

Dear CSU students, supervisors, and faculty teaching clinical courses:

With the evolving CSU response to the coronavirus outbreak in Ohio, we have received questions regarding the implications for field and clinical work as part of our degree and licensure programs. Please be assured that the college is working in close communication with the CSU response team as well as the Ohio Department of Higher Education and universities around the state to implement fair policies that do not penalize students for situations out of their control. Because of the fluidity of the situation, policies are subject to change. As of this morning, here are answers to common questions related to field and clinical work:

1. **Counseling Practicum/Internship.** If you are completing a practicum or internship experience, you should follow the calendar and emergency response policies of the agency where you are completing the experience. This means:
 - a. If the agency remains **open**, CSU students report to the agency and all professional obligations normally required of agency employees.
 - b. If the agency transitions towards **online or other alternate delivery mode, including teletherapy**, candidates should collaborate with agency supervisor to assist in the alternate delivery of services.
 - c. If an agency **closes**, these absences would be considered “emergency days” and are excused absences that do not need to be made up. NOTE: CSU is reaching out to Ohio licensing boards to ensure that all students meet any Ohio-specific licensing requirements. If agencies close for a period of time that does not allow CSU students to complete minimum hour requirements, CSU (and other Ohio universities) will confer with the state to determine whether a waiver is possible.
 - d. **Seminars** that run concurrently with an experience will continue via in-person or online format, according to CSU policy.
 - e. **Students should work closely with faculty/supervisors to complete any written requirements that are required. Note that although OAC rule 4757-17-01 requires trainees to have “face to face” supervision, the OCSWM&F board has given authorization to conduct supervision of trainees via telephone if that is the best means of providing supervision.**

The College of Education and Human Services is committed to the health and safety of all our candidates as well as the students and staff at the schools where you work. If you have any underlying health or medical condition that puts you at a higher risk for coronavirus complications, please contact your university supervisor or instructor immediately to determine next steps. We continue to urge everyone to implement the personal prevention protection methods to prevent flu and other infectious diseases as recommended by the CDC:

- **Above all, if you are not feeling well, stay home**
- Wash hands often with soap and water for at least 20 seconds; dry hands with a clean towel or air-dry hands.
- Use alcohol-based hand sanitizer when soap and water are unavailable.
- Cover your mouth with a tissue or sleeve when sneezing or coughing. Throw used tissues in the trash.
- Use wipes where available to disinfect high-touch surfaces (door handles, light switches, desks, phones, computer keyboards, etc.)
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick.

We will keep you updated as the situation evolves. Continue to monitor your CSU email for updates.