

## Operational Area Reopening Plan

Name of WU/WIT Academic or Administrative Operational Unit	KTWU
Bldg/Room Location	
Name/Position Title of Reopening Plan Developer	
Date Reviewed	
Name/Position Title of Dean/Director Reviewer	JuliAnn Mazachek
Date Reviewed	
Area Head Name	
Date Reviewed and Approved	6-17-2020
Date <u>Approved</u> to Return to Campus* (this date will need to be communicated to WU/WIT Facilities/WUPD)	6-1-2020



## Reopening Plan for KTWU

# CORONAVIRUS

### Phase 1 – Current

The KTWU building will be closed to the public.

Public access will be limited to the main East entrance only.

Hand sanitizer, available at the East entrance, to be used when entering.

Individuals are strongly encouraged to wear cloth masks in public settings as appropriate.

Frequently touched surfaces in entry will be cleaned regularly.

Facilities services will perform daily cleaning of entry / frequently touched surfaces. \*

Visitors will be admitted for business and production by appointment only.

Visitors are strongly encouraged to wear cloth masks in public settings as appropriate.

Limits on mass gatherings will be determined on a case by case basis, always complying with current campus and local directives, and maintaining social distance.

Social distancing guidelines will be followed by staying at least 6 feet apart.

Masks will be provided to each employee that works inside the station.

Reception desk in lobby will install a shield /partition for staff/visitor safety.\*

All staff will be located in private office or individual workspace.

Due to the building layout directing traffic flow with arrows and signage is not necessary.

Layout of building accommodates 6 foot distance to be maintained.

Common areas (mail room, conference room, break room) will be limited to one person access at a time. Each person will be expected to clean areas at the completion of tasks.

All shared equipment surfaces to be cleaned after each use with provided materials.

This includes, but is not limited to: mailroom equipment; break room surfaces; production equipment; studio; engineering equipment; station vehicles.

Hands free door opening adaptors to be installed on restroom doors. \*

All staff communication will be held by e-mail, personal office phone and ZOOM.

Working from home / flextime options are at the discretion of supervisors/management.

Administration: 2 in the suite; 1 in lobby [currently alternating schedules]

Development: 7 employees in suite with individual offices [currently alternating schedules]

Programming/Promotion: 3 employees in suite with individual offices

[2 working remotely and 1 alternating office hours]

Production; 4 employees in suite with individual offices [all alternating work schedules]

Engineering: 2 employees in shared suite [1 working remotely; 1 working at the station]

Master Control : 2 employees per shift [all alternating schedules]

Traffic: 2 employees in shared suite [1 working remotely; 1 working in office]

Departmental Area heads will adjust employee schedules from remote work to in-office work as needed .

Any individual who is exhibiting symptoms or who has been exposed to the virus will stay at home following the guidelines as stated in WU Non Nobis Solum Plan.

Note that if staff person identifies as needing disability accommodation, that person will be directed to Teresa Lee in Human Resources and the on-site staffing model may be adjusted accordingly.

As the phases change, KTWU will update the staff through a series of e-mail messages, ZOOM meetings and personal phone calls.

## Phase 2 Anticipated June 1 (Same as phase 1)

The KTWU building will be closed to the public.

Public access will be limited to the main East entrance only.

Hand sanitizer, available at the East entrance, to be used when entering.

Individuals are strongly encouraged to wear cloth masks in public settings as appropriate.

Frequently touched surfaces in entry will be cleaned regularly.

Facilities services will perform daily cleaning of entry / frequently touched surfaces. \*

Visitors will be admitted for business and production by appointment only.

Visitors are strongly encouraged to wear cloth masks in public settings as appropriate.

Limits on mass gatherings will be determined on a case by case basis, always complying with current campus and local directives, and maintaining social distance.

Social distancing guidelines will be followed by staying at least 6 feet apart.

Masks will be provided to each employee that works inside the station.

Reception desk in lobby will install a shield /partition for staff/visitor safety.\*

All staff will be located in private office or individual workspace.

Due to the building layout directing traffic flow with arrows and signage is not necessary.

Layout of building accommodates 6 foot distance to be maintained.

Common areas (mail room, conference room, break room) will be limited to one person access at a time. Each person will be expected to clean areas at the completion of tasks.

All shared equipment surfaces to be cleaned after each use with provided materials.

This includes, but is not limited to: mailroom equipment; break room surfaces; production equipment; studio; engineering equipment; station vehicles.

Hands free door opening adaptors to be installed on restroom doors. \*

All staff communication will be held by e-mail, personal office phone and ZOOM.

