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ONU COVID-19 RESPONSE INFORMATION AND RESOURCE GUIDE

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THIS GUIDE PROVIDES INFORMATION PRIMARILY TO UNIVERSITY STUDENTS, FACULTY AND STAFF AND TO OTHER MEMBERS OF THE ONU FAMILY AS WELL. IT IS INTENDED TO ASSIST THEM IN ACCESSING RESOURCES AND INFORMATION RELATED TO THE IMPACT OF THE CORONAVIRUS ON HOW WE LEARN, WORK AND LIVE AT ONU AT THIS DIFFICULT TIME FOR OUR NATION AND OUR CAMPUS.

GENERAL INFORMATION AND RESOURCES



ONU will resume in-person, residential education this fall in alignment with state government required safety measures and consistent with CDC guidelines. The health and safety of students, faculty and staff are paramount as Ohio Northern engages several work groups to develop a comprehensive safety program with policies and practices to benefit all who live, work and learn on campus.

“We are committed to providing our students an on-campus educational experience this fall, one that will look different in some ways, yet familiar with our tradition of delivering quality academic programs in a safe, rural environment,” ONU President Dan DiBiasio said.

A significant number of Ohio Northern’s faculty members hold advanced degrees in medical and allied health fields, and they are providing their expertise to ONU’s efforts to prepare the campus to safely resume in-person education for fall semester. Read the full article here: onu.edu/news/onu-resume-person-education-fall

COMMENCEMENT

ONU is postponing spring commencements scheduled in May for all undergraduate, graduate and law graduates. Because commencement is one of our most important and cherished activities, the University is fully committed to celebrating with our graduates and their families in person on the ONU campus at the appropriate time.

A Virtual Degree Conferral Ceremony video was created and is available on ONU's YouTube channel. For the latest updates, check the ONU commencement website.

Contact: onu.edu/commencement
commencement@onu.edu
419-772-2033

OPERATIONS

CLASSROOM INSTRUCTION

ONU is utilizing alternative and remote instructional delivery for Summer 2020 courses.

TRAVEL GUIDELINES

International Travel: All University-sponsored international travel is suspended. All travel that has been scheduled through June 30 must be canceled, and no new travel may be booked until further notice.

Domestic Travel: Until further notice, no new University-related domestic travel by air, train or bus may be booked *without* prior approval of the president or provost. Those seeking to book future domestic travel must complete the applicable approval form: [Travel Including Students](#) or [Faculty/Staff Travel](#) at least 60 days in advance.

LARGE GATHERINGS AND PUBLIC EVENTS

ONU has canceled all large gatherings and public events until further notice. In-person attendance to all faculty, staff and student organization meetings is limited to 10 or fewer. It is preferred that meetings take place by phone or virtually.

CAMPUS BUILDINGS

Academic buildings, the University libraries (Heterick and Taggart), ONU Sports Center, the Child Development Center and all other campus buildings are **closed to the general public until further notice.**

In order to maximize the health and safety of ONU's workforce, as well as continue to operate the University on a daily basis, ONU limited the number of people present on campus until further notice.

ONU faculty and staff may use campus buildings for essential work. ONU students desiring to use campus technology learning resources should request access to the electronic card system in the James Lehr Kennedy Engineering Building. Students should practice social distancing.

Information Technology is open to support essential personnel working on campus.

McIntosh Center Dining Hall is closed. Stadium View Apartments will provide housing to students who have been approved to remain on campus this summer.

The **ONU HealthWise Pharmacy** is open from 10 a.m. to 6 p.m. Monday through Friday, and 10 a.m. to 2 p.m. on Saturday. The pharmacy has extended its home prescription delivery service to anyone living **within 40 miles** of the pharmacy, including in Lima and Findlay. Curbside pick-up is also available.

The Inn at Ohio Northern is open, including dining in, outdoor patio and take-out restaurant options.

