

COVID19: The Coronavirus

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Entomology Frequently Asked Questions, Updates, and Information

3/17/2020 Updates:

ACADEMICS:

When is the semester ending and when are finals?

The Semester calendar will be extended by about one week. The final day of classes will be Friday, April 24 and 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>

What about withdrawals, when is that deadline?

The deadline to withdrawal from classes for Spring 2020 has been changed to April 3.

When is commencement?

Commencement has been postponed. A new date will be communicated later this month.

What about graduate student exams?

Video exams are allowed this semester and will not require a petition for graduate students. More information is below under "Graduate Student Exams." In addition, the Graduate School will now offer students the opportunity to conduct dissertation and thesis format reviews electronically. Students choosing to utilize the electronic option should send an e-mail to the Graduate School's Graduation Services address (grad-schoolgraduationservices@osu.edu) indicating their name, advisor's name, and interest in an electronic review. Once received, a Graduate School staff member will respond with instructions as to how the document should be submitted and how the review will be conducted. Any subsequent questions should be directed to either Graduation Services or to the staff member assigned to the student's review.

Do I have to take my exam on-line?

As of now, no, but you should limit in person exams to the committee, and maintain social distancing as much as possible.

Can I get into classrooms?

All general assignment classrooms will be cleaned in the coming days. Once they are cleaned, the rooms will be locked and you will be unable to utilize them for any recordings/Zoom sessions.

Are libraries open?

Most libraries have closed. The 18th Street Library remains open with limited use.

Click this link for [RESEARCH](#) information:

Can I continue my research?

Yes, but, PI's should immediately begin preparing for all on-campus research to be restricted to essential activities only as soon as possible. For all of our research and creative expression activities, you should be shifting your focus toward working remotely. There are many aspects of research that can be accomplished this way, including writing, reading, data analysis and experimental design. Performing these tasks remotely will help to accomplish the social distancing necessary to reduce the spread of COVID-19.

Can I start new projects?

We strongly urge you to "ramp down" aspects of your work that are not absolutely critical for continuity of your research program. In addition to this ramp down, due to the shortage of critical personal protective equipment (PPE) required to conduct many lab experiments, in-lab experiments that require PPE should be limited to ongoing work only. New experiments should be curtailed.

FACULTY & STAFF:

The University is requiring all employees who can do so to work from home. All offices will close and buildings locked down by 5:00pm. Only essential faculty and staff will be permitted on campus.

As a point of clarity - mission critical work and/or time sensitive research related work would be considered essential under the current guidance from the university at this time. As a rule of thumb, only personnel who have to be at work because of the nature of their work should report to work. All others are now required to telework.

I am stressed out and need to talk.

The OSU Employee Assistance Program 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.

Also, feel free to reach out to departmental leadership and your colleagues. You can call Jamie or email him if you need anything.

What about travel for business?

Effective immediately, all business-related (non-personal) travel must have documented pre-approval by the department chair/unit leader and be signed off on by the Dean. Only mission critical business travel will be considered, and this must receive prior approval or there will be no reimbursement.

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 and self-service go.osu.edu/it

GENERAL:

In accordance with new guidelines from the US Centers for Disease Control and Prevention (CDC), mass gatherings of 50 people or more will not be permitted.

Student Resources:

Food/Basic Needs:

- Buckeye Food Alliance (BFA) will be open in the St. Stephens location on Monday from 10am-5pm and Thursday from 9am-3pm. Direct any BFA questions to Nick Fowler.318.
- PAES Building (305 Annie and John Glenn Avenue) has ready to go food and hygiene boxes near the door. As long as the building remains open, students will have access to the boxes.

[Comcast is offering 60 days of free internet for low-income families.](#)

[Spectrum is offering 60 days free internet for K-12 and college students](#)

CANCELLED EVENTS:

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.

Jamie's 3/17 email to faculty:

I have just a few quick notes and a request.

