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**To:** [cfaes-all@lists.service.ohio-state.edu](mailto:cfaes-all@lists.service.ohio-state.edu)  
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[ATT00001.txt](#)

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## Mid-day CFAES Update 3/20/2020

### Today's Headlines:

- **Taking Care of Ourselves**
- **Research Updates**
- **Internet Access Options**

While we are happy that many of us have reduced our commutes, and can (for the most part) telecommute, we should not lose sight of boundaries around our work. Just because we can work any time, or now have time we used to commute available, does not mean that we should be *working all the time*. It is important to have boundaries around the work hours to help us all keep balance. I ask all of you to establish boundaries, and to honor work boundaries in our co-workers. If we must shift to hold a call after or before traditional work hours, allow flex time to accommodate that. Everyone needs breaks, and at times we may need to step away. We need our mornings and evenings to refresh and rejuvenate. If we are to maintain our capacity, we all need to develop new routines that respect boundaries in our new environments. We need to monitor ourselves and take care of our greatest asset—our people.

### Identifying and managing grief during COVID-19

As I've said before, I greatly appreciate the work to balance all the pressing demands, uncertainties, and stress during this time. I wanted to share some thoughts to help think about grief you may be experiencing. Here is a quick summary from <https://www.prdaily.com/how-to-identify-the-stages-of-grief-in-covid-19-messages/> on managing grief:

First and foremost, we must continuously check our own emotional status as we confront our everchanging landscape. We're likely to move through the typical stages of grief during this time – denial, anger, bargaining, depression, and finally acceptance. As we move through these stages it's important not to get stuck. We all want to get to the acceptance stage, but we need to give ourselves permission to take the time needed to move through the other steps first. We'll all move through this at a different pace so be patient with your colleagues, family, and friends. Also, remember that we will get through this and continue to remind yourself and others of that fact. Rest assured that acceptance will come and with it will also come clearer thinking and more confidence. Moving through the stages of grief is important, if we don't deal with it now, we will likely experience grief when the crisis is over.

### JustBreathe

Why does breathing matter? Stress symptoms can affect your body, emotions, thoughts and

behavior. Being able to recognize common stress symptoms can give you a jump on managing them. Learn more at [go.osu.edu/justbreathe](http://go.osu.edu/justbreathe)

### **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. 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.

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 email Brandi [gilbert-hammett.1@osu.edu](mailto:gilbert-hammett.1@osu.edu) and Nicole [wakeley.5@osu.edu](mailto:wakeley.5@osu.edu), your HR Business Partners.
  - **Please include the following information:**
    - Full Name – if they use a nickname notate that
    - Employee ID
    - Dot number
    - Location of office
    - Location of work if different
    - Is this suspected or confirmed?
    - Timelines (when did they fall ill/when confirmed)
    - If person is hospitalized, where?
  - Please also call the Wexner Medical Center's COVID-19 call center at (614) 293-4000 for guidance. Do not call this line for general coronavirus information.
    - I would add is that the call number may give Columbus-centric advice. We've heard that a few times and that is being shared with the university level. To that end, the most important thing you can do is report to Brandi and Nicole.
  - **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.

**FAQ:** Do my faculty or staff need to report to me before they report to Nicole or Brandi?

- No, report directly to Brandi and Nicole.

### **Research**

I'm pleased to share that [the Office of Management and Budget is providing more flexibility through new guidance](#) regarding salaries and benefits for your research team. It is Office of Research policy that these costs should continue to be charged to active federal grants. Stipends should also continue to be paid and charged to active federal grants. This guidance supersedes previous guidance from OMB and NIH.

There are numerous allowable sponsored program activities that can be done remotely, including writing, reading, data analysis and experimental design as well as required or recommended training. This newly released guidance also allows salary, benefits and stipends to be allowable charges even when not all of a person's time can be applied on the sponsored program. In these cases, please document this fractional effort and send to your Ohio State sponsored program officer so that it can become part of the 'official' record of the award.

### **Faculty and Staff Resource Websites**

Please be sure to continue checking resource websites. New content is being added daily.

