

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	Washburn Strategic Marketing and Communications
Bldg/Room Location	Morgan 100
Name/Position Title of Reopening Plan Developer	Ernie Webb
Date Reviewed	5/21/2020
Name/Position Title of Dean/Director Reviewer	
Date Reviewed	
Area Head Name	Richard Liedtke
Date Reviewed and Approved	5/22/2020
Date Approved to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	June 1, 2020

Washburn University Marketing and Communications Plan for returning to campus

The Washburn University Strategic Marketing and Communications office has been determined to be essential during Phase 2 of the Shawnee County reopening plan.

The Marketing and Communications department has three employees:

- Ernie Webb – Director
- Travis Perry – Assistant Director
- Emily DeShazer – Digital Media Specialist

Office Description

The department occupies office space in Morgan Hall. The director has an office. The assistant director and digital media specialist occupy cubicles in the same area occupied by Admissions staff. Upon return, the digital media specialist will be moved temporarily to an unoccupied office south of the Registrar's space. The assistant director, who works in a cubicle space with processing staff in Admissions, will continue to work his current schedule (Monday and Thursday morning in the office to process mail and telecommute the rest of his shift). When working in the office, he will be part of a rotating schedule to maintain work-space social distancing protocols.

Proposed Reopening process

1. Open general office for limited staff. Each day of the week, the director will provide office coverage. The assistant director and digital media specialist will provide office coverage that adheres to their schedule.
 - a. We will adhere to the guidelines established by the Admissions office, which we work with closely on a daily basis. 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 their desk, 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. Example training can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>.
- e. 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 marketing and communications 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 staff are not assigned to be in the office, they are expected to work from home and complete their assigned tasks as appropriate.
3. Any office meetings will be conducted via Zoom, including communications meeting, internal staff meetings, bi-weekly meetings and meetings with departments on campus.

Office/Work Areas

Marketing and Communications Staff

1. Director will work from 8 a.m. to 5 p.m. Monday through Friday, ensuring that a member of the staff is in the office each day.
2. The assistant director will work the schedule he has for the last two months, per HR: Monday and Thursday mornings to process mail and telecommute during the remainder of his M-F schedule. When in the office, he will work on a rotating schedule in coordination with the Admissions office because of his location in the cubicle area.
3. The digital media specialist will work a rotating shift, with half of her hours in the office and the other half at home through June 14. She will return to a normal, in-office shift beginning June 15.
4. Social distancing measures enforced. No congregating. Recommended to wear mask when in space with multiple people. (*i.e. break room, bathroom and other shared spaces*)
5. The director and digital media specialist will maintain isolation by keeping their doors closed at all times. Office meetings will be conducted via Zoom.
6. The assistant director will have six feet taped off in his area. Because he uses the copier often for mailing, assistant director will adhere to sanitation guidelines, washing hands multiple times each day.
7. Staff will maintain remote work obligations when home.
8. The staff must keep all personal items brought from home in their offices or in closed drawers. Smaller items can, if necessary, be stored in the director's office. 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*)
9. Clean hands regularly, especially after handling public documents.

Special Activities

Working outside the office on campus (e.g. events for social media content/coverage)

1. The digital media specialist and other staff members may have obligations to cover events on campus for social media or the website. During this work, staff will wear masks, practice social distancing and adhere to other University and CDC guidelines.

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, spacing, etc.)*
5. All lunch storage receptacles must be sanitized before putting in refrigerator.
6. Make sure to wipe down potentially compromised areas before using the microwave.

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.
3. Wipe down areas/things used before departing.

Shared Public Areas

Reception/Media Area

1. Social distancing etiquette required.
2. Limit use of the area to essential functions only. *(no congregating)*
3. Sanitize after each use.

Morgan Hall Welcome Center.

1. Social distancing etiquette required.
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 Office, Cubicle Area and Morgan 202.
2. Carpet friendly tape for directional flow and distancing.
3. Gloves
4. Cleaning supplies available in Welcome Center for guest and student use.

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

Date requested to re-open: June 1