

Subject: [cfaes-all] CFAES Events and In-person Program Proposal Process
Date: Monday, July 20, 2020 at 4:30:30 PM Eastern Daylight Time
From: Cfaes-all on behalf of CFAES Office of the Vice President and Dean via Cfaes-all
To: CFAES Office of the Vice President and Dean via Cfaes-all
Attachments: image001.png, image002.png, ATT00001.txt

CFAES Faculty and Staff,

On July 10th, Provost Bruce McPherson announced that Ohio State University could begin to offer events in our spaces including the Nationwide and Farm Bureau 4-H Center and the Wooster Campus Conference Facility. Briefly, all events must preserve the appropriate COVID-19 restrictions and practices with regards to enhance attendee's safety. "Unless specifically allowed by the state of Ohio (like a wedding), events sponsored by the university should be kept to less than 100 total individuals. Cabinet-level leaders or Deans must approve events sponsored by university groups. Any event greater than 100 individuals must be approved by the President's Cabinet." CFAES will NOT consider holding events of 100 or more at this time.

Below you will find:

- Approval processes for both in-person programming/educational events by our OSU professions and events organized at one of our 27 facility/event centers by external customers.
- Guidance and Considerations for Hosting Events/In-Person Programs

All CFAES educational outreach activities and events using in-person programming and hosted by anyone in CFAES, regardless of the location, must be approved through this process before proceeding.

Approval Processes

Our CFAES team has worked with university guidance to develop a CFAES Events process for approving in-person programming and events. The process for both will be similar to the current Research and Extension Exemption approval including a form to submit, committee review, and additional guidance following approval. It includes two tracks:

1. In-person programming/educational events by our OSU professionals

For in-person programming by OSU Professionals from our Statewide, Columbus, and Wooster Campuses, individuals will submit their request via a Qualtrics Survey for weekly review by the committee and, upon approval, receive their approval letter (via email) which can be attached to eRequests. For in-person programming please use the following link: www.go.osu.edu/CFAESf2fEventRequest

2. The events organized at one of our 27 facilities or event centers by external customers

For programming hosted by external clients that want to use our CFAES facilities (Wooster Campus conference center, Nationwide and Farm Bureau 4-H Center, any of the agricultural research stations, including Chadwick Arboretum and Secrest Arboretum), event space managers (those responsible for scheduling/renting the space) will complete the necessary template for committee consideration. External clients will also be expected to follow all of the university, State, and CDC guidelines, including that masks and social distancing will be required. For those working with external customers, submission will be directly via email to Shelley Whitworth (whitworth.2@osu.edu).

Guidance and Considerations for Hosting Events/In-Person Programs

Since everything MUST be reviewed by the dean in order to receive approval and to qualify for mileage and expenditure approvals, a process has been identified to allow the expeditious review of requests to submit in bulk for the dean's signature. If there are no restrictions on the educational event by state, county, or university requirements, the CFAES Events and In-person Program Proposal Process will be as follows:

- **The ability to host an event is first dependent on the space capacity of the facility. Space guidance at this time is 30 square feet/person plus space for the speaker. Therefore, program size will be based on space limits (capacity requirements) for the proposed event space, not to exceed 100.** Employees attending the event count as part of the 100 person limit.
- For all face-to-face meetings, there must be a minimum of 6-feet physical distance between participants, face masks for indoor events, sanitizers, and strategies to reduce contact with hard surfaces must be utilized.

Key considerations for hosting events/in-person programs:

- We strongly encourage continuing virtually, if possible.
- In-person events/programming should be reserved for time-sensitive, critical events that cannot be addressed virtually or delayed.
- All events must meet ODH/CDC/and university safety guidelines (e.g., 6 foot physical distancing, sanitizing, and PPE) and make sense in the context of local public health advisory system updates.
- This is not an invitation or encouragement to rush to hold in-person events/programming. It is, instead, another option for meeting the needs of clientele in the circumstances where virtual events and programs cannot accomplish the necessary objectives.

Submissions will be reviewed on an ad hoc basis, but no less than weekly.

For any event not referenced above, please consult with Jackie Wilkins (wilkins.201@osu.edu) or Anne Dorrance (dorrance.1@osu.edu) prior to moving forward or committing a facility.

As always, approval can be rescinded at any time given the current situation related to COVID-19 spread in Ohio and within certain counties, or changing guidelines from ODH, CDC, or the university.

While we are optimistic that we can begin offering the opportunity for events and in-person programming to resume, we are strongly encouraging everyone to first determine if in-person participation is necessary and time-sensitive, able to follow best-practices and remain in alignment with health and safety guidelines, and makes sense in the context of local public health advisory system updates. This is not an invitation or encouragement to rush toward in-person programs or events. It is, instead, another option for meeting the needs of those we serve in the circumstances where virtual events and programs may not accomplish the necessary objectives.

Sincerely,
Dean Cathann Kress and Dr. Jackie Wilkins

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