- [Resources for faculty - keeplearning.osu.edu](https://keeplearning.osu.edu)
- [Resources for students - keepworking.osu.edu](https://keepworking.osu.edu)
- [Resources for staff - keeplearning.osu.edu](https://keeplearning.osu.edu)

### **Free and Reduced-Cost Internet Options**

Although Ohio State does not promote or endorse any specific vendor, if you need internet access, one of these options may be right for you. <https://it.osu.edu/keepworking/tech-access>

### **Students with Slow Internet**

We may be asking the wrong question when it comes to thinking about students without internet access. Instead of asking, "How can we help students get access to the internet?", maybe we should be asking, "How can I limit the amount of time a student needs access to the internet in order to complete my course?" Most students will be able to access the internet using their phones. Please consider the following ideas:

- uploading all assignments to Carmen immediately rather than pacing the course.
- making deadlines more flexible than usual, such that turning everything in at the end of the semester will be just fine.
- dropping all small assignments, so they just have to turn in a final exam and/or research project.

With these considerations, students would only \*need\* to access the internet twice to complete a course: once to download the documents they need and once to upload everything.

Another idea to consider is sending course materials on a USB drive to students.

### **Office Hours**

If possible, I would recommend still having office hours. Consider hosting a Zoom session for students to log into and ask questions, discussion boards, or letting students know a time period that you will be available to answer questions over email.

### **Adobe Creative Cloud Licenses for OSU Students Now Live:**

Adobe has provided students licenses for Adobe Creative Cloud products to help address the loss of access to computer labs.

- This license also unlocks some features and access for the iPad apps including access to Photoshop for the iPad.
- The software may be accessed by logging on here: <https://creativecloud.adobe.com>
  - You would use the normal login process as used for Adobe Spark access (see: <http://go.osu.edu/adobeloginkb> )
- For instructors, as you plan around remote teaching, please keep in mind that some students will not have access to PCs appropriate to run the adobe software. (System requirements are here: <https://helpx.adobe.com/creative-cloud/system-requirements.html#Desktopapplications>)

### **C4U Awareness Platform**

New activities have been released on the [Cybersecurity 4 You](#) awareness platform. As you LEARN, you will EARN REWARDS like exclusive Ohio State merchandise, tech gifts or security tools. With these new activities, you can now earn enough points to reach Level 4, with more premium prizes available as you move up through the levels.

Personalized for you, these short articles, podcasts and videos provide quick actions you can take to protect your digital life. Sign in today at [c4u.osu.edu](http://c4u.osu.edu) and check it out!

### **COTA transit services for those in Columbus**

- COTA will not be charging fare for transit during the COVID-19 Pandemic
- Customers are to board vehicles from the rear entrance of transit vehicles
  - Except ADA/wheelchair service who will continue to use the ramp at the front door of fixed route
- Customers are asked to continue practicing social distancing and sit at least one seat apart from other customers
- COTA implemented daily and hourly sanitization of vehicles two weeks ago and will continue this practice. Hand sanitizer stations are available on every vehicle.

### **Graduate Student Support Group Meeting (Please share with graduate students)**

The next graduate student support group meeting will take place on Friday, March 20th beginning at 4:30 PM. Typically meetings last for one hour but due to the stress many people are experiencing during the current crisis meetings will be extended to two hours to ensure students are getting adequate support. Feel free to log on anytime during the course of the meeting and stay as long as you want. Meetings will continue to be held online every Friday 4:30-6:30 PM using this link: <https://osu.zoom.us/j/742283738>

- **New Private Graduate Student Facebook Group:** During last week's meeting students requested a forum for interacting directly with each other in between and in addition to weekly meetings. As a result, a private Facebook group called Ohio State University Graduate Student Support Network has been created. All OSU graduate students are welcome to join. The group will be moderated, and all membership requests will be approved to ensure privacy. Please join, invite your fellow grad students, and utilize the page as a way to stay connected during this time of physical disconnect. The group can

be found at: <https://www.facebook.com/groups/651180635642469/>

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