



FORT HAYS STATE UNIVERSITY OPERATIONAL AREA REOPENING PLAN

The fundamentals of managing the spread of infection in the workplace include **personal responsibility, social distancing, and cleaning and sanitizing**. The Critical Incident Policy Group (CPIG) has asked each department to document its measures for reopening in accordance with the ***Phased Plan Toward FHSU Employee Return and University Reopening ("Phased Plan")***. Recognizing that each department is unique, the intent of this form is not to prescribe specific actions, but to guide supervisors and directors in evaluating their operations and workspaces for reopening.

Please use the following list as a template to organize your reopening efforts, and to communicate those efforts to the University's leadership teams. Not all items will be relevant to all departments. Please include this document as a cover sheet when submitting your plan(s).

Department: _____

Department Supervisor/Director: _____ Phone or Ext.: _____

Department Contact Name: _____ Phone or Ext.: _____

1. Identify and describe the space(s) to be re-opened and include a floor plan if available.
2. Indicate the hours of operations.
3. Identify the number of employees in the workspace(s) and their roles. Discuss which employees will be asked to return and confirm that the plan encourages employees to work remotely as much as possible. Confirm that gatherings will be limited in accordance with [Governor Kelly's Ad Astra reopening plan](#).
4. Describe a plan for communicating and training your employees on FHSU's expectations and the need for personal responsibility, including implementation of the following:
 - [Phased Plan Toward FHSU Employee Return and University Reopening](#)
 - [Toolkit for Returning to the Workplace \("Toolkit"\)](#)
 - [Face Covering Policy](#)
 - [Personal Wellness Check Tool](#)

5. Describe how social distancing measures can be implemented in your workspace(s). Confirm that your plan allows for six-foot distances between people present (and between employee workspaces), and strongly encourages the use of face coverings in general, and in particular where social distancing may not be possible. Describe how staggered staffing or scheduling may be utilized.

6. List any physical additions or changes (barriers, sneeze guards, office reassignments or rearrangements) that can be implemented in your workspace(s).

7. Describe a sanitization plan that can be implemented in your workspace(s). Refer to the [Toolkit](#) for guidance and explain how hand sanitizing, and cleaning and sanitizing of the workspace(s) (esp. common touchpoints), will be implemented.

8. What procedures for non-employees (visitors, students, others outside the department) are needed in your workspace(s) or operational areas for infection control? Consider social distancing requirements and possible space re-configurations and/or physical barriers, use of "by appointment only" and health screening system (including isolation protocols), contact tracing capabilities, encouraging face coverings, limiting gathering sizes and group interactions, promoting hand washing and cleaning/sanitation, and utilizing signage.

9. What additional infection control measures might be needed for specialized areas, processes or functions within your workspace(s) or operational areas? Confirm that relevant Federal/CDC, State/KDHE, Local/ECHD, and industry-specific guidance has been consulted where appropriate. The Student Health Center is available to discuss specific concerns related to infection control within your workspace. Please email healthcenter@fhsu.edu or call (785) 628-4094 during normal business hours.

10. List the sanitizing supplies likely required for reopening and predict the 60-day supply needs, including your rationale.

11. List the Personal Protective Equipment needed for reopening and predict the 60-day supply needs, including your rationale.

12. Identify the signage required for reopening and the planned location for the signage.

13. List any special events planned by the department and identify measures to help manage the size of groups, educate/inform attendees of risks, set expected behaviors, maintain social distancing, perform infection control (see item #8 above), and assist with contact tracing afterwards if required.

14. Identify any other issues relevant to personal responsibility, social distancing, and cleaning and sanitizing within your workspace(s) or operational areas.

