

March 17 Campus Update Regarding Coronavirus

To the UF Community:

Good afternoon. For today's update we would like to provide the following information based on questions we have received.

On-Campus Housing

- The University is currently recommending (not requiring) that all students strongly consider returning their permanent address for the remainder of the semester. All students are encouraged to make the decision that they feel is going to be best for themselves and their situation.
- For students who are choosing to stay on campus, we ask that they email StudentAffairs@findlay.edu by Friday, March 20 in order to let the University know. This way we will have an accurate list of who is on campus.
- For students who are choosing to move out of their on-campus housing, we ask that they complete an Easy Check Out Envelope and place their keys inside. The envelopes can be obtained from the Student Affairs Office in 104 Old Main, or by asking a Resident Assistant. Once a student has moved all of their belongings out of the room, the completed Easy Check Out Envelope and keys can be turned in at the Student Affairs Office or Campus Security.
- If a student has already returned home and still has belongings in their room on campus, there is no immediate time table on when they need to retrieve their belongings. Because campus housing is still open, students are welcome to keep their keys until the end of the semester. They can return to retrieve the remainder of their belongings and complete the checkout process at a time that works for them.
- Students who have already removed all of their belongings from their room, but still have their keys, have two options. They can return to campus to complete an Easy Check Out Envelope in person and return their keys, or they can return their keys via mail to the Student Affairs Office. If you are mailing keys, please put them in a padded envelope to ensure they are not lost in transit. Please send keys to the Office of Student Affairs, University of Findlay, 1000 N. Main Street, Findlay, OH 45840.
- As of now, our focus is on providing as smooth and seamless of a checkout process as possible for the students who wish to do so. After we have completed that process, more communication will be sent out with regard to any potential refund policy.

On-Campus Dining

- Henderson Dining Hall and the Refinery will continue to be open for take-out. Henderson's hours are 7:00 a.m. to 7:30 p.m. The Refinery's hours are 8:00 a.m. to 2 p.m., but with limited options. Jazzman's at The Cave is closed.

Commencement

- The University has made the difficult decision to cancel our May 2020 Commencement celebration. We will continue to monitor the public health situation in the weeks ahead and work to find alternative ways to celebrate 2020 graduates in the future.
- If you ordered a cap and gown, a separate email will be sent with information about how to request a refund.

Postal Services

- If you are planning to leave campus early, please check your mailbox in the basement of Old Main, see if you have a package in the Mail Room, and change your mailing address to your permanent address. Currently UPS and FedEx will not allow us to forward packages to another address. USPS is the only service that will allow that. If a UPS or FedEx package is delivered to campus, we will hold it, or you can contact us to have the package shipped to your new address. If you have any questions, contact us at either 419-434-4839 or postalservices@findlay.edu.

University Operations

- While the University will continue its business operations, many University faculty and staff will soon begin to work remotely from home as roles and timing permit. Supervisors will provide specific instructions for individual roles based on directions they will be provided by Cabinet members. Student employees remaining in the area should consult with their supervisors about the ways in which they may continue working.
- Faculty, staff, and students can continue to personally interact as needed. Please follow the recommended guidelines for social distancing.

If you have suggestions or questions, please email them to coronavirus@findlay.edu. Also, please visit the [Coronavirus Disease \(COVID-19\) Information](#) web page for current status reports. Additionally, we would encourage you to download the Oiler Mobile App (available at App Store and Google Play), and enable push notifications.

We are going through some uncertain and unusual times, and the University appreciates everyone's understanding and thoughtful feedback as we work our way through this one day at a time. We will continue to do our best to provide up-to-date information on the changing situation.

Regards,
Dave

David Emsweller

Vice President for Student Affairs