ONU MAIL CENTER

With campus buildings closed, the ONU Mail Center has discontinued delivering mail and packages to departments until further notice. Departments can pick up and drop off their mail and packages in McIntosh Center Monday through Friday between 8:30 a.m. to 4:30 p.m. If a department has a large package or several packages, please email purchasing@onu.edu for assistance. Deliveries will be made within one business day.

Contact: ONU Mail Center
mailroom@onu.edu
419-772-2062

COPING/EMOTIONAL SUPPORT

Information on the ONU Employee Assistance Program can be found on the [HR website](#). For help managing anxiety and stress during the COVID-19 Outbreak, please see the [CDC Website](#). Faculty and staff electing ONU's health plan have access to [Teladoc](#).

UMR: The Optum Emotional Support Help Line is available 24/7 to anyone in need, even if they are not enrolled in the benefits plan. The helpline 866-342-6892 is staffed by professionally trained mental health experts and free of charge. More information is available at UMR.com.

COMMUNITY

OUTDOOR RECREATION FACILITIES

The Green Monster, Kerscher Stadium outdoor track (for walking or running; no rollerblades, bikes, scooters, skateboards, etc.), campus sidewalks, tennis courts and the disc golf course are **open for public** use. No activities should occur in Dial-Roberson Stadium, on the Kerscher Stadium soccer field or on other athletic fields at this time. Please observe the CDC's guidelines on social distancing and personal hygiene.

ONU RESPONSE TO COVID-19 COMMUNITY NEEDS

Lima Memorial Hospital Foundation is collecting fabric face masks and has placed a mask collection/drop-off location outside of the Freed Center for the Performing Arts.

COVID-19 CASES/TESTING UPDATES

If there is a confirmed case on campus, the University **will** notify the community, but will not release the name or any specific identifying information about the person.

HEALTHWISE PHARMACY

The ONU HealthWise Pharmacy will remain open from 10 a.m. to 6 p.m. Monday through Friday, and 10 a.m. to 2 p.m. on Saturday. The pharmacy has extended its home prescription delivery service to anyone living **within 40 miles** of the pharmacy, including in Lima and Findlay. Curbside pick-up at also is available. The pharmacy can transfer prescriptions from other pharmacies to allow anyone to take advantage of this service. The pharmacy can mail prescriptions to students through the summer.

Contact: ONU HealthWise Pharmacy
hwpharmacy@onu.edu
419-772-DRUG
onuhealthwisepharmacy.com



INFORMATION AND RESOURCES ESPECIALLY FOR STUDENTS AND PARENTS

ACADEMIC SUPPORT

TUTORING/ONLINE LEARNING RESOURCES

During the summer semester, the traditional tutoring services – Math Resource Room and Writing Center – are closed. ONU students who need tutoring assistance should contact their instructor for support or their dean's office: a-and-s@onu.edu, engineering@onu.edu, pharmacy@onu.edu, business@onu.edu or lawdean@onu.edu

Heterick Memorial Library continues to provide research assistance through email (reference@onu.edu), [virtual appointments](#) and chat reference.

IT support is available through by phone and email.

Contact: Information Technology
help-desk@onu.edu
419-772-1111

ALTERNATIVE/REMOTE INSTRUCTION

If students are unsure of how to engage fully in coursework in the alternative and remote delivery formats, they should contact the faculty member instructing their class, their faculty advisor or their dean's office: a-and-s@onu.edu, engineering@onu.edu, pharmacy@onu.edu, business@onu.edu or lawdean@onu.edu

GPA calculators are available as well: UG/Pharm/MSA GPA calculator and Law GPA calculator.

ON-CAMPUS TECHNOLOGY RESOURCES

The academic buildings, with the exception of the engineering building, will be closed until further notice. If you desire to use campus technology learning resources, you should request access to the electronic card system in the James Lehr Kennedy Engineering Building.

ELECTRONIC SUBMISSION OF HANDWRITTEN HOMEWORK/ASSIGNMENTS

To scan handwritten work (math, engineering, etc.), students were sent instructions for AdobeScan, an app for cell phones. The Student IT Help Tips is on the IT webpage.