1. Per President Drake's message last night, we are shutting down the offices in Columbus and Wooster. We will still be working, but remotely from here on out.
2. Sarah and I will be working to put out a COVID-19 FAQ sheet for our department. There will be a link to it on the webpage. Once it is ready we will also send a link to all departmental personnel. It will not replace our email contact, but will archive and update the policy and procedural changes that keep happening at the university, college and departmental level.
3. Per guidance from the office of research, while buildings will be locked you can still access labs (for now).
4. REQUEST: related to research, if you have a need to continue to access labs to maintain insect or plant cultures, please write a half page request to me. Include:
 - a. the names of people accessing the lab
 - b. what the nature of the work is
 - c. rooms you will access
 - d. anticipated daily schedule
 - e. why it is mission critical
 - f. why there are not telecommuting alternatives
 - g. your plan to limit the number of people involved.

I will not approve any new laboratory research, this is simply for ongoing projects and operations that require physical presence in the labs.

Finally, it is looking increasingly like we will lose a significant part of our research year and I want you all to know I am sympathetic to this. We will try to keep things going as much as possible, but operations will have to decrease. Please consider this as you move forward with your summer planning.

A few sties for general COVID-19 information:

[Ohio Department of Health](#) (updates daily at 2:00pm)

[Our World in Data](#) (this site is data heavy)

[Centers for Disease Control and Prevention](#)

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Teaching/Faculty:

What resources are available?

- CFAES Carmen Support & Transitioning Courses
 - Kelvin Trefz(.1) and Sarah Williams(.4263)
- keep-teaching.osu.edu for key strategies, teaching resources, and getting extra help.
- ODEE Resources:
 - [FAQs by service.](#)
 - Example: Why does Carmen Zoom not recognize me as the owner of my meeting?
 - [Instructional Videos](#)
- Resources outside of Ohio State
 - [Thorough GoogleDoc from Stanford](#) with in depth directions and a table of contents
 - Example: Run your class live with Zoom
- Additional articles/resources
 - [Going Online in a Hurry: What to Do and Where to Start](#)
 - [How to be a Better Teacher Online](#)
 - [Carmen Common Sense- Top Ten Tips](#)
 - [Moving to Face-to-Face Course Online without Losing Student Engagement](#)

When are the upcoming Zoom trainings?

ZOOM TRAINING OPPORTUNITIES	DATE & TIME	DETAILS
University Institute for Teaching and Learning (UITL)		Individual consultations by emailing uitl@osu.edu
OCIO	Ongoing daily workshops	https://keep-teaching.osu.edu/getting-help
CFAES Carmen Canvas & Zoom Trainings	Recorded on 3/12	https://osu.zoom.us/rec/play/vJQvcr37_zl3TtGVtwSDC_MtW9TrLKus1SVIqKcFnkmzB3ZWZAaiZ7oVZQ-un6eEeR9OkkQrpNGZ3rs?startTime=1583877926000

What does it mean to create a virtual class presence?

I threw together a quick video (5 minutes) outlining the requirements for a virtual presence for your classes. [Click here to watch the video.](#)

Are we creating online classes?

We are not creating full online classes. You are not expected to create 6 hour video lectures with professional production quality in a week. Quick Zoom recorded videos work just fine (I created the video above in less than 10 minutes—yes, it shows, but there is no expectation that your content look like it were produced for a full online class). As Brent pointed out, online lectures take significant time to produce. We are trying to minimize how much time this will take you—and hey, if you like it, then maybe you can consider converting your class online at a later date. [Here is a nice blog post that makes this point very well.](#) Get your materials ready, sit in front of your computer, click record, share your screen and start talking. Anything beyond that is a bonus at this point.

Can I get a Webcam?

We are working to get **webcams and microphones**. We have a few we will be able to get to a few of you soon (I bought out the local Staples yesterday), and we have a bulk order requested from OIT. Shockingly they are backordered and we don't know when they will be in—funny how markets work.

Can I reserve a room to record my lectures?

