

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

Category: General Information - #5

Date: March 17, 2020

### Telecommuting:

- With the email from President Drake, we have moved further toward limited occupancy of the PRB.
  - **Everyone who can work from home is required to work from home. In general, we want to move to as few people in the building as possible.**
  - The building will be shifting to no public access and the doors will be locked. It is unclear when exactly this will happen, but it will likely be soon. We received notification that Smith Lab will be locked at 5pm today.
    - We have not been told that access will be restricted further (i.e. limited to a small list). However, it is possible this will change.
  - Employees are allowed to come to the building to retrieve items necessary for working from home. They should collect what they need and then leave. Please plan carefully to reduce the number of trips you would need to take to campus for this reason. *Employees should not sit in their offices and work.*
  - If you have technology needs, please contact the IT group for assistance.
- If you have need of internet access, please see the [keeplearning.osu.edu](https://keeplearning.osu.edu) webpage for suggestions. Broadband companies have started to offer free/reduced cost internet access.

### Research:

- Research labs should be moving to standby mode. Research work in the labs should cease with essential maintenance only. Those with research labs should respond to the request from Phil David so that we can ensure the integrity of our laboratory equipment during this hiatus.

### Administrative:

- Central HR is working on a recommendation for employees, such as student workers, who are financially impacted by this shutdown. More will be shared when it becomes available.
- With the closure of the PRB, package deliveries may be interrupted. The university is working on a plan to handle this. We expect that deliveries that are critical for the safety of infrastructure will continue. If you have a package that has not yet shipped, it is recommended you change the delivery to your residence, if feasible. If you have other special cases, please contact the Facilities Team.

### General:

- A number of items scheduled for this spring are being delayed until fall. The vote on GE implementation is delayed. The strategic planning exercise by ASC is being delayed.
- Some summer programs have already been canceled. There is a strong possibility that others will follow depending on how things play out.
- Decisions on whether summer semester will be online only have not been made yet.