

## Message regarding the University and Departmental response to COVID-19

Category: General Information - #2

Date: March 13, 2020

### General:

- In the near future, we will have recordings from the Zoom tutorials hosted by Terry Bradley. I want to thank Terry for her outstanding effort to pull that together in such a short time.
- There are continued discussions happening at the university level regarding guidelines for operation of research labs. I suspect these will emerge early next week.
- There is a new web site ( [keepworking.osu.edu](http://keepworking.osu.edu) ) which has resources for people wanted to do more work remotely. This is analogous to [keep-teaching.osu.edu](http://keep-teaching.osu.edu). Keep watching these sites for updates.
- General recommendations from the university is to reduce in-person contact and when there is in-person interactions attempt to maintain 6 ft of separation.

### Teaching:

- With the extension of the online format and closing of the dorms, we must prepare for online delivery for the remainder of the semester. On a positive note, with the extension of spring break we have more time to prepare.
- The introductory course instructors and managers are working hard to develop a coordinated plan, including how to run quizzes and exams. As these plans develop, we will communicate out the ideas that could be useful in other smaller courses.
- **Instructional Continuity Plans:** As Department Chair, I am requested to make sure we have a plan for every one of our courses offered in the department. Early next week I will be sending primary instructors a one-page document asking about your course plans. This will be just a brief description and/or bulleted lists discussing what you plan to do to deliver the course online, what changes are being made (subtractions and additions), etc.

### Travel:

- The university has clarified its policy regarding domestic travel. Only essential business travel is allowed, **regardless of mode of transportation**. This travel must be approved by the Exec. Dean. This restriction applies to **both employees and visitors**. This restriction applies **regardless of what institution is paying for the travel**. At this point, please do not invite visitors to campus unless there is an essential reason and you must obtain approval.
- We have attempted to identify all personnel that are either in Europe currently or there in the last few weeks. In case we missed anyone, I want to remind you that most of Europe has a Level-3 Warning from the CDC. All travelers must self-quarantine for 14-days after return.