Yes, 250K is our very own recording studio! The webcam is perfectly positioned to see the whiteboard. Kassie Kurzhals.7 is the primary contact for reserving the space. It will have Zoom, webcam, microphone, and a Whiteboard you can draw on (it's not great, but it will work). **DO NOT USE THIS FOR LIVE LECTURES.** Also, do not expect multiple takes and editing of videos. The recording studio is for recording shorter video lectures for posting to Carmen. Treat it as if you are having someone record your classroom lecture.

To whom should I direct Carmen questions about grading?

Kelvin Trefz.1 (614-226-8829) and Mike Chakerian.

What if my students have connectivity issues?

If students are having connectivity issues, please be flexible with them. Recommend that they look into going to local libraries or other places with free Wifi if possible (while practicing social distancing). If students are near campus/willing to come to campus, they are also able to use the osu wireless network. If not, discuss options with the students individually, and extend deadlines when necessary.

Also, [Comcast is offering 60 days of free internet for low-income families.](#)

Are there other options for online lectures?

Yes, but they aren't Ohio State approved. Brent has been using <https://screencast-o-matic.com/> to record videos. It costs about \$20/year. Brent's summary is below:

I create 8-12 minute segments followed by a quiz, or something else. This seems to be standard. You can break an 80 minute lecture into 80-120 minutes of stuff that way, including maybe some reading of something, followed by a quiz. Took me about 6 hours of work the first lecture I did. The next ones seemed to take less time. Honestly, after spending a bit of time editing, I gave up on editing and didn't really care if I had some "ummm's" and stupid statements in my lectures. It's not really different than class and if the university wants a professional job they'll hire professionals to edit.

I upload the screencast files to youtube and store them there and embed them in my carmen site. This also allows you to include closed captioning, which is a requirement. This means there are no big files to upload into carmen and no problems with the file sizes. I put all my tests online. The kids hated them and did worse, despite having notes at their disposal.

Do I need to take any additional steps if I am updating the requirements in my syllabus?

Any material changes should be updated in your syllabus and shared with students. Once things calm down, Kassie Kurzhals.7 will reach out for a new version of your syllabus for CFAES records.

How do I use Mediasite?

The help desk (614-688-4357) will assist faculty gain access and get permission to download the Mediasite desktop recorder in order to upload videos and develop quizzes to share with students.

After installation, from your personal page:

1. Chose record a video, upload a video or upload a file. You will be asked to enter a title and description of your upload.

After it is complete, from the right side of the screen click "publish", then click on "sharing". You will see a link you can send to students or you can invite students by email.

2. To insert a quiz function, start on the page of the presentation in which you want to insert your quiz
3. Click on "Edit Quizzes"

4. Play the presentation video to the time stamp that you want to insert the quiz and pause the presentation video (you can click along the bottom of the video to move along the video if you don't want to wait for it to progress there on its own at regular pace)
5. Click "Add Quiz"
6. Give the Quiz a title and description, if necessary
7. Click "sync to video"
 - a. I tried to enter time stamps to place the quiz somewhere and thusfar, this method seems glitchy and MediaSite was just putting the quiz at the very beginning of the video before content starts being
8. Press "Done"
9. You will be taken back to the Edit Quizzes Dashboard.
 - b. Select the Quiz you want to build
 - c. Click "Add Question" toward the bottom of the page
 - d. Continue through until all questions are inserted
10. Press Save
11. Preview what you have done (dots along the time ribbon at the bottom of the video will indicate where there are quizzes inserted)
 - e. When previewing and completing the quizzes, you will see exactly what students see so they will be asked to save and submit answers for the quizzes. This doesn't have anything to do with submitting your presentation anywhere...
12. Press Publish

Can I record my lectures in my classroom?

As of 3/15, general assignment classrooms will be cleaned and locked from further use.

How do I create online quizzes on Carmen? Exams?

- [Quiz Creation Video](#)
- We're still looking for resources for creating exams

How do I voiceover a PowerPoint?

