

Subject: [cfaes-all] Dean's Update
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From: Cfaes-all on behalf of CFAES Office of the Vice President and Dean via Cfaes-all
To: cfaes-all@lists.osu.edu
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CFAES Community,

We're almost there – all of your hard work and following the safe and healthy requirements has gotten us this far. Let's keep it up and finish strong. As we move into our final weeks of the semester amid rising cases of COVID-19 throughout Ohio and the nation, it's more important than ever that we stay Together as Buckeyes and continue to do all we can to fight the spread of the virus. I greatly appreciate all the efforts each of you has made to continue our work and the success of our students, stakeholders, and partners. Please continue following the [Safe and Healthy Buckeyes requirements](#) by wearing masks, washing hands, avoiding gatherings and maintaining physical distance.

We recognize that anxiety, stress, isolation, and other issues have been heightened during COVID-19. Please take care of yourself and utilize the [wellness resources available](#).

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Consistent with the strong recommendations of the university's COVID-19 Continuous Monitoring Team, faculty and staff who can work remotely are urged to do so. Many employees are already working from home; we encourage others who can do so to coordinate with their supervisors and work remotely to enhance the safety of our campuses for those who must come in. If you have any signs of illness, please do not report to campus.

A few additional reminders:

COVID-19 Work Related Accommodations Process

To ensure that faculty, staff, and graduate students have the necessary resources to work as safely as possible, the university has established the [COVID-19 Work Related Accommodations Process](#). Through a [COVID-19 accommodation request](#), which is a secure intake process, individuals will be able to identify issues and concerns they may have, and indicate what needs and resources they feel are necessary to perform their job safely. As always, please reach out to your [HR Consultant](#) with any questions.

If you have COVID-19 Symptoms or have been exposed

Contact your primary care provider (PCP) for health assessment and direction. If you do not have a PCP, contact The Ohio State University COVID Call Center at 614-293-4000 to assess the need for testing and to arrange a COVID-19 test if indicated.

If you are tested outside of Ohio State and test positive, you must notify Employee Health Services (EHS) by calling 614-366-3689. If you are tested at an Ohio State site, the Ohio State contact tracing team and Columbus Public Health will be notified of the positive result.

If an Ohio State/Health Department contact tracer determines that you have been exposed as a close contact to someone who is infected with COVID-19, you will be contacted by the team and advised about [quarantine and testing](#).

Employees that have tested positive or have been directed to isolate/quarantine

If you have or suspect you have COVID-19 and are a member of the faculty or staff, you should tell your supervisor and follow appropriate protocol.

If you are a supervisor and an employee reports an infection to you, you should contact your Human Resources business partner. Do not notify any other employees, maintaining the individual's medical privacy.

Follow unit call off procedures as well as contact our HR business partners (Brandi Gilbert-Hammett.1@osu.edu and Nicole Wakeley.5@osu.edu).

Per the FAQ at the bottom of <https://safeandhealthy.osu.edu/tracing-isolation-quarantine> that generally states, "faculty, staff and students who are made aware of or suspect that someone else has COVID-19 should not share that information with others, with the exception of supervisors reporting to Human Resources."

It's likely over the next few weeks we will have other updates and information to share as the situation continues to evolve. Please continue to watch for updates as plans develop for spring semester.

Be well.

Dean Cathann Kress

This Update Includes:

- End of Semester Key Dates and Finals
- Returning to Campus for Spring Semester
- Thanksgiving and Winter Break Planning
- Safety Resources
- In-Person Student Events and Gatherings Prohibited
- Upcoming Change to Zoom Cloud
- New Office 365 mobile apps security controls for employees
- OSP PCard Updates
- Should I use CarmenZoom or MicrosoftTeams?
- Microsoft Teams Training
- Identity, Power and Privilege
- University Libraries Updated Hours

End of Semester Key Dates and Finals

As a reminder, in-person classes will continue through Wednesday, Nov. 23, but that is not the end of the semester. Courses will continue through distance learning the week of Nov. 30-Dec. 4, and finals will take place Dec. 7-11. As the president shared last week, a virtual [commencement](#) will take place Dec. 13.

If faculty need guidance as they finalize assessments or other aspects of virtual instruction, please review the materials at keep-teaching.osu.edu. Our students may be in different time zones for the end of the semester, so please take this into account in your approach. Again, the [keep-teaching](http://keep-teaching.osu.edu) site has information about how to provide asynchronous lectures or record live lectures for viewing at other times.

Returning to Campus for Spring Semester

- As a reminder, the first two weeks of Spring Semester will be fully virtual.
- The first day of classes will be **Monday, January 11**. The first day of in-person classes is anticipated to be **Monday, January 25**.
- Depending on how COVID-19 cases are trending in December and early January, and with the guidance of Governor DeWine and state and local health experts, the University will evaluate and act upon any need to extend the virtual start to the semester.

