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Subject: COS COVID-19 preparation
Date: March 7, 2020 at 12:12 PM
To: cos-employees cos-employees@lists.oregonstate.edu

RH

Colleagues,

As you know, Oregon State University is actively engaged in all levels of public health, operational, instructional, research, student services, event, enrollment and communications continuity planning for the COVID-19 pandemic.

You all have received messages from the Provost sharing OSU's planning to prepare the university for a localized outbreak of COVID-19. We are fortunate to have excellent university leadership and, in particular, personnel experienced in managing infectious disease outbreaks and emergency incidents.

The current COVID-19 risk to OSU students and personnel is still low, therefore most of the work being done within OSU involves preparing for response to a possible future higher-level risk. Work in all areas of continuity planning and response are occurring on a rapid and immediate basis.

All of us need to be prepared for the likely possibility of a COVID-19 outbreak somewhere within the university community. Here are important steps that we should begin doing:

- Everyone should download Zoom (<https://is.oregonstate.edu/zoom>), which will enable running remote meetings, as well as engaging in remote teaching and other activities in the event that we have to work from home or elsewhere. Participation in (not running) Zoom meetings does not require Zoom to be downloaded.
- As you saw in Provost Feser's email, those teaching spring term classes are requested to be prepared to do so remotely using Canvas and Zoom. Remote teaching will mean that the faculty and students will participate from different places. Preparation means downloading Zoom, and becoming familiar with Canvas and Zoom if you are not already. More details on these remote teaching practices will be provided to faculty early next week.
- Those with lab operations that cannot be disrupted should make sure that plans are in place for continuity. For example, have plans for lab animal care in the event of a supply disruption or personnel absence. We have requested that all departments review and update their Emergency Operations Plans by March 12.
- OSU custodial services are using [enhanced cleaning procedures](#). However, we need to sanitize high-touch locations the custodians aren't responsible for cleaning, such as workspaces. It will be helpful if this work can be shared by multiple people in each unit – perhaps with each floor or area having one or two volunteers. The College has ordered several thousand disinfectant wipes and will distribute them to units as soon as they are available. We also are making other cleaning plans. Also, please keep your own desk and computers clean (I include myself in this) to help in the overall effort.
- Please practice good personal hygiene (probably best to suspend handshakes and hugs as well), and stay home if you are sick. Please encourage others, including students, to do the same. This means that we need to be very lenient and

flexible around student absence from class – please be as flexible as possible, allow online submission of homework, and so forth.

I expect that the coming weeks and months will be challenging. The university and the College will do all that we can to minimize disruption. In addition, I know that I can count on all of you to pitch in to help and help one another.

At times such as these, I feel fortunate and proud to be part of the science community, which is where the solution to the COVID-19 pandemic will originate.

Thanks,
Roy

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