

Below you will find some questions and concerns brought up by CFAES staff in response to COVID-19. We as CFAES Staff Advisory Council hope that this fact sheet will help answer some questions you have during this time. We thank Dean Cathann Kress, Dr. Tracy Kitchel, HR Business Partners Brandi Gilbert-Hammett and Nicole Wakeley, and various other administrators in helping us answer these important questions to help you adapt well to our changing work environments.

If you have any future questions or concerns regarding COVID-19 or other CFAES related inquiries we as CFAES SAC are always available to be the staff voice to administration and welcome all questions. At the completion of this FAQ sheet you will find a list of the current SAC representatives for future contact needs.

Please note that the responses below are accurate as to the time this FAQ was created. As you are aware, this is an ever-changing situation. Continue to read university and college messages for the most up-to-date information.

## COVID-19 FAQ For CFAES Staff

**This is a very stressful and uncertain time for many staff members, what emotional health resources are available in dealing with COVID-19 related anxiety and stress?**

- OSU's Employee Assistance Program (EAP) is available 24 hours a day, call 1-800-678-6265 to talk to a live person, or visit the **EAP webpage** and type in username "buckeyes" to view expanded services. The EAP also has a previously recorded webinar titled Calm Is Contagious: Mindfulness Strategies for Responding to COVID-19 that is available on the website for the next 30 days.
- Several anxiety-reducing tips for faculty, staff and students along with information for parents about how to talk with your children about COVID-19 have been developed by the university's chief wellness officer. These documents can be found on the **OSU Health and Wellness webpage**

**NOTE:** Our university-wide wellness team has been creating wonderful new programming for our faculty, staff and students that should help them to cope with the pandemic and stay healthy. The new series "Staying Well and Calm in the Midst of the COVID-19 Storm" begins next Wednesday, April 8 at 12:30 pm. Sessions are short and weekly for 8 weeks on Wednesdays at 12:30. Faculty and staff will receive YP4H points if they attend 7 out of the 8 sessions.

**Is it best to contact our supervisor or HR if we have questions regarding telecommuting?**

- Staff are welcome to contact both. Different levels of supervisors are going to have different ideas and may already have action plans in place. Staff can also reach out to the HR consultant for their area, please note that it is not mandatory to go through a supervisor before contacting HR. Area HR consultants can be found **HERE**.

**Will hourly staff that cannot work on campus or that cannot telecommute be paid?**

- Staff who are concerned about not being able to telework due to technology issues or have work of telework nature should contact their supervisor or HR consultant immediately. College leadership has laid out a variety of creative options to keep staff engaged at this time, including a variety of professional development opportunities through BuckeyeLearn. We await additional guidance from the university as it relates to the Disaster Leave deployment.

**For those unable to have sustainable work from home options what are some options for staff to continue working? Who should they contact for options/ideas?**

Staff members are to contact their supervisors for teleworking ideas, here are some ideas:

- Organize BuckeyeBox folders
- Get a head start on marketing materials for future events/online events
- Work on the planning of an office-wide or team project
- Read a leadership/teamwork book
- Pursue a professional development opportunity
- Complete required BuckeyeLEARN webinars - check under "my transcript" on buckeyeLEARN for pending trainings
- **Learn.extension.org** webinars on all program areas and also office/interpersonal topics such as online teaching strategies, volunteer management, communications and mentoring
- Microsoft has free webinars on how to use Microsoft Teams **HERE**
- ACEL Leadership Center **upcoming webinars**
- ACEL to EXTENSION series – learn more **HERE**
- Attend a virtual conference
- Catch up on WORKDAY updates and upcoming trainings **HERE**

More information on successful teleworking strategies can be found at **keepworking.osu.edu**

Those concerned about their health or the health of their loved ones in regard to not currently being able to telework, please bring this to the attention of your supervisor and/or the HR team: **cfaeshr@osu.edu**



