

**From:** [Cfaes-all](#) on behalf of [CFAES Office of the Vice President and Dean via Cfaes-all](#)  
**To:** [Wilkins, Jacqueline K. via Cfaes-all](#)  
**Subject:** [cfaes-all] Dean's Update  
**Date:** Tuesday, August 4, 2020 2:29:29 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[ATT00001.txt](#)

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CFAES community,

Thank you for your continued dedication and perseverance as we navigate the repopulation of campuses and offices and continue to prepare for the start of the semester. I encourage you as you have questions or concerns to raise them within your unit.

As we get closer to the start of the semester, we are seeing a lot of HR-related guidance documents emerging which have the potential to cause some confusion. Some of this guidance is coming from the university and some from other colleges. We want to share a word of caution based upon some recent examples of guidance documents received from other colleges. Both documents came from different colleges about different things but were derived from the same place (OHR). They were drafts that had yet to be vetted by the university legal team and finalized by OHR. In an earlier example this summer, a document was shared by a college that created a flurry of unnecessary energy, stress and time across the regional campuses. We try our best to supply you with the timeliest information, but know we also attempt to filter unvetted or early drafts which can be difficult to track in an era of so many new guidelines and which are often more likely to be subject to change.

Please continue to send us documents you see coming out of other units. We will let you know if the guidance 1) is contradictory to guidance our HR Business Partners (Brandi [gilbert-hammitt.1@osu.edu](mailto:gilbert-hammitt.1@osu.edu) and Nicole [wakeley.5@osu.edu](mailto:wakeley.5@osu.edu)) are receiving directly from OHR and/or 2) it was shared without proper vetting. We want to ensure these communications are as easy to follow as possible, so if someone is communicating things in a way that is helpful, we want to be able to borrow from it.

Again, I appreciate your patience and persistence as we work to provide more clarity around the uncertainties.

Be well.

Dean Cathann Kress.

Updates include:

- CFAES Transition Update
- University Return to Campus Training
- Contact Tracing/HIPPA
- Reminder: CFAES Town Hall

- Farm Science Review
- Advising and Individual Appointments
- Upcoming ODEE Workshops

### **CFAES Transition Update**

Please remember that limiting the number of people in buildings is a high priority. We are attempting to keep our facility density at around 25%. For most of us, the goal should be to go to campuses/offices for activities that require on-ground presence and then return to teleworking. Check with your unit head/supervisor with any questions.

- Stage 5 Research Reopening began on Monday, August 3. Stage 5 essentially, allows for all on campus research to reopen with building/lab density of 25% and following COVID restrictions including safety protocols.
- Approvals are still needed for many areas of work including in-person programs, events, and some research. See the [CFAES Return to Offices and Campuses](#) page for guidance.

As we all know, the nature of this pandemic is very fluid. We may reopen things and then have to tighten back up or reduce activities. We ask that you be prepared to continue to be flexible.

### **University Return to Campus Training**

As noted in recent university updates, all faculty, staff and students returning to offices or campuses must complete an [online training course and the Together As Buckeyes Pledge form](#). The pledge acknowledges an understanding of and commitment to the behaviors described in the training. It is not a legal waiver. The 10-minute training is available in BuckeyeLearn and the pledge will be signed upon completion of the course.

Per the university leadership, completing the training and signing the pledge are mandatory for all faculty, staff and students returning to offices or campuses. **Those who have already been working on campus should take the online training and sign the pledge as soon as possible. For those not physically returning to a campus, the training and pledge need to be completed by the start of autumn semester on August 25.**

The training course will cover expectations for daily health checks, personal protection such as face masks, hygiene, staying informed and more.

To complete the training:

1. Go to <https://buckeyelearn.osu.edu> and sign in.
2. Click on "My Transcript"
3. Find the "Together as Buckeyes" training (you may have to sort by "Active") and click on "Open Curriculum".
4. Launch the Safe and Healthy Campus training
5. Once you have completed the training you will need to complete the pledge as well.

### **Contact Tracing/HIPPA**

As a reminder, contact tracing is not handled through our college. University HR in partnership with local health departments complete contact tracing. *We do not have information about who has tested positive, nor would we be able to share this information if we did.* HIPPA prohibits the sharing of private information. Please do not share information about those you know who may have tested positive, even if they told you directly. As always, if you are not feeling well, please stay home.

### **Reminder: CFAES Town Hall**

The CFAES Town Hall will be held for all faculty, staff and student employees on **Wednesday, August 12 from 2-3:30 p.m.** Please [submit questions](#) by Friday, August 7. The town hall will be recorded.

### **Farm Science Review**

For the first time in its nearly 60-year history, Farm Science Review, scheduled for September 22-24, will not be held in-person. Instead, a virtual show will be implemented for 2020. Farm Science Review staff are working with the College of Food, Agricultural, and Environmental Sciences faculty and staff to offer over 100 educational events during the virtual show. Plans are in place to offer an on the cutter bar field demonstration of the university's harvester and on the tool bar live camera views for tillage equipment. The FSR staff are also working with vendors who have always been on site to do virtual booth visits with them during the review. Plan to be part of the Farm Science Review in 2020. Learn more at: [fsr.osu.edu](http://fsr.osu.edu)

### **Advising and Individual Appointments**

CFAES recommends all advising appointments and office hours occur virtually. Zoom is the preferable method so documents can easily be shared and referenced during the meeting.

If face to face appointments must occur, to maintain appropriate physical distancing, CFAES recommends the following:

- Stagger personnel presence in spaces.
- Schedule appointments to start on the 15-and 45-minute increments of the hour to reduce the number of students in the waiting rooms and allow for cleaning between appointments.
- Create "one way" traffic flows in the halls.
- Hold outdoor meetings when weather permits while maintaining FERPA.
- Drop-in appointments are discouraged.

### **Upcoming ODEE Workshops**

The following workshops are planned this week to support instructors' preparation for autumn semester:

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At 3 p.m. **Tuesday (Aug. 4)**, [Creating Inclusive Learning Spaces, Wherever and However They Occur](#) will discuss how to address diversity in the classroom and the unique needs of students during COVID-19. This is the second town hall in the Teaching for Student Success in Autumn and Beyond series.

- At 12 p.m. **Thursday (Aug. 6)**, the [Teaching Strategies for Different Course Modalities](#) workshop will help participants identify opportunities and limitations of student engagement in different teaching modalities.

If you find you're missing ODEE workshops, either because they're full or your schedule does not align, explore the [Keep Teaching YouTube playlist](#), which includes recordings of past workshops and a variety of tutorial videos. Upcoming workshops are listed on the [Keep Teaching website](#).

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