

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

Category: General Information - #15

Date: June 1, 2020

The university continues to work toward increasing the number of people being allowed to work on campus. Restarting the research effort has gain some clarity in the last 7-10 days and we are considering how the department fits in to that process (see below). The university has not made a final decision regarding fall semester; we expect that in the middle of June. However, I have asked the Instructional Task Force to consider a number of topics that may be included in the plans for next year (more below).

### General:

- **Reminder: No one should be accessing PRB without authorization.**
  - ASC established a procedure for individuals to access their offices and labs to retrieve materials. Please see an email from me on May 22<sup>nd</sup> with subject line “Building & Office Access Information”. Please note that it is important to follow the restrictions described in the email.
  - Additional messaging will occur as more access becomes available.
- Everyone in the department is reminded to take time to reach out to members of our department to find out how they are doing. We must purposefully strive to maintain personal connections between faculty, staff, and students. Social networks continue to be critically important.
- Staff and supervisors: Please remember that every Tuesday we must supply information about every employee’s telework. If your ability to conduct work changes, please communicate with your supervisor. Supervisors should contact Jean Ball to make sure our reports are up to date and accurate.
- Please consider doing your training courses while staying at home. Note that some people have had difficulties with certain browsers, such as safari. If you are experiencing difficulties, try another browser.

### Research Restart:

Last week the Safety & Infrastructure Committee began documenting safety protocols for research labs that will reopen in the coming weeks. Many for the labs in the department will open in “Stage 3”, which is anticipated to be some time in the second half of June. The committee has created three documents:

- **Building Reopening Plan:** This contains important information about the building as a whole, including procedures for entering and exiting the building, documenting arrivals, etc.
- **PRB Baseline Lab Plan:** This includes safety protocols that ALL labs in the PRB are expected to follow.
- **Template for Individual Labs:** This is a general template for PIs to use for their specific labs.

Faculty members that will be included with the Stage 3 request have been provided these documents and are requested to have their lab specific documents submitted to the S&I committee for review. The approval of these documents must occur at three levels (Department, College, Office of Research). No lab activities can start until these documents are approved, researchers complete a checklist to be authorized, and the University declares that Stage 3 activities can start. Students and postdocs should contact their faculty member with specific questions and copies of the draft plans. Once the Building and Baseline Lab Plans are approved by the Office of Research, these will be widely distributed. Faculty are expected to share their specific lab plans with their group.

### Fall Instruction:

The Instructional Task Force continues to make progress toward planning for next academic year. We do not yet know exactly what next fall will look like. The university is expected to make an announcement in mid-June. While no definite decisions have been made, a picture of a possible scenario is beginning to emerge. I share the points below as a means to communicate some information about fall. If the decision is to be online only in the fall, most of these points would not be relevant. **Note: No final decisions have been made on these items.**

- If students are on campus in the fall, instructional delivery is likely to be a hybrid approach with large lectures (~90 or more) needing to be online only.
- As with the end of Spring Semester, I anticipate all classes will be required to have a CARMEN page and follow “Carmen Common Sense”.
- Social distancing rules will be in place for in-person classes.
- Classrooms, as well as all indoor spaces, will like be “Mask Zones”.
- Expect classrooms to have assigned seats for students to facilitate any contact tracing that may become necessary.
- We should plan for accommodations for students who may be required to quarantine for 2-weeks because of possible exposure. These students will need to be able to continue in the course.
- We should plan for every course to have a backup instructor assigned in case of illness of the primary instructor.

The Instructional Task Force is aware of this list and including it as part of their discussions. I’m sure you have questions regarding many of these points. I hope that as various committees report out in the coming weeks and months we will have more information and be able to answer those questions.

**Resources:** (Note: Some are being updated on nearly a daily basis.)

- Help coping - Students: <https://ccs.osu.edu/>
- Help coping - Faculty/Staff: <https://osuhealthplan.com/eap>
- <https://oaa.osu.edu/coronavirus-academic-decisions>
- [Keep Teaching.osu.edu](https://keep Teaching.osu.edu)
- [Keep Learning.osu.edu](https://keep Learning.osu.edu)
- [Keep Working.osu.edu](https://keep Working.osu.edu)
- [Keep Researching.osu.edu/](https://keep Researching.osu.edu/)

- Student Well-being: <https://ascintranet.osu.edu/sites/default/files/asc-student-wellbeing-resources.pdf>
- Office of Student Life page: <https://studentlife.osu.edu/articles/we-are-here-for-you>
- Employee Well-being: [Keep Well website](#)
- Previous Departmental Messages:  
<https://osu.box.com/s/9hgp8aesgbb9g6p2ym1kdrv7w9owk0>
- Information about Central Receiving of packages: <https://busfin.osu.edu/central-receiving>
- Information about conducting Sponsored Research:  
<https://osp.osu.edu/2020/04/02/faqs-on-sponsored-programs-during-covid-19-emergency/>
- Employee Leave Options: <https://hr.osu.edu/coronavirus/leave/>