Instructions can be found [here](#).

What if my internet crashes while live streaming my lecture?

Connect with your TA to see if they can continue your lecture. If your TA is unable to continue lecture, communicate with the students with your plan to move forward. If you find that you and/or your TA both don't have internet, please connect with Katie Miller, Sarah Cole, or Kassie Kurzhals to email your class roster with an update.

Is there an expectation to hold live lectures?

There is not an expectation as far as we know. Do your best to make arrangements for learning to continue, while also incorporating interaction at some point.

Large classes will be hard to accommodate via live lecture. With larger lecturers, consider recording lectures and offering a short window of live discussion.

Are there size limits in uploading video files?

The default file quota in Canvas is 500MB. Large files, especially videos, take up a significant amount of room in Canvas. Our recommendation is to identify and remove files that you may no longer use and utilize Mediasite for videos as it is an ODEE supported tool. [Mediasite](#) also provides analytics that can help you gauge how well your students are engaging with your content. Mediasite instructions are included above.

To assess how much space you have left, follow this path: Account- Files- then there is a bar at the bottom of the page that shows the % of MB used.

Can I continue to use testing center resources?

As of 3pm on 3/12, the [Testing Center](#) is open for students to take exams, however, they recommend connecting with students to inform them they are not required to take previously scheduled exams at the testing center. **Please prepare as if the testing center is not an option, especially since students are not required to be on campus.**

How should we approach student accommodations?

Per SLDS on 3/12/20: "For students who are currently utilizing accommodations through Student Life Disability Services (SLDS), this office will remain open and your accommodations will remain in place if applicable. If you have an approved accommodation for extended time on exams, please communicate with your professors, so they are aware that exam times will need to be modified in online formats. The SLDS Exam Services center will not be proctoring exams during the move to online platforms, but the general testing center is currently open. Taking tests in the testing center is optional, and many tests will likely move to an online format. If this is not a good option for you, please contact your instructor or SLDS Access Specialist to arrange for other accommodations. You are still encouraged to schedule alternative testing on your AIM portal for any exams beyond March 29, including finals. As a reminder the deadline to schedule finals to be taken with SLDS Exam Services is March 25.

If students do not currently utilize SLDS accommodations, but will need accommodations with the temporary move to an online format, please use this link (<https://go.osu.edu/slids-application>) to [request those accommodations](#).

Are we allowed to contact students?

We encourage you to communicate with your students, especially in this situation. When communicating with students, please make sure to only share information that has been approved to share with students specifically, and to avoid speculation surrounding the temporary move of courses to an online format. If a student asks you a question that you do not have the answer to, please refrain from speculation or guessing at information.

I have a mid-term exam scheduled for Tuesday, 3/17. How do I deal with it?

If you are able, we would recommend moving the exam online. If this will take additional time, rescheduling your exam for a later date is acceptable. You can also change the format of your exam if it is not currently in a format that will transition effectively to an online space.

Given I had no regular class planned for Tuesday, can I delay until the scheduled class on Thursday to be fully virtual?

You are able to delay scheduled class for a few days in order to fully prepare for the move to virtual/online classes. If you are going this route, you will need to communicate this to both of us (haab.1 and miller.8406) and your students so that everyone is on the same page.

Do we have the choice of live lectures via Zoom or can we record in advance of class, and then answer questions online?

Yes, you have the choice between live lectures or asynchronous lectures/videos. Feel free to choose the option that works best for you and the format of your course.

Can I use something other than an OSU Zoom account for hold lectures and interact with students?

Personal Zoom accounts should not be used. One of the benefits of university sponsored Zoom accounts is that OCIO can look into any issues that may arise.

You can use whatever format you find to be most conducive/assessible for students. Some other ideas include:

- Uploading a PowerPoint with voiceover
- Recording a video and putting it on YouTube
- Utilizing TopHat and linking to Carmen
- Readings and then quiz and/or discussion board
- Reviewing lectures/PowerPoints that are already created
 - [Marginal Revolution University](#)

How flexible do I need to be in grading? Should courses be treated as Pass/Fail?