Working from home / flextime options are at the discretion of supervisors/management.

Administration: 2 in the suite; 1 in lobby [currently alternating schedules]

Development: 7 employees in suite with individual offices [currently alternating schedules]

Programming/Promotion: 3 employees in suite with individual offices  
[2 working remotely and 1 alternating office hours]

Production; 4 employees in suite with individual offices [all alternating work schedules]

Engineering: 2 employees in shared suite [1 working remotely; 1 working at the station]

Master Control : 2 employees per shift [all alternating schedules]

Traffic: 2 employees in shared suite [1 working remotely; 1 working in office]

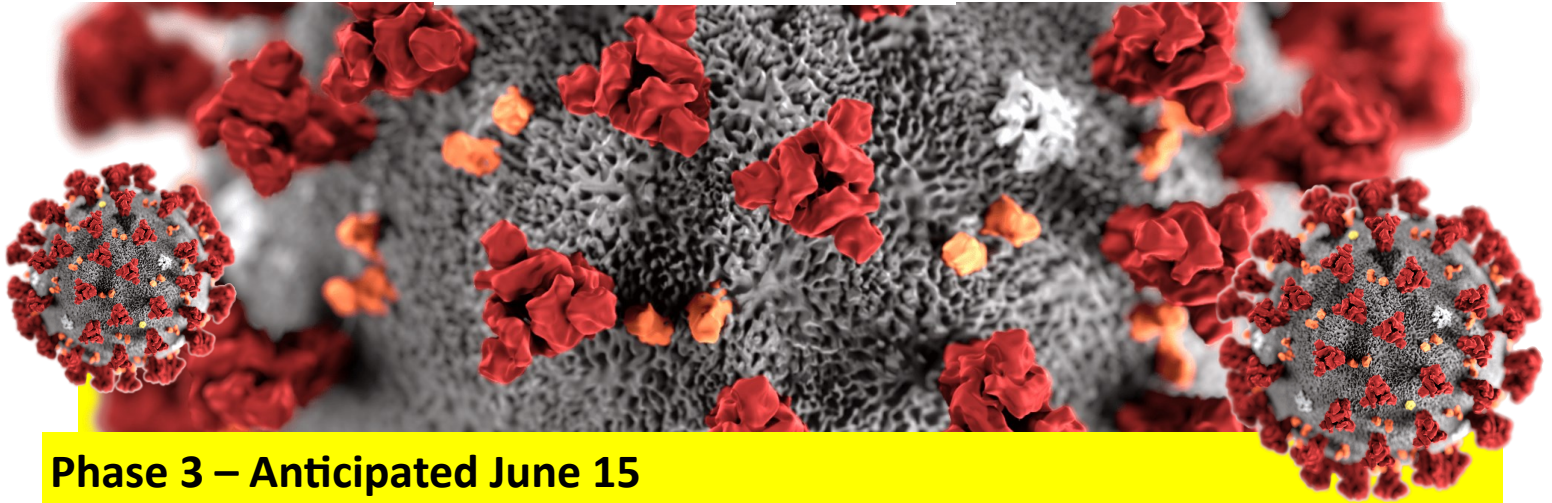
Departmental Area heads will adjust employee schedules from remote work to in-office work as needed .

Any individual who is exhibiting symptoms or who has been exposed to the virus will stay at home following the guidelines as stated in WU Non Nobis Solum Plan.

Note that if staff person identifies as needing disability accommodation, that person will be directed to Teresa Lee in Human Resources and the on-site staffing model may be adjusted accordingly.

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### Phase 3 – Anticipated June 15

The KTWU building will be closed to the public.  
Public access will be limited to the main East entrance only.  
Hand sanitizer, available at the East entrance, to be used when entering.  
Individuals are encouraged to wear cloth masks in public settings as appropriate.

Frequently touched surfaces in entry will be cleaned regularly.  
Facilities services will perform daily cleaning of entry / frequently touched surfaces. \*  
Visitors will be admitted for business and production by appointment only.  
Visitors are encouraged to wear cloth masks in public settings as appropriate.  
Limits on mass gatherings will be determined on a case by case basis, always complying with current campus and local directives, and maintaining social distance.

