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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

#### 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. We hope to announce in the near future when commencement will be rescheduled; however, it is premature to select a date at this time. For the latest updates, check the ONU commencement website.

**Contact:** [onu.edu/commencement](https://onu.edu/commencement)  
[commencement@onu.edu](mailto:commencement@onu.edu)  
419-772-2033

#### OPERATIONS

When the local, regional and national media need expert input on current events and politics, the ICAPP is a go-to resource. ONU professors write op-eds for national publications and the Northern Poll results are widely utilized by journalists.

#### CLASSROOM INSTRUCTION

Effective March 16, 2020, ONU suspended all traditional classroom instruction and transitioned to alternative and remote instructional delivery for the remainder of the spring 2020 semester.

#### 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 through the end of the spring 2020 semester. 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 and Stadium View Apartments will provide food and housing to students who have been approved to remain on campus.

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 take-out restaurant options.

## SPRING ATHLETIC SEASONS

The spring 2020 varsity sports season has been canceled in conjunction with the other nine members of the Ohio Athletic Conference.

## 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](mailto: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](http://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.

## 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 remainder of the spring and summer.

**Contact:** ONU HealthWise Pharmacy  
[hwpharmacy@onu.edu](mailto:hwpharmacy@onu.edu)  
419-772-DRUG  
[onuhealthwisepharmacy.com](http://onuhealthwisepharmacy.com)



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## INFORMATION AND RESOURCES ESPECIALLY FOR STUDENTS AND PARENTS

### ACADEMIC SUPPORT

#### TUTORING/ONLINE LEARNING RESOURCES

Arts & Sciences provides a [tutoring support page](#) for many subjects which includes online tutoring schedules and phone and email contacts.

The Writing Center offers online tutoring sessions using the “[Online One-on-One Tutoring Sessions](#)” schedule. Contact: [writing-help@onu.edu](mailto:writing-help@onu.edu)

The Mathematics and Statistics [Online Tutoring Schedule](#) is available.

ONU students who need other tutoring assistance not mentioned here should contact their dean's office: [a-and-s@onu.edu](mailto:a-and-s@onu.edu), [engineering@onu.edu](mailto:engineering@onu.edu), [pharmacy@onu.edu](mailto:pharmacy@onu.edu), [business@onu.edu](mailto:business@onu.edu) or [lawdean@onu.edu](mailto:lawdean@onu.edu)

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

IT support is available through by phone and email. A quick reference guide on Moodle is online.

**Contact:** Information Technology  
[help-desk@onu.edu](mailto: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@

## OPTIONAL GRADING POLICY

To provide more flexibility to ONU students and to reduce stress during these challenging times, the University will provide all students the option of a Pass/Low Pass/Not Passed (P/LP/NP) grading option for any class for the spring 2020 semester after the term has ended and grades are recorded. Students are strongly urged to talk with a faculty advisor, dean's office staff and/or financial aid counselor before choosing to invoke this grading policy on a particular course.

For a more detailed explanation of the optional grading policy, watch this video. 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.



## INTERNSHIPS

Internships must be completed in their entirety to earn academic credit. If the pandemic has interrupted an internship this semester, 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 pay student employees based on the average hours worked per week for spring semester. For student employees who are actively working and logging time on an electronic timesheet, ONU will pay wages based on the greater amount of the submitted timesheet or the average hours. Please continue to log accurate hours based on current payroll deadlines.

## FINANCIAL

### ECONOMIC HARDSHIP

The state of Ohio has put together a list of resources for individuals experiencing economic difficulties due to COVID-19.

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 have not remained on campus will receive 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

## ECONOMIC HARDSHIP

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



## U.S. CENSUS

ONU students (international and domestic) finishing the semester remotely due to the COVID-19 pandemic should report their address in the census using their ONU local address. Even if you were home with your parents on Census Day, April 1, you should be counted where you lived and slept most of the time for the 2019-20 academic year.

For students who lived on campus, ONU will submit student information to the Census Bureau in place of the Individual Census Questionnaires we had originally planned to distribute in April. To remain compliant with the Family Educational Rights and Privacy Act, Ohio Northern will submit an electronic spreadsheet with your directory information.

Students who lived off campus in Ada or surrounding areas so they could attend Ohio Northern University should complete the census either online or by paper form using your Ada or surrounding area address. Students who live with others in off-campus residences should coordinate with their roommates to ensure that only one questionnaire is completed for their household. Whoever completes the census questionnaire for the household should list all roommates, including non-students, who live and sleep at that address most of the time.

Parents should complete the census for their household, but not include their University student if the student lives on campus in University residence halls, or if the student lives in off-campus housing near the campus. Parents should only report their University student if the student lives full-time at their residence while attending classes and does not live in University residence halls.

## DINING SERVICES

McIntosh Center Dining Hall and Stadium View Apartments will provide food and housing to students who have been approved to remain on campus.

## CAMPUS FACILITIES ACCESS

Students remaining on campus after March 22 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).

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## 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

All campus visits (individual and group) are suspended until further notice. Please check the website for updates on when our campus visit programs will resume. 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

New Student Summer Orientation dates are scheduled for June, a decision about whether or not to reschedule those dates will be made after May 1.





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## INFORMATION AND RESOURCES ESPECIALLY FOR FACULTY

### ONLINE TEACHING GUIDELINES

#### COMMUNICATING WITH STUDENTS

Faculty are required to communicate at least weekly with students outside of pre-recorded lectures. Email is one medium, but also consider posting a note in the Moodle room, hosting a Google Hangout Q&A session or offering to talk on the phone with students. Students are adjusting to this new learning paradigm and appreciate encouragement.

#### ELECTRONIC COLLECTION OF HOMEWORK AND 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 and can be accessed here.

#### ASYNCHRONOUS AND SYNCHRONOUS INTERACTION

Please consider asynchronous meetings for instruction when feasible, as students (and sometimes faculty) are reporting issues with wi-fi access, internet speed issues and technical problems. If the course requires synchronous interaction where all students must engage online at a specific time, that time must be at the regularly scheduled class time.

### 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.

#### 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.

#### COVID-19 SICK DAYS

Human resources added 36 additional sick days to all full-time employees to care for themselves or dependents in April in accordance with current ONU policies. This will be prorated for part-time employees.

If employees are unable to maintain a full-time workload, they may continue to receive 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

### INSTRUCTIONAL SUPPORT

#### TEACHING RESOURCES

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

**Contact:** [https://my.onu.edu/teaching\\_resources](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](https://my.onu.edu/information_technology/it_support_for_faculty_staff)

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



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## 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.

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.

### COVID-19 SICK DAYS

Human resources added 36 additional sick days to all full-time employees to care for themselves or dependents in April in accordance with current ONU policies. This will be prorated for part-time employees.

During the month of April, all staff will receive their full salary and benefits for continuing to work on campus or remotely. To maintain full salary and benefits while working remotely, the employee and supervisor must have an agreed upon work plan with clear goals and expectations approved by the appropriate dean or vice president. In order to remain working full time, either on campus or remotely, and sustain current compensation, staff may need to be assigned other supplemental duties temporarily or be reassigned to a different position temporarily. Please consult with Human Resources if it is necessary to be assigned other duties or if reassignment is pursued.

If employees are unable to maintain a full-time workload, they may continue to receive 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.ed

