College of Science Campus-Based Operations and COVID-19 Guidelines

PRINCIPLES

- To the maximum extent possible, OSU will be "back to normal" in the 2022-2023 academic year. We will be a residential campus that is vibrant, with most students, faculty, and staff present in person most of the time.
- The College recognizes that the ability to work remotely is sometimes a desired attribute of a position and can help employees maintain a health work-life balance. Allowing remote work by employees can, under the right circumstances and for some job functions, make good organizational sense.
- Remote work is not an employee right. Rather, it is a mutual agreement for alternative work arrangements that considers the optimal combination of onsite and remote work that best meets the needs of the College.
- Remote work should be resource-neutral. There should be no more resource requirements than if the individual were working on campus.

COVID-19 CLASSROOM AND STUDENT POLICIES

- In-person classroom operations have returned to pre-pandemic functioning.
- In-person courses should be taught in person, there is no expectation that instructors accommodate any remote version of their in-person courses.
- There are no requirements to record and post lectures, but instructors are welcome to do so, and this is often a best practice for all students in the course, including those that must miss class due to illness and isolation.
- Students are no longer required to notify OSU if they have tested positive for COVID-19. Student employees must notify their supervisor if they have been onsite in the previous 10 days. See Positive Case Notification steps. Students who test positive for COVID-19 should not attend class in person and must isolate for five (5) days. If they have no symptoms or their symptoms are resolving, they may end isolation on day six (6), provided they wear a well-fitting face covering or mask for five (5) additional days when around others. Please see OSU's Covid-19 Safety & Success Student Resources site for details.
- Students testing positive for COVID-19 should contact their teaching instructors to communicate that they will not be able to attend class while symptomatic or in isolation.
- Instructors should make reasonable accommodations for students who are absent due to illness and isolation to ensure students can progress with coursework.
- Instructors should NOT transition their full course to remote learning if multiple students are in isolation and instead should consult with their unit head before making changes to course delivery.
- Instructors do NOT need to report COVID-19 positive cases in their classes.
- Without identifying the student, instructors should notify any teaching faculty or graduate teaching assistants who may have been exposed to the infected student in the classroom setting. See instructions for supervisors.

- See the Beaver Healthy website that includes information on COVID-10 and other health concerns, and the Student Health Services site for student-related information.

STAFFING AND ONSITE EXPECTATIONS

- All College units should be staffed in a way that is most beneficial to the students and the unit for its business purposes, including:
  - o Hours open
  - o Optimal student experience
  - o Optimal functioning of the unit
  - o Optimal functioning of other COS and OSU units
- The expectation is that most operations, including classes, seminars, meetings, etc., will be in an in-person format.
- Student-facing positions should be in-person on campus except for those hours or portions of the job that better serve students remotely.
- In-person classes require instructors to be present. Classes that are designated as in-person must be delivered by the instructor in the designated location of instructions. Instructors should also plan to hold some in-person office hours at their on-site office location on a weekly basis. Class preparation, research, writing, grading, etc. can continue to be done remotely without requiring a remote work agreement.
- Faculty are expected to maintain a regular, frequent on-site presence to build collegiality and community, to attend events and meetings in person, and to engage in their assigned service activities/committees in-person alongside their colleagues.
- Faculty and staff who have had flexibility to work from home in the past (pre-pandemic) will retain that flexibility moving forward without the need for a remote work agreement. Remote work agreements will be needed for new recurring remote work arrangements, for the very few remote teaching assignments, and for those wishing to work remote for most, or all of the term. Additionally, remote work agreements should always be used when employees are working out-of-state or out-of-country, and such agreements may require additional considerations. Please complete this form for remote work agreements.
- During any remote work, faculty and staff should be as accessible and available during regularly scheduled work hours as they would be in-person on campus. Information such as schedule, best way to be reached, and contact information (e.g., email, Zoom Microsoft Teams chat, and calls) should be readily available.
- In some circumstances, if an employees as a remote work agreement in place for 50% or more of the week (counted as hours or days), the on-campus workspace (desk, office) may be transitioned to a shared workspace, at the discretion of the supervisor.

AGREEMENTS AND APPROVAL AUTHORITY

- The authority of decisions about in-person vs. remote work for all employees is with the supervisor and the Dean. Supervisors are accountable for ensuring appropriate onsite coverage to meet COS service expectations when making remote work decisions.
- Authorization should first be discussed with the supervisor.

- Remote work arrangements will be reevaluated, at a minimum, during annual performance evaluations, and more often as needed.
- Remote work agreements may be terminated at any time within generally three (3) working days' advance notice by either the employee, or the University.
- The supervisor and employee interested in considering a new remote work arrangement should review OSU' remote work resources and sign a remote work agreement.

REVISION HISTORY

Revision Date	Description
08.17.2021	Initial version and posting to CoS Rule and Processes website
10.05.2022	Significant revision for COVID-19 Classroom and Student Policies Sep 2022