Thanksgiving and Winter Break Planning

Due to the recent surge in COVID-19 cases and hospitalizations, faculty and staff should consider canceling or

postponing travel over the holiday and winter break and avoid gatherings with those outside of their immediate household. Faculty and staff are also encouraged to take advantage of the university's [voluntary testing](#) program to help keep yourself and the members of your household safe. [Read more »](#)

Safety Resources

Students, faculty and staff are encouraged to sign up for Buckeye Alerts and make use of other resources available on through Ohio State's Department of Public Safety. Cell phone numbers that are registered in PeopleSoft or through the Student Information System or PeopleSoft should automatically be enrolled to receive Buckeye Alert text messages, but individuals can [register up to two additional contacts](#). For other resources, see the [safety communications toolkit](#).

In-Person Student Events and Gatherings Prohibited

Effective Nov. 12, all in-person student organization gatherings, events and tabling activities, even those of 10 people or fewer, will be prohibited. This limitation applies to both on-campus and off-campus events and gatherings of any kind. The restriction will be in place at least through the end of the calendar year, and we will provide more information as it becomes available regarding the potential to resume in-person programs in the spring semester. [Read more.](#)

Upcoming Change to Zoom Cloud

Please take special note of the following news item: <https://it.osu.edu/news/2020/11/10/urgent-change-zoom-cloud-retention-length>. As a result of COVID-19 and a shift to online and hybrid learning, Ohio State's use of Zoom has grown exponentially over the past several months and use of the Zoom cloud is quickly approaching the university storage limit. **To address this, beginning December 18, recordings saved to the Zoom cloud will be retained for 120 days, down from the current 270 days.** ODEE has decided to make this change between semesters to prepare for continued Zoom use in spring without affecting recordings from the current term. When this change goes into effect, all existing recordings that have been in the Zoom cloud for more than 120 days will be deleted as well.

To continue utilizing videos for long term use that have been recorded with Zoom, please [see the section](#) on "Where should I store recordings long-term?", and [visit the Teaching and Learning Resource Center](#) to learn more about saving and sharing Zoom cloud recordings. If you have additional questions, please reach out to the [IT Service Desk](#).

New Office 365 mobile apps security controls for employees

On Nov. 17, new security settings will be enabled, which will apply to all Microsoft mobile applications on Android and iOS. After this change, when you first open a mobile Office 365 application, you may be required to enter your PIN/password. [Read more.](#) If you have additional questions, please reach out to the [IT Service Desk](#).

OSP PCard Updates

Recent updates from the Office of Sponsored Programs (OSP) and the Controller's Office announced that the OSP Amex card program is going away effective **November 18**. This will result in a blackout period for PCard use on OSP grants. Users are asked to use other purchasing avenues during this time period. If you currently have an OSP Amex card, please work with your fiscal officer to determine if there is a need for a replacement OSP PNC Visa card.

- CFAES is discouraging individual PCards unless absolutely necessary.
- Upon Workday implementation, PCard holders will be required to submit their own expense reports (cannot delegate to another user).
- If you will be managing a PCard, please take the training on creating an expense report:
 - [Spend Authorizations and Expense Report Training](#)

Check your [BuckeyeLearn transcript](#) regularly for assigned trainings. Workday goes live on January 3.

Additional training can be found on the [Work Day Training Resource Main Page](#). [View Workday to-do lists](#).

Should I use Zoom or Teams?

With all the options for digital communication, there has been some confusion on what is staying and what is leaving, as well as what to use and when to use it. See below for some helpful tips.

CarmenZoom

CarmenZoom is the academic audio and web conferencing solution for Ohio State. Some rumors have suggested that CarmenZoom will be replaced by Teams; this is not the case. The University will continue using CarmenZoom. When deciding which application to use, note that with CarmenZoom, you can have:

- Up to 300 participants in a meeting
- The ability to request webinar spaces
- CarmenCanvas integration
- The option to have guests not affiliated with OSU attend your Zoom meeting

Microsoft Teams

Microsoft Teams is a cloud-based collaboration application that integrates with other Office 365 programs. Teams allows you to chat, create discussion groups, and share assets like calendars and files. Teams is more like an extended version of email – you can share information with an individual or group, and if the recipient is not currently available, they can respond later when available. When deciding which application to use, note that:

- Teams saves your chat history, so you can scroll back through and keyword search a conversation if you have forgotten a detail you need to access
- Teams has Voice/Calling and Video/Conferencing functions, but they are not yet available for all users
- Teams is intended for internal use and users must have access to Office 365 to join
- Teams has a 20-video screen maximum

Microsoft Teams Training

Want to review some basic skills and helpful tips in MS Teams? View this recorded Microsoft Teams training from members of the OSU Extension Learning and Organizational Development Unit (LOD). This [60-minute training](#) is also posted to the [LOD website](#) for future reference. If you have any questions, please email ShaLise Simmons (simmons.761).

Identity, Power and Privilege

This interactive webinar will provide participants with an opportunity to delve into their social identities, a process that reveals how we all have and lack privilege simultaneously. Participants will begin to uncover sources of bias that have been reinforced through socialization, critically evaluate stereotypes and assumptions about social identity groups and identify small actions that can be taken to disrupt inequitable social systems. This event is free and open to all Ohio State students, staff and faculty. It will not be recorded. [Learn more.](#)

University Libraries Updated Hours

University Libraries' locations will have modified operating hours for both the winter break and spring semester. This includes Thompson Library and 18th Avenue Library. Visit library.osu.edu/locations for updated information.

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