

From: [Cfaes-all](#) on behalf of [Kress, Cathann A. via Cfaes-all](#)
To: cfaes-all@lists.service.ohio-state.edu
Subject: [cfaes-all] CFAES COVID-19 Update
Date: Tuesday, March 10, 2020 1:34:27 PM
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Colleagues,

Some key updates with regard to the university's announcement last evening regarding COVID-19. **The University is not closing, we are changing the way we work for a few weeks. We have teams working continuously as this situation unfolds. We recognize many questions will emerge and we will keep working to address questions, concerns, and unexpected consequences.** We recognize that this has caused a good deal of confusion and many questions. We will continue to attempt to respond to your questions as quickly as possible. Our primary concern remains the health and safety of all of our people. We will be making decisions based on that as our highest priority. Please be advised that guidance may shift in the future as we gain additional guidance or more information. I want to clarify that the message from the President applies to all three of our campuses- Columbus, Wooster, and Statewide. We are working to address issues unique on each campus as well as those impacting all of us throughout CFAES. Thank you all for your attention to these measures and to keeping our work moving forward as much as possible given these disruptions.

BE CAREFUL ONLINE

We are hearing that there is an uptick in phishing and hacking attempts. Several institutions have been compromised in the past few days due to employees clicking on these messages. Please be vigilant about that potential and be cautious online.

COURSES AND INSTRUCTION

As you plan for the next few weeks, you are not being asked to create full online courses but strategies to ensure continuity of teaching for a few weeks as we address this situation.

All face-to-face instruction in classroom settings has been suspended and is to move to virtual instruction, effective immediately and through at least March 30. For students who can travel, it is up to students to determine if they wish to return to our campuses or stay at an alternate location.

ACTION NEEDED:

All faculty should **make it a priority to Utilize CarmenCanvas** for all courses so that resources are available electronically. At minimum, Carmen should include:

- a. The syllabus
- b. Course materials, including presentations, videos, links and assignments
- c. The grade book

Prepare alternate means of teaching to meet the learning objectives of your course(s) for the next few weeks. To help minimize the disruption to the degree possible, the university has launched keep-teaching.osu.edu to share strategies and tools that faculty can use for alternate modes of delivery.

In addition to the keep-teaching.osu.edu website, the [Office of Distance Education help desk](#) can offer guidance. Additional information about methods will be shared.

Labs, Practica, and Internships – will all be handled on a case-by-case basis with additional guidance forthcoming. Some can continue, however, if a student is unsure about continuing we can work with them individually.

EVENTS

Leadership should work within their unit or department to determine for each event whether it is essential or if it can be delayed, held virtually, or cancelled with the health and safety of participants as our primary concern. Principles to consider as you try to determine whether to hold an event should focus on its importance to our mission, whether it will engage people from a variety of locations in enclosed areas or close proximity, and whether it includes high-risk participants and other factors.

STAFF AND SUPPORT UNITS

Assisting with this effort is the highest priority for all support units and staff and I'm asking that all of you should refocus your efforts in the next few weeks to support the rest of our college as we address the situation. We will continue to pay staff, student employees, and others even if they are unable to be present or conduct work as usual. We will have guidance for Office Associates and other staff who are not officially approved for telecommuting.

TELECOMMUTING

We encourage you to make arrangements for telecommuting as much as possible in the next few weeks. We will provide additional guidance for those who are essential employees – meaning that they have to be physically present whether on our farms, to keep offices open, or monitor labs, etc.

TRAVEL

International travel has been suspended. Domestic Travel (out of state) should be reduced to essential travel, approved on a case-by-case basis. This includes new travel as well as any currently booked trips between now and April 20. This primarily applies to air travel; however, we recommend supervisors evaluate travel by any means and assess whether it is essential or can be delayed. For in-state travel, we recommend a case-by-case assessment of the purpose of the travel and whether the event/meeting can be managed virtually. If doing field work, this can continue. For travel being planned for after April 20th, we will know more in the next few days to provide guidance for future plans.

STUDENTS

Summer international experiences are cancelled. There will be additional guidance provided in the coming days regarding students and these topics: Connectivity, Support, Managing Stress, and Advising.

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GRADUATE STUDENTS

Graduate associates can keep working in labs, and to assist getting materials online; to review materials that may need to be altered given online components, etc. Graduate associates will continue to be paid.

Graduate student defenses can be held in the next few weeks, it is recommended that they be held virtually, if possible. If not possible, then essential personnel can participate, and all others would be encouraged to watch online or not attend.

EXTENSION and OUTREACH

Main point- we are talking about plans for the **next few weeks**.

FAQs

1. When MGV's or volunteers are invited to attend gatherings that are not sponsored by OSU should they attend on OSU's behalf?
 - a. If yes, then we need to be circumspect as to if we expect this in the next few weeks. If we wouldn't send staff, then sending volunteers seems out of line.
 - b. If they choose to attend individually, that is their choice.
2. In the immediate term how should staff proceed with events that involve food tastings?
 - a. First, is the event something that needs to be held in the next few weeks or could it be delayed?
 - b. If it's determined to be essential to be held in the next few weeks, then following recommendations for hygiene from CDC would be critical.
3. What precautions should staff take when conducting programs with the senior population?
 - a. They should consult with the senior residence if it's at a facility. If it's somewhere else, or hosted by us- again- for the next few weeks- it would be best to hold it virtually or delay.
4. How should 4-H events be handled?
 - a. Much like courses- for the next few weeks— please transition to a virtual meeting or delay. If it must be held, manage via gatherings of smaller groups.
5. For other groups (not OSU) who use our facilities and hold meetings at our location- can

they be held?

- a. Affiliate groups meetings— if groups have booked a facility (such as the 4-H Center), it is their choice if they want to continue using the facility for their events. We may want to consider not penalizing groups for late cancellations, if there is a fee, etc.

RESOURCES

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Teaching resources and links - keep-teaching.osu.edu

[Office of Distance Education help desk](#)

Office of Research information - <https://research.osu.edu/news-events/coronavirus-and-your-research-program/>

State of Ohio - <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/>

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