Contact: Information Technology
help-desk@onu.edu
419-772-1111

KLONDIKE CHATBOT

Students are receiving texts in the form of Klondike to keep them informed and updated. Opt in to help ONU better support and help students navigate this challenging time. If a student did not receive the text, please add or change the cell number listed in Self-Service Banner under the Personal Information tab.

SPECIAL ACCOMMODATIONS

Students who need special accommodations should contact Disability Services.

Contact: Disability Services
t-harris.6@onu.edu
419-772-1055



CAREER PLANNING AND EXPERIENTIAL LEARNING

POLAR CAREERS

Polar Careers staff are available to assist students by reviewing resumes, providing tips and strategies for job and graduate school searches, and discussing career interests. Resources for job search strategies in a time of remote work and other tips can be accessed here.

Contact: Polar Careers
career@onu.edu
419-772-2145

CLINICALS/ROTATIONS

Students should contact the faculty instructor of the clinical or rotation, or the college clinical coordinator for guidance, and work with the off-site preceptor regarding work assignments.

INTERSHIPS

Internships must be completed in their entirety to earn academic credit. If the pandemic has interrupted an internship, the faculty instructor supervising the internship will work with students to assign an incomplete grade. The faculty member will work with students to identify additional internship opportunities after the pandemic crisis. Contact the student's academic advisor or internship director to discuss the impact on the academic plan. Consult with Polar Careers to explore another internship possibility.

STUDENT EMPLOYMENT

ONU will continue to hire for student employment for the summer months as well as the 2020-21 academic year. All open positions are posted at jobs.onu.edu, and students are welcome to begin applying online.



FINANCIAL

ECONOMIC HARDSHIP

If you are an ONU student who has experienced unexpected financial hardship as a result of our campus closure and move to online classes, you are eligible to submit an application for emergency grant funding. Application consideration will begin on April 29 and will continue until funding has been exhausted. Grants will be distributed based on the specific needs presented in the application and availability of funding.

These funds are from Ohio Northern University's distribution of the U.S. Dept. of Education CARES Act funding. These funds are intended to help students who have experienced unforeseen expenses due to the disruption of campus operations including food, housing, course materials, technology, health care, transportation and other related expenses.

Contact: Financial Aid
Melanie Weaver, director of financial aid
m-weaver.2@onu.edu
419-772-2271

ROOM AND BOARD CREDIT OR REFUND

Students with a room and board contract who did not remain on campus received a 40 percent credit of room and meal plan charges. This percent is consistent with the schedule published in the 2019-20 Student Handbook. Depending on individual billing circumstances, some or all of the credit may be refunded. Unlike student room and meal plan contracts, student fees are not prorated, and therefore, those fees have been spent.

Contact: Controller's Office
controller@onu.edu
419-772-2010

FINANCIAL PAYMENTS AND STUDENT BILLS

All financial payment questions about student bills should be directed to the bursar.

Contact: Bursar
bursar@onu.edu
419-772-2010

LOANS, SCHOLARSHIPS, FAFSA AND FAMILY EMPLOYMENT CHANGES

Students who have financial aid questions about loans, scholarship, FAFSA or changes in family employment, please contact financial aid.

Contact: Financial Aid
financial-aid@onu.edu
419-772-2272

STATE OF OHIO RESOURCES

The state of Ohio has put together a list of resources for individuals experiencing economic difficulties due to COVID-19. The list can be found at: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/employers-and-employees/Resources-for-Individuals-and-Families/resources-for-Individuals-Families>

ON-CAMPUS/OFF-CAMPUS TRANSITION

ONU MAIL CENTER

For students not living on campus, packages should be addressed to the student's off-campus and current residence. Verify the delivery address when placing online orders. Students living on campus are able to continue picking up mail and packages from the ONU Mail Center as usual. On-campus students should continue to use the campus unit box address for mail and packages being sent to you.

Contact: ONU Mail Center
mailroom@onu.edu
419-772-2062

PARKING AND CAMPUS SECURITY

For questions on parking and campus security, contact public safety.

