

**From:** [Cfaes-all](#) on behalf of [Kress, Cathann A. via Cfaes-all](#)  
**To:** [cfaes-all@lists.service.ohio-state.edu](mailto:cfaes-all@lists.service.ohio-state.edu)  
**Subject:** [cfaes-all] Dean's Update  
**Date:** Tuesday, March 24, 2020 1:43:33 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[ATT00001.txt](#)

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CFAES Colleagues:

**To help minimize email, I will only be sending updates if something urgent comes up over the next few days.**

We are aware of concerns within the college that have arisen focused on COVID-19 reporting and how the university communications process is functioning. University protocols continue to be revised based upon the ever-changing circumstances. The Health Department is taking the lead in notifications and we need to allow them to do their work based on their decision-making protocols and determination of risk. We continue to work with university administration to evolve our internal communication strategy. Foremost with this strategy, however, will be to protect the privacy of individuals. Given that, we will continue to follow the lead from our university leadership which includes:

**Managers:** If you receive a report, confirmed or unconfirmed, that a member of your team has been exposed to or has contracted coronavirus, connect with your HR Business Partner and call the Wexner Medical Center's COVID-19 call center at (614) 293-4000 for guidance on what you should do.

**Please remember:** If you learn of a possible case, do NOT share this person's health information with colleagues. This is a violation of their privacy, and this information is protected by HIPAA and other laws. Please trust health officials to investigate cases and trace potential contacts.

We are deeply concerned about your health and safety. The best advice remains to follow the directives from the Ohio Department of Health and stay at home, self-isolate, and monitor for symptoms. If you have specific concerns or questions, please contact our HR Business Partners, Brandi Gilbert-Hammett ([gilbert-hammett.1@osu.edu](mailto:gilbert-hammett.1@osu.edu)) or Nicole Wakeley ([wakeley.5@osu.edu](mailto:wakeley.5@osu.edu)).

### **University Senate Proposals**

Two proposals are being brought forth to the University Senate this week to provide undergraduate and graduate students with more flexibility for spring semester. The first would allow undergraduate students to receive a pass/no pass grade instead of a letter grade in general education and elective courses. The Graduate School plans to provide the same flexibility for electives taken by graduate students. The second would allow undergraduate and graduate students who are granted an incomplete grade in a course to have more time — 10 weeks from the start of the next term, instead of six weeks — to complete work and receive a grade. Within our college, Dr. Steve Neal is gathering faculty feedback via our Academic Affairs committees regarding options we wish to recommend. Please share your views with your representatives as soon as possible.

### **Emergency Status and Disaster Leave**

Regarding the email from President Drake yesterday, we are checking in to the implications of emergency status and disaster leave and how it will be applicable in our college. We will keep you updated as we know more.

### **Forwarding Calls**

We have several questions on how to forward calls to avoid sharing personal numbers. Please see below for guidance:

#### [Call Forwarding, standard university land line](#)

- If you are not fully migrated over to a Skype for Business phone number, use these directions for forwarding a standard land line.

#### [Call Forwarding Directions, Skype for Business](#)

- If the Skype App is download, a phone can forward to an office number and can ring to a cell phone via the Skype App.
- The Skype for Business app can simultaneously ring on cell devices and computers/laptops with the university phone number without giving out a cell number. This is also independent of the computer, if you solely log in to the Skype for Business app on your phone.

### **Internet Access for Telework at Home**

With Ohio's [Stay at Home](#) order going into effect tonight, a greater demand will be placed on home internet use. For maximizing successful telework experiences, strategize at home and limit internet use during normal business hours to only essential work functions, or increase bandwidth with your existing internet provider.

Please also check the [it.osu.edu/keepworking/tech-access](http://it.osu.edu/keepworking/tech-access) site under "Free and Reduced-Cost Internet Options" to see if proposed solutions offered might also be beneficial.

If you are a CFAES Employee who has been authorized to telework from home and have no service, or the above options will not allow you to continue effectively teleworking, please reach out to both Michael Chakerian.1 and Lisa Simpson.613.

### **COVID-19 Resources**

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

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