Dear Colleagues,

In response to the March 9, 2020, email from President Michael V. Drake, I'd like to reaffirm Human Resources' commitment to guiding our faculty, staff and students through this unique situation.

A number of changes have been made regarding classes, work arrangements, travel and campus events; however, I want to emphasize that the university and medical center remain open for business. We will manage this situation consistent with our university values.

We are encouraging that telework be considered and utilized, where feasible. Decisions regarding telework eligibility need to be made in consultation with your supervisor and Human Resources Business Partner unless otherwise directed by the senior level leader of the department/unit. Closing an office should only be done with the appropriate senior level authorization. Because
of the nature of medical center work, telework arrangements will not apply to many Ohio State Wexner Medical Center faculty and staff.

Where there has been approval regarding telework, we would like to offer options and insights into telework at Ohio State. 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. If neither telework nor flexible work are options, you are expected to report to work as usual.

For those employees who are reporting as usual to work, we're also taking preventive measures to ensure the well-being of our faculty, staff and students. One of the best ways to prevent the spread of a viral illness is to minimize the circumstances in which individuals may interact and transmit the disease. Visit the Centers for Disease Control COVID-19 website for additional information and best practices to follow.

Here is some additional information on how to best take care of yourself while at work.

Other measures you can take now include:

- Stay home when you’re sick and avoid close contact with people who are.
- Practice good hygiene protocol, including washing hands often and regularly, not shaking hands, coughing into elbow, and avoiding touching your eyes, nose and mouth.
• If you are in the office, maintain social distancing and utilize virtual meetings in place of in-person meetings.
• Continue to check the Human Resources website and the university's coronavirus website for updates and other information.

During this challenging time, it is important to take care of yourself and each other. Thank you for all your efforts to promote a safe and healthy campus community at The Ohio State University.

Sincerely,

Susan Basso
Senior Vice President, Talent, Culture and Human Resources
Office of Human Resources