Give students the benefit of the doubt without letting them check out for the remainder of the semester.

Do I need to offer my course during normal class time?

No, you do not need to meet/connect at the same frequency as you did prior to the COVID-19 adjustments. Use your discretion and communicate as needed with students.

Do I need to use Carmen Gradebook?

Carmen GradeBook is one of the stipulated requirements of the university. Please [complete a Carmen Help Request](#) if you need extra support.

How much flexibility do I have to change my syllabus?

A syllabus is always subject to change, just communicate the updates with students.

Will students be able to access computer labs?

Per Mike Chakerian on 3/10, lab spaces are open for students to use and he has not heard of anyone closing their spaces. OCIO computer labs are remaining open for students through March 30 and CFAES is not currently planning on closing departmental spaces.

Can students still drop courses?

Yes, students have until Friday, March 20th to drop courses with a W if the course is a full semester. Students will not be able to drop courses on their own. If they are interested in exploring the option of dropping, please encourage them to reach out to their academic advisor and financial aid.

Can I connect with students on the phone without giving them my phone number?

Yes, the [Skype for Business app](#) can be downloaded to your phone or mobile device to allow you to make calls without having to use your personal phone number. For information and support consider accessing these resources:

- <https://library.osu.edu/site/it/welcome-to-skype-for-business/>
- <https://ocio.osu.edu/skypeproject>
- <https://u.osu.edu/skypeproject/faqs/>

What should I do if a student says they aren't feeling well?

Encourage them to review the [Wexner Medical Center COVID-19](#) site and take appropriate steps, while distancing themselves from others.

Can exchange visitors still enter the United States?

The Federal Office which operates the J-1 exchange program to recommend the suspension of all J-1 exchange program travel for exchange visitors who have not yet entered the United States through May 10.

Graduate Student Exams:

Email from Alicia Bertone, Vice Provost for Graduate Students and Dean of the Graduate School, on 3/13/20:

“We recognize these are unprecedented times. Video exams are allowed during this semester and will not require a petition. Please work with your graduating students completing a candidacy exam, thesis oral exam or dissertation defense and be as flexible as possible. We expect you to protect the integrity of exam through whatever method is selected. Please use the resources on <https://keepteaching.osu.edu> and <https://keepworking.osu.edu> to help your student with a secure internet connection so the remote exam process can be successful. The Service Desk is available on extended hours through weekends if you have questions about these technology tools and teaching considerations.”

Student Resources:

Counseling and Consultation:

David Wirt, M.Ed., LPCC-S (CFAES Embedded Counselor) is still meeting with students at this time in his office. To schedule a first-time appointment, students should schedule a phone screening by using go.osu.edu/phonescreening or by calling 614-292-5766. Encourage students to mention they are a student in CFAES. If the student is currently scheduled to meet with David, they may continue with their appointment as scheduled. If a student is feeling ill, they should reschedule by calling 614-292-5766. Updated information will be posted on ccs.osu.edu.

If you need to consult with a CCS clinician regarding supporting a student(s), please call and request a call back at 614-292-5766.

Student Life Disability Services:

Refer to “How should we approach student accommodations?” in the Teaching section.

U-Haul:

[U-Haul](#) is offering free 30-day storage for college students displaced amid coronavirus concerns.

Are there any instructions for students to use Zoom?

Encourage students to check out the [ODEE Resource Center](#).

Student Financial Aid- Satisfactory Academic Progress Appeal

Student Financial Aid (SFA) acknowledges COVID is a reason to file a SAP appeal. Students who choose to withdraw from courses rather than complete them online will be reviewed for SAP appeals. If they choose to withdraw, COVID would be a valid reason to file an appeal. If there were prior issues in performance or completion rates, the student would want to address those as well in the appeal.

