

Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	University Registrar's Office
Bldg/Room Location	Morgan Hall 100
Name/Position Title of Reopening Plan Developer	Stephanie Lanning
Date Reviewed	5-19-2020
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 1st

Washburn University Registrar's Office Plan for returning to campus

The Registrar's office has been determined to be essential during Phase 2 of the Shawnee County reopening plan.

The Registrar's office has 11.5 employees:

- Stephanie Lanning - Registrar
- Eric Sanford – Associate Registrar
- Quality Auditors – 3 (Cindi, Shane, Marijo)
- Transcript Evaluators - 2 (2 vacant)
- Degree Auditors – 2.5 (Cheryl, 2 Vacant)
- Student Worker - .5 (Hannah)
- Temporary - 1.5 (Nancy, Amanda)

Office Description

The department occupies office space in Morgan Hall 100. The Registrar and Associate Registrar have individual offices with doors that can be shut. The Quality Auditors, Transcript Evaluator, and Degree Auditors occupy individual cubicles. The east and west side entrances into the cubicle area will be taped off to assist in office traffic flow and only allow Registrar staff access to the area.

Proposed Reopening Process

The Registrar and Associate Registrar will be here full-time in their respective offices. Some staff will be reassigned a new cubicle and/or work on a rotating basis to maximize social distancing while in office.

1. 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>

2. Returning staff will be briefed on social distancing expectations, sanitation, hygiene and other safety measures. Staff who have concerns should report them to the Registrar.
3. 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>.
4. 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 Registrar 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 Registrar.
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 or walkways. Carpet friendly tape will be placed on the floor to illustrate the appropriate walking direction. Masks are encouraged when out of their respective office space and in public space.
2. On days staff 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

Registrar Staff

1. Registrar and Associate Registrar will work in their offices.
2. Cheryl and Nancy will work their regular part-time hours M-F at their respective office space.
3. Cindi will work in the office half days and from home the other part of the day.
4. Shane will be relocated to the cubicle located in the northeast corner. Shane and Marijo will work on a rotating basis in the office and from home.
5. Amanda will continue to work from home and come into office when requested.
6. Student Worker will be placed at the student work space.
7. Currently, 4 positions are vacant in the Registrar's office. These positions are expected to be filled as soon as possible. When these positions are filled, training will be done while respecting social distancing expectations, sanitation, hygiene and other safety measures.
8. 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*)
9. Staff with offices will maintain isolation by keeping their doors closed at all times. Office meetings will be conducted via Zoom.
10. Staff must keep all personal items brought from home in their office space. 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*)
11. Sanitize hands regularly, especially after handling public documents.

Shared Work Spaces

Break-Room

1. Encouraged to wear face mask 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 and ice machine.
7. One time use cups will be used to get ice from the ice machine.

Storage Hall

1. Social distancing etiquette required.
2. No more than one person in storage hall at any time.
3. Wipe down areas/things used before departing.

Copier/Printer

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

Morgan Hall Welcome Ctr.

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 to properly disinfect individual and shared areas (disinfectant spray, multi-purpose cleaner, anti-bacterial hand gel in pump large and small bottles, anti-bacterial hand foam on stands at doors)
2. Paper Towels
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 1st

Submitted by: Stephanie Lanning

Date: 5/20/2020

Approved by: Richard Liedtke

Date: 5/22/2020

Date office is approved to reopen: June 1st, 2020