

From: [Cfaes-all](#) on behalf of [Kress, Cathann A. via Cfaes-all](#)
To: cfaes-all@lists.service.ohio-state.edu
Subject: [cfaes-all] Dean's Update
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Attachments: [image001.png](#)
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Mid-day CFAES Update 3/19/2020

Three key messages today:

- **Please stop coming to campus (Columbus, Wooster or Statewide)**
- **Research Update**
- **Take care of yourself**

All non-essential employees need to **stop coming to campus** (essential employees should know who they are at this point. If you are unsure, please speak to your supervisor.)

- Do not come to campus to teach from the classrooms, studios, or labs
- Do not come to work in labs, greenhouses, fields, or at farms
- Do not come to campus to record lectures or labs in classrooms, labs, or studios
- Do not come to campus to just be there

Please STOP coming to campus.

One Exception: Faculty can come to campus **one time** to gather materials, but they are to gather all materials needed and leave.

Also, don't gather in remote locations - farms, barns, or other facilities on campus or off campus.

- Don't ask staff or graduate students to meet in remote locations like your home or other places to gather and work. **We should not be gathering, unless it is virtual.**

COVID-19 Case Reporting

Now that we have confirmed the first COVID-19 cases among the Ohio State community, I need to restate in the clearest possible terms what to do if you learn of a potential case.

To reiterate your sole direction:

- **If you receive a report**, confirmed or unconfirmed, that a member of your team has been exposed to or has contracted coronavirus (COVID-19), please connect with your HR Business Partner and call the Wexner Medical Center's COVID-19 call center at (614) 293-4000 for guidance. Please do not call this line for general coronavirus information.
- **If you are personally experiencing signs or symptoms** of respiratory illness consistent with coronavirus, have been exposed to an individual with coronavirus or have been diagnosed with the virus, you should contact your primary care physician. If you are

unable to reach your primary care physician, call the Wexner Medical Center's COVID-19 call center at (614) 293-4000 for guidance.

We have cases even after distributing these instructions earlier in the week of people sharing information by email that contains personal information. It's easy to forget this in the midst of concern about colleagues and about potential exposure, but we need to attend to this advice strictly. Please trust in our public health officials to investigate cases and identify possible contacts.

Cellular Calling

As one might expect, national cellular providers such as AT&T and Verizon are seeing an uptick in calls as well as increased demands on their mobile infrastructure. As such, we are getting reports that users are experiencing difficulties. Some calls placed to the Wexner Medical Center or University phone numbers will either receive a busy signal, recorded messages indicating the "call cannot be completed" or are simply disconnected. If they attempt to call again, they may be successful if they keep trying.

Research Update

We need to immediately cease all research activity that cannot be performed via telework or that does not fit one of the three criteria identified below.

Faculty and graduate students are not to keep coming to labs, greenhouses, or other facilities to continue research activity. Nor are you to gather in remote locations. We realize the significant negative impact this will have on the CFAES research community in many ways and will work to provide you with additional relevant details to understand and minimize those effects.

Please note that the university is defining critical research as:

- 1) COVID-19 research that has the potential to mitigate the spread of the pandemic;
- 2) Certain medical research that if discontinued would endanger the lives of the participants in the research; or
- 3) Procedures that require timely and regular attention from a person to maintain critical laboratory infrastructure and experimental conditions. For example, providing animal support, maintaining equipment that requires gas, cryogenic service, monitoring irreplaceable cell lines, and other substantially similar treatments.

If you were granted permission to travel remotely for research purposes, please be aware that we have been asked to review those activities as well.

Given the most recent restrictions, we are temporarily suspending use of CFAES Fleet vehicles that are checked out from Ag Admin in Columbus or Facilities Services in Wooster.

Take Care of Yourself - Tips on Teleworking and Productivity

There continues to be updated information which impacts our work and how we can get things done. In a previous message, I noted that productivity will not look the same. In keeping with that sentiment, I wanted to share some thoughts as we continue through this shift of how we define working.

Working remotely is a huge shift for most of us and you will feel the difference - that's ok. It's easy to feel isolated and focused on negative thoughts, take time to reflect and acknowledge that this is unusual and stressful. If you are feeling this way, do something to try and reconnect with the world such as taking a walk or facetimeing with a family member or friend. Here is a quick summary from blog.alicegoldfuss.com/work-in-the-time-of-corona/ on things to consider while teleworking.

Suggestions on creating a new normal routine include:

- get up and get dressed each day.
- keep your commute time but in a different way like riding your bike or walking your dog.
- have a separate desk space so that you can “go to work” and then be able to “leave work”.
- take a lunch break away from your workspace.
- take time to chat with team members like you would if you were physically at work to keep that sense of community.
- when the work day is over - STOP WORKING and shift to personal time; this is very important so you can decompress and come back the next day refreshed. Allow your co-workers to do the same.

More specific than working, I wanted to share some thoughts to help you reframe productivity during this time. Here is a quick summary from threadreaderapp.com/thread/1240284544667996163.html of things to consider regarding productivity:

- trying to work as normal is going to burn you out.
- your top priority is to stabilize and control your immediate home environment.
- any work that can be simplified, minimized, and flushed: FLUSH IT.
- give yourself a proper mental adjustment window.
- AFTER you experience the mental shift, build a schedule. Make a routine.
- cooperate with your brain. Trust and support your mental shift.
- it's unreasonable to demand your body and brain do the same things under higher stress conditions.
- and finally, we can check on our neighbors, reach out to isolated people, and volunteer or donate as we can.

There have been enormous changes for everyone at a rapid pace. We all recognize that this

creates a strain for everyone and that our normal high standards will be difficult to meet under these circumstances. This is hard. Please take care of yourselves and keep letting leadership know how we can best support you.

Sincerely,
Dean Cathann Kress

COVID-19 Resources

- [Information about coronavirus and the university's response](#)
- [Guidance for students, faculty and staff](#)
- [Resources for faculty - kepteaching.osu.edu](#)
- [Resources for students - keplearning.osu.edu](#)
- [Resources for staff - keepworking.osu.edu](#)
- [Human Resources information and guidance](#)

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