Please keep this information in mind when working with students who are already at risk not to pass a course if they believe that their grades could potentially be further damaged by switching courses to online instruction.

The details of the appeal aren't important, but if you have students at risk of failing, please share that they have options and should connect with their academic advisor.

University Housing:

All undergraduate students living in university housing, will be required to return for the remainder of the semester to their permanent home residences, or a non-campus or alternative housing arrangement. This does not pertain to students living in family housing. University housing residents who are away on spring break should not report directly back to their on-campus residences. They will receive a message from the Office of Student Life asking to schedule a move-out time between

Saturday, March 14, and Sunday, March 22. Time slots will be strictly enforced to ensure appropriate and safe social distancing. Information will be available at go.osu.edu/2020moveout.

There is a request to stay on campus for students with extenuating circumstances.

Food/Basic Needs:

- The AEDE Food Pantry will remain open
- Buckeye Food Alliance (BFA) will be open in the St. Stephens location on Monday from 10am-5pm and Thursday from 9am-3pm. Direct any BFA questions to Nick Fowler.318.
- PAES Building (305 Annie and John Glenn Avenue) has ready to go food and hygiene boxes near the door. As long as the building remains open, students will have access to the boxes.

Internet:

[Comcast is offering 60 days of free access for low-income families.](#)

Research:

Is the CFAES Office for Research & Graduate Education Office and the Grant Development Support Unit open?

The CFAES Office for Research & Graduate Education Office and the Grant Development Support Unit will continue providing all services, but on a virtual level. Proposals in the current queue are being processed and will be prepared for submission. Please feel free to contact any of our grant specialists if you have any questions. If you are considering submitting your proposal later this month and would like grant assistance, please click "Request Services" at the [GDSU website](#). (Click the red button to the bottom right of the screen).

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Research Activities. Visit <https://research.osu.edu/news-events/coronavirus-and-your-research-program/>

Statement from Gary Pierzynski, Associate Dean for Research and Graduate Education:

"Research issues apply to faculty, staff, graduate students, and post-docs. Individual attitudes may range from "continue at all costs" to significant concerns about their own health and those around them. Each research program should consider which activities must continue and those which can be slowed or stopped until the health issues improve. On-going experiments, particularly those involving living organisms, would likely need to continue to prevent loss but others perhaps can be stopped or delayed. The progress of graduate students toward their degrees is also a consideration. Whenever activities do continue please abide by all relevant health recommendations and requirements to reduce the chances of transmission of the COVID-19 virus. We should accommodate individuals with underlying health conditions or other significant concerns about their health. For those who need or want to

reduce their research activities, telecommuting while performing other tasks such as writing or data analysis are good options. Finally, please be aware that our research buildings may have low occupancy during this time which raises safety and security issues. Please follow all precautions one would normally take when working in the buildings on the weekends. Activities with higher safety risks, such as working closely with animals or using hazardous reagents, should be avoided if at all possible or only done when others are around. Individuals working by themselves should be aware of their surroundings and take necessary precautions.”

Extension and Outreach

What are mission-critical events?

Mission-critical reflects those offerings/engagement that are tied to grant requirements, credentialing, or other things that if we don't do them, would compromise critical needs of our clientele (e.g., Pesticide/Fertilizer Applicator Training -- March 31 deadline; Farm Bill Training – March 16 deadline).

What do I do with the meetings that are determined to not be mission-critical?

If you have an event scheduled between now and March 30, you have at least three options:

1. Hold it virtually
2. Postpone it
3. Cancel it

Can I be reimbursed for driving expenses under the new travel restrictions?

Regardless of the funding source, the University Guidelines are intended to be followed for the health and safety of our employees. This would not be permitted without being approved as business essential travel.

What should I do about committee or other small group committee meetings?

Attempt to hold these meetings virtually

General Statement for Use in Postponing or Canceling Programs.

Please feel free to use the scripted statement below (can modify gently for your particular need, but stay true to the content/message).

