

Subject: [cfaes-all] Mid-day Update
Date: Tuesday, March 17, 2020 at 11:28:22 AM Eastern Daylight Time
From: Cfaes-all on behalf of Kress, Cathann A. via Cfaes-all
To: cfaes-all@lists.service.ohio-state.edu
Attachments: image005.png, image006.png, Covid-19OfficeClosedFlyer.pptx, ATT00001.txt

Mid-day Update

Academic Calendar

Semester calendar will be extended by about one week. The final day of classes will be Friday, April 24. Finals will be conducted from Monday, April 27, through Friday, May 1.

Updated SP20 Important Dates Calendar:

https://registrar.osu.edu/registration/Important_dates/SP20_important_dates.pdf

Revised Final Exam Schedule:

<https://registrar.osu.edu/scheduling/SchedulingContent/SP20Finals.pdf>

Withdrawals and Grade Forgiveness

The deadline for Spring 2020 has been changed from March 20, 2020 to April 3, 2020.

Commencement

Following the CDC's recommendation on large events, spring commencement will be postponed. The university's preference is to reschedule for later this spring, but it is premature to select a new date at this time. They will continue to evaluate information as it is received and communicate a decision later this month.

Telework

The university is requiring all employees who can do so to work from home.

Across all our CFAES campuses, only certain critical services will be maintained on university property. All requests need to come to my office where we will make determinations related to working on campus in these areas.

In general, offices should not remain open. Only essential faculty and staff should be in our buildings at this time. We're in the process of making some of those determinations now. In general, if you don't need to be on campus or in the office, you should not be on campus or in the office. Please ensure that if someone calls, that they can still reach someone or can access information virtually

With President Drake's 3/16/20 message, most units should not have a physical presence. There will be a few exceptions for essential activities. As you plan for remote working as a unit, please make sure calls are forwarded and there is info on exterior doors with key point(s) of contact. **Attached is a flyer that can be placed on doors for notification and contact information.**

- Seth Walker (CFAES Director of Safety and Compliance) is a point of contact for safety matters including physical security. Seth can help direct you to the right person for direction or a decision.
- Important Reminder on Physical Security: Changes in numbers of faculty, staff, and students on our campuses will mean many of our buildings have few if any occupants. With the university requiring [telecommuting](#) for non-essential faculty and staff, this presents a stronger opportunity for theft and risk for individuals within our environment to protect against theft and personal security. For those with essential activities, 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](#).

Columbus Campus

- Most buildings will be locked either today or tomorrow. There will be swipe card or brass key access for faculty/staff/students that need to get in.
- Interior offices with Lenel (electronic) system that locks/unlocks on a schedule. Ask that each office/unit contact call Lock & Key Service to have this feature turned off and switch to manual lock/unlock.
- Office/suite signage should provide contact phone number should someone need assistance or access.
- Building walk-throughs – CFAES Operations staff will do regular walk-throughs.

Wooster Campus

- Most buildings will be locked either today or tomorrow. There will be swipe card or brass key access for faculty/staff/students that need to get in.
- Select buildings may be open for limited hours (e.g., Halterman/ATI Library). Seth Walker will work with Associate Dean Dorrance and Wooster Facilities Services on any alternative arrangements.
- Building walk-throughs – CFAES Operations staff will also do regular walk-throughs.

Statewide Campus

- Plans for buildings in statewide offices will need to be determined on a case-by-case basis with the supervisor due to unique situations for our Extension offices, research stations and field labs.
- Extension offices - Extension offices should work with on office closure with Extension Operations (Jeff McCutcheon or Jackie Wilkins).
- Research stations – please work with Ken Scaife (Director of Agricultural Operations) on alternate arrangements.

Employee Assistance Program

The Ohio State University has a robust [Employee Assistance Program](#) (EAP) that is here to support all employees with a host of resources (please see brochure attached). The EAP is available 24 hours a day, call [1-800-678-6265](tel:1-800-678-6265) to talk to a live person, or [click here](#) and type in username "buckeyes" to view expanded services. The EAP is hosting a free webinar on Wednesday, March 18 @ 12:30pm titled, **Calm Is Contagious: Mindfulness Strategies for Responding to COVID-19** ([click here to register](#)) if you can't participate in the live webinar, they will have it posted on the website for the next 30 days.

Mass Gatherings

In accordance with new guidance from the U.S. Centers for Disease Control and Prevention (CDC), mass gatherings of 50 people or more will not be permitted in Ohio, down from 100.

Local CFAES Support for Carmen Questions and Transitioning Courses

Individuals in Academic Programs are willing to assist wherever needed with helping faculty with Carmen questions and transitioning courses online. Feel free to contact Kelvin Trefz(.1) and Sarah Williams(.4263).

Getting Help Moving Online - <https://keep-teaching.osu.edu/getting-help>

This site has webinar information, phone number, FAQs, and Helpdesk email. They have capacity and can help if someone wants specific technical help or to talk with someone about the feasibility of their ideas for moving online. Their hours are 8:00 am – 8:00 pm.

Research

New [guidance was shared from the Office of Research](#).

Graduate Defenses

Video exams are allowed during this semester and will not require a petition. Be as flexible as possible for students completing a candidacy exam, thesis oral exam or dissertation defense.

IT

All IT Service Desk locations, including BuckeyeBars, are closed for walk-in support. The IT Service Desk will continue to provide IT support remotely through the following methods 24/7:

- **For immediate assistance, call 614-514-4848**
- **For non-urgent requests, contact online:**
 - Email: servicedesk@osu.edu
 - Self Service: go.osu.edu/it

CFAES Calendar

As programs across the college update events, it is important to make sure we communicate those updates through the online calendars for the college. Please take a moment to verify that the information about your event is accurate, both on the site for the hosting department/program but also on the central college calendar at cfaes.osu.edu/news/events.

Please cancel the event at cfaes.osu.edu/news/events rather than deleting it to avoid erasing the event from the calendar. To cancel an event on a CFAES Drupal site:

- Log in to the website, then navigate to the event.
- Click the “Edit” tab.
- Under the title, check the “Cancellation” box to cancel the event.
- Click “Save”.

Editing an event on the originating website will send an update to the approval queue for the central calendar at cfaes.osu.edu/news/events. However, if you do not have access to or do not know the originating event website for your event, contact Eric Owens (owens.778@osu.edu) for help getting the event updated. Eric can also help if the event was not originally on the college calendar and you need it to be added to communicate event-related updates or with any other calendar-related questions.

COVID-19 Resources

- [Information about coronavirus and the university’s response](#)
- [Guidance for students, faculty and staff](#)
- [Resources for faculty - keep-teaching.osu.edu](https://keep-teaching.osu.edu)
- [Resources for students - keep-learning.osu.edu](https://keep-learning.osu.edu)
- [Resources for staff - keep-working.osu.edu](https://keep-working.osu.edu)
- [Human Resources information and guidance](#)

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