Social distancing guidelines will be followed by staying at least 6 feet apart.  
Masks will be provided to each employee that works inside the station.  
Reception desk in lobby will have a shield /partition for staff/visitor safety.  
All staff will be located in private office or individual workspace.  
Due to the building layout directing traffic flow with arrows and signage is not necessary.  
Layout of building accommodates 6 foot distance to be maintained.  
Common areas (mail room, conference room, break room) will be limited to one person access at a time. Each person will be expected to clean areas at the completion of tasks.  
All shared equipment surfaces to be cleaned after each use with provided materials.  
This includes, but is not limited to: mailroom equipment; break room surfaces; production equipment; studio; engineering equipment; station vehicles.  
Hands free door opening adaptors remain on restroom doors.\*  
All staff communication will be held by e-mail, personal office phone and ZOOM.

Working from home / flextime options are at the discretion of supervisors/management.  
Administration: 2 in the suite; 1 in lobby [currently alternating schedules]  
Development: 7 employees in suite with individual offices [currently alternating schedules]  
Programming/Promotion: 3 employees in suite with individual offices  
[2 working remotely and 1 alternating office hours]  
Production: 4 employees in suite with individual offices [all alternating work schedules]  
Engineering: 2 employees in shared suite [1 working remotely; 1 working at the station]  
Master Control: 2 employees per shift [all alternating schedules]  
Traffic: 2 employees in shared suite [1 working remotely; 1 working in office]  
Departmental Area heads will adjust employee schedules from remote work to in-office work as needed.

Any individual who is exhibiting symptoms or who has been exposed to the virus will stay at home following the guidelines as stated in WU Non Nobis Solum Plan.

Note that if staff person identifies as needing disability accommodation, that person will be directed to Teresa Lee in Human Resources and the on-site staffing model may be adjusted accordingly.

As the phases change, KTWU will update the staff through a series of e-mail messages, ZOOM meetings and personal phone calls.



## Phase 4 / Phase out anticipated June 29, 2020

The KTWU building will be open to the public.  
Public access will be limited to the main East entrance only.  
Hand sanitizer, available at the East entrance, to be used when entering.  
Individuals may choose to wear cloth masks in public settings as appropriate.

Frequently touched surfaces in entry will be cleaned regularly.  
Facilities services will perform daily cleaning of entry / frequently touched surfaces. \*  
Visitors may choose to wear cloth masks in public settings as appropriate.  
Limits on mass gatherings will be determined on a case by case basis, always complying with current campus and local directives, and maintaining social distance.

Social distancing guidelines will be followed by staying at least 6 feet apart.  
Reception desk in lobby will have a shield /partition for staff/visitor safety.  
All staff will be located in private office or individual workspace.  
Due to the building layout directing traffic flow with arrows and signage is not necessary.  
Layout of building accommodates 6 foot distance to be maintained.  
Common areas (mail room, conference room, break room) will be limited to one person access at a time. Each person will be expected to clean areas at the completion of tasks.  
All shared equipment surfaces to be cleaned after each use with provided materials.  
This includes, but is not limited to: mailroom equipment; break room surfaces; production equipment; studio; engineering equipment; station vehicles.  
Hands free door opening adaptors remain on restroom doors.  
All staff communication will be held maintaining social distancing and safe practices, including by e-mail, personal office phone and ZOOM.

Working from home / flextime options are at the discretion of supervisors/management.  
Administration: 2 in the suite; 1 in lobby [currently alternating schedules]  
Development: 7 employees in suite with individual offices [currently alternating schedules]  
Programming/Promotion: 3 employees in suite with individual offices  
[2 working remotely and 1 alternating office hours]  
Production: 4 employees in suite with individual offices [all alternating work schedules]  
Engineering: 2 employees in shared suite [1 working remotely; 1 working at the station]  
Master Control: 2 employees per shift [all alternating schedules]  
Traffic: 2 employees in shared suite [1 working remotely; 1 working in office]  
Departmental Area heads will adjust employee schedules from remote work to in-office work as needed .

Any individual who is exhibiting symptoms or who has been exposed to the virus will stay at home following the guidelines as stated in WU Non Nobis Solum Plan.

Note that if staff person identifies as needing disability accommodation, that person will be directed to Teresa Lee in Human Resources and the on-site staffing model may be adjusted accordingly.

As the phases change, KTWU will update the staff through a series of e-mail messages, ZOOM meetings and personal phone calls.

KTWU's plan for a phased reopening of building and offices is in compliance with the Washburn Non Nobis Solum plan for Re-opening. As well as the Shawnee County Ad Astra plan to Re-Open

**KTWU** COVID Plan Team:  
Ben Coates - Development  
Jim Kelly - Production  
Janet Radziejewski – Administration - Chair  
Esperanza Root - Development  
Chris Rundel – Engineering  
Becky Smith – Traffic/Programming