There has been a recent confirmation of the coronavirus in the state of Ohio leading to public health concerns related to disease transmission. As a result, The Ohio State University has been proactively implementing protocols for insuring the safety and health for our students and clientele. After consultation with the college and university leadership, the *** been postponed/cancelled. Recognizing that our nearly 100 attendees are located around the state, we are following guidelines from the Centers for Disease Control, Ohio Department of Health, and the university in being aggressively proactive to prevent the potential spread of communicable respiratory illness.

We understand this may cause an inconvenience to you, but please know that your health and the health of our community at-large is our biggest priority. We will be postponing or cancelling gatherings,

face-to-face programming, and meetings through March 30 to provide time for additional vigilance as we learn more about how this virus is affecting Ohioans.

Travel/Events/HR/Admin/Other

Should I work from home? Should I encourage students/GRAs/employees to work from home?

HR (and AEDE) is encouraging that telework be considered and utilized, where feasible.

- Visit the [Human Resources website](#) for all telework-related guidance and frequently asked employment-related questions specific to COVID-19.
- Where telework isn't a viable option, flexible work may be available, if approved by your supervisor. Please refer to the university's [Flexible Work Policy, 6.12](#).
- These arrangements must be approved by your supervisor and HR Business Partner of the department/unit, and may be modified at any time.

What are the new University travel restrictions?

Effective immediately and until further notice, all university-sponsored international travel is suspended. This includes new travel as well as any currently booked trips between now and April 20.

University-sponsored domestic air travel will be limited to business essential travel and will be approved on an as-needed basis. This includes new travel as well as any currently booked trips between now and April 20.

What is 'Business Essential Travel'?

Business essential travel is defined as travel that is absolutely necessary to the mission of the university, can only be completed by the traveler's physical presence and does not create an unacceptable health hazard.

Are conferences and seminars business essential?

Conference attendance and presentations are not generally considered essential travel.

Where can I get information on travel cancellations, reimbursements, etc?

OSU Business and Finance has updated their FAQs to reflect the travel restrictions: <https://busfin.osu.edu/travel-faq>.

If a 3rd party is paying for the travel expense, is it OK to still travel?

No, unless it is business essential (see above).

Is it ok to drive vs fly to my travel destination?

No, unless it is business essential.

Can I book and get approvals for travel for after April 20?

Yes, with the understanding that the restrictions are subject to change at any time.

Other

Where should I direct media inquiries?

Copy Kelli Trinoskey.1@osu.edu and forward all media inquiries to Ben Johnson, Director, Media & PR johnson.7149@osu.edu, 614-292-9681. For inquiries on event or meeting cancellations or other local reference, you are encouraged to briefly respond and provide details as needed. Please field routine media inquiries regarding interview requests in your research areas.

Copying Kelli Trinoskey.1@osu.edu is essential so she can alert college officials of the inquiry and response.

Are graduate student offices open?

We are encouraging graduate students to work remotely, if able, but we understand that they may need to use their offices. Graduate student offices will remain open. As always, social distancing is encouraged.

Can we utilize student workers?

As of 3/13:

- If there's work for students, they can work during this time with appropriate social distancing.
- Remote work is an option, pending supervisor approval
- If there is no work or if they elect not to work for their personal safety, they will not be paid.

As a state and federally funded institution we cannot pay for non-work.

Are summer education abroad opportunities still open for students?

No, all summer education abroad programs have been cancelled

Can students travel for NAMA?

No, NAMA (April 15-17) is cancelled

A prospective student called and wants to set up a meeting with me. Can I meet with them?

No, student recruitment (undergraduate admissions visits, tours, etc) is cancelled through April 20.

Is the CFAES Library open?

No, the CFAES Library will be closed starting Monday, 3/16.

Cancelled Events:

- The CFAES Distinguished Senior Recognition Program scheduled for March 25, 2020.
- AEDE Student Recognition and Scholarship Event- April 13
- CFAES Undergraduate Research Forum- 3/2