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**To:** [cfaes-all@lists.service.ohio-state.edu](mailto:cfaes-all@lists.service.ohio-state.edu)  
**Subject:** [cfaes-all] Mid-day CFAES Update  
**Date:** Friday, March 13, 2020 1:01:24 PM  
**Attachments:** [image001.png](#)  
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[ATT00001.txt](#)

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## Mid-day CFAES Update 3/13/2020

Thank you to everyone for your flexibility and attention to all the issues which will assist in keeping our community healthy and safe. We are looking at several weeks of disruption and I encourage you to keep checking in with one another and helping out as possible. I want to thank our leadership team, they have been working diligently to answer questions, create new processes, and assist with transitions. We will continue to update you as needed.

### Courses

As President Drake announced yesterday, the university will be suspending face-to-face classes and transitioning to virtual learning for the remainder of the semester. To aid this process, spring break will be extended by one week through Sunday, March 22. Faculty and staff are encouraged to use the extended week to prepare further for virtual course work. Resources are available at the [Ohio State Keep Teaching website](#).

Beginning Monday, March 23, instruction will be virtual for the remainder of spring semester. Exceptions will be made for certain clinical experiences or field work in which students are actively serving patients or clients. Academic leaders from those programs will be contacting students with specific information. Further resources are available at the [Ohio State Keep Learning website](#).

### CFAES CarmenCanvas, Zoom Trainings and Keep Teaching OSU

As previously noted, Ohio State ATI Academic Affairs and our partners in OCIO worked together to provide additional guidance as we temporarily move from face-to-face to teaching virtually. Recorded sessions as promised are linked below:

[How do I get started?](#)

[Zoom](#)

[Carmen Basics](#)

ODEE offered a workshop focused on Keep Teaching OSU, along with an overview of the tools most aligned with the transition to online/remote delivery. The recorded session is below.

[https://osu.zoom.us/rec/share/xPxLHGji0JlAavGtIDDxpUFJ9r6T6a8hyRK\\_6ULyUfl3CQxtOQutmMoRkjmBG4s?startTime=1583877926000](https://osu.zoom.us/rec/share/xPxLHGji0JlAavGtIDDxpUFJ9r6T6a8hyRK_6ULyUfl3CQxtOQutmMoRkjmBG4s?startTime=1583877926000)

Two sessions on the [Carmen Key Three](#) are scheduled for today on CarmenZoom.

March 13, 2020 | 3:00 p.m. – 4:00 p.m. | CarmenZoom | <https://osu.zoom.us/j/286630143>

March 13, 2020 | 6:00 p.m. – 7:00 p.m. | CarmenZoom | <https://osu.zoom.us/j/122934151>

### University housing

All undergraduate students living in university housing, will be required to return for the remainder of the semester to their permanent home residences, or a non-campus or alternative housing arrangement. This does not pertain to students living in family housing.

University housing residents who are away on spring break should not report directly back to their on-campus residences. They will receive a message from the Office of Student Life asking to schedule a move-out time between Saturday, March 14, and Sunday, March 22. Time slots will be strictly enforced to ensure appropriate

and safe social distancing. Information will be available at [go.osu.edu/2020moveout](https://go.osu.edu/2020moveout).

Students who did not leave campus for spring break and are here at this time, will be supported in their scheduled move-out process with the objective to have this process completed on Sunday, March 22.

We recognize that there are a few situations which may require flexibility and exception and we will work directly with individuals involved to address those situations.

Residence halls and some dining locations will remain open during this process.

### **Travel**

Effective immediately, all business-related (non-personal) travel must have documented pre-approval by your department chair/unit leader and be signed off on by the Dean. Only mission critical business travel will be considered, and this must receive prior approval or there will be no reimbursement.

Current travel policy:

- Unless we have mission critical work (that can be documented) requiring in-state travel between our various locations – Columbus, Wooster, and statewide, those trips should be discontinued, effective immediately
- Fleet vehicle use will be solely for the purpose of documented mission critical work that has been pre-approved by the Dean; all other use will be denied
- Even if employees/students have blanket travel requests already approved (and therefore they do not require additional eTravel approval), they should still NOT be traveling for business unless they have documented, pre-approved mission critical work

### **Process for Requesting Approval for Mission Critical Travel:**

- Review travel and ensure that it is mission critical and has minimal health and safety risk for participants.
- Send a request including the following to your department chair or unit director/lead:
  - Date(s) of Proposed Travel
  - Destination, to/from details
  - Traveler(s) and their OSU affiliation (faculty, staff, student, etc.)
  - Purpose of the trip noting why it is mission critical
- The request will be reviewed by your leader and if they are in support, they will copy the requestor on an email to the dean for review/approval.
- The Dean will reply all to communicate a decision.
- Questions about the process should be directed to the Chief of Staff, Lori Bowman: [bowman.978@osu.edu](mailto:bowman.978@osu.edu)

### **Returning from travel**

Based on the [new level 3 travel warning for Europe](#) from the Centers for Disease Control and Prevention, Ohio State is requiring that students, faculty and staff currently traveling in one of those countries self-quarantine for 14 days upon their return to the United States.

During the 14-day self-quarantine period, you are not permitted to come to work, attend our limited non-virtual clinical or field experiences, or participate in any other campus or community activities.

If you are returning from domestic travel, please maintain heightened vigilance: keep at least three feet of distance between yourself and other people, wash hands frequently (and not just the regular old job that we tend to do <https://www.bing.com/videos/search?>



Yesterday, Governor DeWine ordered that all kindergarten through 12th grade schools close beginning at the conclusion of the school day on Monday, March 16, through Friday, April 3. This order includes all public, community, and private K-12 schools in the state, but does not apply to Ohio's childcare system such as daycare centers and home-based childcare providers.

Please remain flexible as parents may need to be home with their children.

### **Physical Security**

Ohio State University's Spring Break means many of our buildings are already less populated than normal. With the university expanding [telecommuting](#) options for faculty and staff, this presents a stronger opportunity for theft within our environment. At this point, we are asking that students, staff and faculty secure offices and laboratory spaces when they are unoccupied. Please make sure to safeguard any valuables and immediately report any suspicious activity to [OSU's Department of Public Safety](#).

### **Digital Security**

COVID-19 is changing the way in which we work for the next several weeks. This is a perfect time for cyber criminals to exploit changes in our daily work routines. You may receive additional spam or [phishing communications](#) which urge "quick action" must be taken. These messages are often constructed to appear as if they are coming from [department chairs / supervisors / leaders](#). Please be vigilant and use additional forms of verification, like calling or contacting the apparent sender in multiple ways outside of e-mail to help determine if the message is authentic.

Thank you for your cooperation and collaboration related to COVID-19. Our collective primary concern is for the health and safety of all Ohioans. Learn how we're working to keep our communities safe: <https://wexnermedical.osu.edu/features/coronavirus>.

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