Contact: Public Safety
publicsafety@onu.edu
419-772-2222

RESIDENCE HALLS

Residence halls, with the exceptions made for students whose personal circumstances made it necessary for them to stay on campus, closed on March 22. Questions about housing, housing lottery, personal belongings remaining on campus, move in process, etc., should be directed to student affairs.

Students who have already left campus and have not removed all belongings are encouraged to make arrangements at their earliest convenience. ONU will hold belongings in the student's room, as it was left



until the student is able to return. Residence life staff members on campus can assist with checkout and arranging a convenient time.

For students who have already left campus and have removed all of their belongings, but did not complete the checkout process or turn in their key, we are offering the option to check out via email. Res Life staff will complete the physical inspection of the room and sign off on the checkout process. We would like to have room keys mailed back to us as soon as possible to avoid any improper checkout fees. Keys may be mailed to Ohio Northern University, Attn: Res Life Anissa Jenkins, 525 South Main Street, Ada, Ohio 45810

The housing policy as stated in the ONU student handbook will still be in effect for those remaining in campus housing. All students currently on campus are living in an apartment and are permitted to have guests; however, we urge everyone to practice social distancing. The campus remains open for members of the campus community, but is closed to the public, so you are encouraged not to invite guests to campus who are not part of the ONU community.

Contact: Student Affairs
reslife@onu.edu
419-772-2430
RD-On-Call at 419-302-0106

DINING SERVICES

McIntosh Center is closed.

CAMPUS FACILITIES ACCESS

Students remaining on campus can access the McIntosh Student Center from 7 a.m. through 7 p.m. daily. Students who need technology resources for classroom work and studying can request access to the James Lehr Kennedy Engineering building. The Health Center and Counseling Center remain open to service you at this time.

HEALTH AND WELLNESS RESOURCES

ONU HEALTH CENTER

Students are required to call ahead or from outside the locked door to the center when arriving. Staff will speak with the students to determine the optimal next health and safety steps that should be taken. This procedure has become a new protocol in many medical offices and facilities and is being adopted in an effort to keep everyone as safe and healthy as possible. The Health Center is open Monday through Friday from 8 a.m. to 4:30 p.m.

Contact: ONU Health Center
k-schroeder.5@onu.edu
419-772-2086
www.onu.edu/health-center

COUNSELING CENTER AND EMOTIONAL DISTRESS

The Counseling Center transitioned to teletherapy for all appointments. Students interested in teletherapy must first schedule a phone consultation with one of the counselors. The Counseling Center will remain open for crisis or emergency situations, but not for traditional face-to-face therapy. If you are experiencing emotional distress related to recent changes and events, please call the National Suicide Prevention Lifeline at 1-800-273-8255 or contact the Crisis Text Line by texting 4HOPE to 741 741. You also will find additional helpful information at the Suicide Prevention Lifeline website.

Contact: Counseling Center
c-cherry@onu.edu
419-772-2190
onu.edu/counseling-center

<https://suicidepreventionlifeline.org/current-events/supporting-your-emotional-well-being-during-the-covid-19-outbreak/>

FUTURE PLANNING

FALL 2020-21 SEMESTER

Registration for summer and fall opened on March 23. Students should contact their advisor for an alt-pin. Email the advisor, dean's office or registrar@onu.edu with questions. Refer to the additional tips the registrar emailed students on March 19.

Contact: Registrar
registrar@onu.edu
419-772-2024
<https://www.onu.edu/academics/registrars-office>

SUMMER SCHOOL, CAMPS AND CONFERENCES

The University will move to alternative and remote instruction for the 2020 summer session for all full semester courses and first and second session courses.

TRANSCRIPT/COURSE REGISTRATION/AP COURSES

For questions about all transcripts, course registration and AP courses, refer to [onu.edu/academics/registrars-office](https://www.onu.edu/academics/registrars-office).

INFORMATION AND RESOURCES ESPECIALLY FOR PROSPECTIVE STUDENTS AND PARENTS

NEW STUDENT, AP AND HIGH SCHOOL TRANSCRIPTS

For questions about becoming a Polar Bear, AP questions, high school transcripts, applications and financial aid, contact Admissions and Financial Aid.

