixture 1x a year (normally summer)
- Clean carpets as needed (normally summer)

Chemicals Used: (most often)

- Alpha HP, Kaio (restroom machine) for general cleaning and disinfecting
- Glance N/ A for glass, Stride for floors, Full Court for gym floor, Pro Fi for rubber floors
- SaniGuard sanitizing spray for equipment, vending machines, turnstiles