Contact: Admissions and Financial Aid
admissions-ug@onu.edu
419-772-2260, 888-408-4668
[onu.edu/admissions-aid](https://www.onu.edu/admissions-aid)

ENROLLMENT DEPOSIT

ONU has extended the enrollment deposit date to June 1. The earlier the deposit, the earlier new students will be able to complete the following important next steps: register for summer orientation, set up an ONU network account and email, submit the on-campus housing forms and join the New Polar Bears 2020 Facebook Group.

ADMISSIONS VISITS

On-campus and virtual visits are now available. Please check the website for details on how to sign up. A virtual tour is available.

Contact: Admissions and Financial Aid
admissions-ug@onu.edu
419-772-2260, 888-408-4668
[onu.edu/admissions-aid](https://www.onu.edu/admissions-aid)



NEW STUDENT SUMMER ORIENTATION

ONU will virtually connect with incoming Polar Bears and share two types of virtual summer orientation sessions: 1) specific sessions held on your scheduled orientation date and 2) sessions offered throughout the month of June.

Contact: Admissions and Financial Aid
orientation@onu.edu
419-772-3557
my.onu.edu/orientation/summer_orientation_schedule

INFORMATION AND RESOURCES ESPECIALLY FOR FACULTY

HUMAN RESOURCES

REVISED STAFFING PLANS

In order to maximize the health and safety of our employees, as well as continue to operate the University on a daily basis, ONU minimized the number of people present on campus. Human Resources distributed guidance on employee work schedules via the Staff-L and Faculty-L on March 17. Details of a revised staffing plan from April 1 until April 30 were distributed in an email sent to all faculty and staff on March 31.

If employees are unable to maintain a full-time workload, they may continue to receive a full-time salary and benefits by electing to take their personal paid time off (vacation). Full- and part-time staff may request a voluntary furlough.

Contact: Human Resources
hr@onu.edu
419-772-2013
my.onu.edu/human_resources

OPEN FACULTY POSITION INTERVIEWS

In-person job interviews for searches currently underway should use electronic apps (Skype, Zoom, Google Meet, etc.) as an interim solution.

INSTRUCTIONAL SUPPORT

TEACHING RESOURCES

CAFE has gathered resources to support faculty who are delivering classes alternatively.

Contact: https://my.onu.edu/teaching_resources

IT RESOURCES

Information Technology will be open to support essential personnel working on campus. Faculty can request appointments to record lectures by contacting ed-tech@onu.edu.

https://my.onu.edu/information_technology/it_support_for_faculty_staff

Contact: Information Technology
help-desk@onu.edu
419-772-1111



INFORMATION AND RESOURCES ESPECIALLY FOR STAFF

REVISED STAFFING PLANS

In order to maximize the health and safety of employees, as well as continue to operate the University on a daily basis, ONU minimized the number of people present on campus.

Human resources distributed guidance on employee work schedules via the Staff-L and Faculty-L on March 17. Details of a revised staffing plan from April 1 until April 30 were distributed in an email sent to all faculty and staff on March 31.

If employees are unable to maintain a full-time workload, they may continue to receive a full-time salary and benefits by electing to take their personal paid time off (vacation). Full- and part-time staff may request a voluntary furlough.

Everyone is asked to be creative at this time and determine the most critical work that needs to be done, while determining what other work can be performed in light of recent changes across campus. If there are typical projects or summer work that may begin now, please proceed with incorporating those efforts into a work plan.

Human resources will continue to track employees who need time off due to COVID-19-related matters. Please complete this form if an employee needs immediate remote work time off: COVID-19 dependent school/childcare and remote work form.

OPEN STAFF POSITION INTERVIEWS

In-person job interviews for searches currently underway should use electronic apps (Skype, Zoom, Google Meet, etc.) as an interim solution.

Contact: Human Resources
hr@onu.edu
419-772-2013
my.onu.edu/human_resources