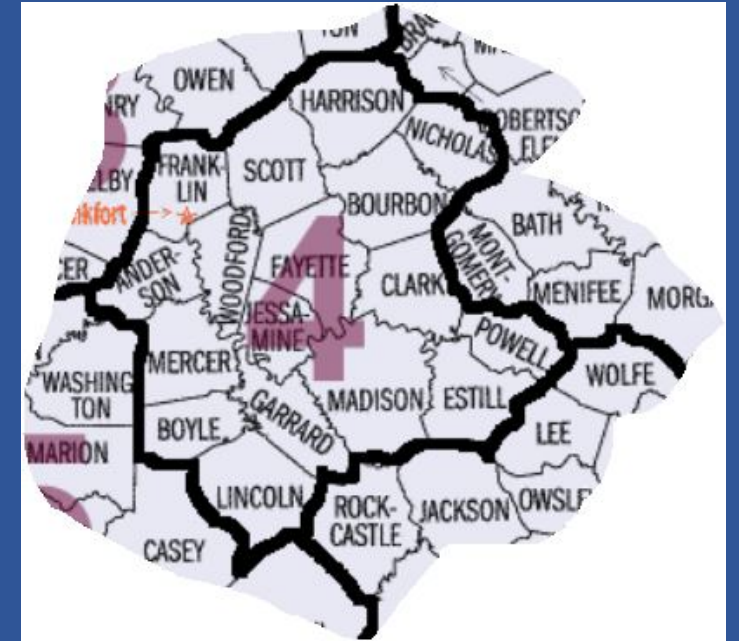


District 4 Weekly Update

April 23, 2020





When Do We Go Back to the Way it Was?

- Following President's and Governor's Guidance
- Postponing all face-to-face Extension meetings through **May 31**
- Limiting Public Access to Ext Offices through **May 31**
- Will let the system know next week if this will be extended
- Continue to encourage working remotely
- **STRICTLY** follow CDC guidelines when in the office

Guidelines for Working in the Office

- Social distancing for collection of soil samples, grab & go bags, working with treasurers to sign checks, etc
- Continue rotation to pick up mail, checking on building, processing soil samples
- If multiple staff are working in the office, strict social distancing **MUST** be followed
 - At least 6 feet apart – do not share office space
 - Sanitize surfaces regularly
 - Do not share food (no pot lucks etc)
- Follow Guidelines for Cleaning & Disinfecting found on COVID-19 Internal Site
- https://extension.ca.uky.edu/files/biosecurity_facilities_covid_v3_adopted_for_county_offices.pdf

4-H Camp

- All reasonable efforts are being made to ensure a 2020 camping season
- Postponed until July 1 with shortened camping weeks to allow all camping groups the opportunity to camp
- Final decision on shortened camp session will be made and communicated on May 8

Microsoft Teams

- Will eventually replace SKYPE for business
- Training videos:
<https://web.microsoftstream.com/channel/591647e4-21a4-4fd8-82f5-770260e7ddb5>
- District 4 Training – open to all D4 staff and agents:
 - Microsoft Teams - **May 12, 10 am – 12 noon**
 - Updating County Website Training – **May 19, 10 am – 12 noon**

Bi-weekly Time & Leave

- Mandatory that time and leave are entered on a weekly basis
- Mandatory that time and leave are approved by 5 pm every Thursday
- Chronic late approvals will be subject to corrective action

Plan of Work Update

- **April 2020**

- Share major program initiatives identified by Program Leaders
- Remember to include KSU agents if located in your county
- Vet top priority issues identified by councils and community assessment – set priorities

- **May 2020**

- Agents to discuss joint program efforts and county-wide programs
- Continue to seek input from CEC to help determine which Major Programs will be the county's focus
- Most major program materials, including logic models and evaluation tools should be finalized for each program areas

Plan of Work Update

- **May 2020 (continued)**

- Counties who may be shifting focus to immediate impact of COVID-19:
 - Assistant Directors have identified a number of programs that can be used for emergency management issues
 - List of appropriate codes and priority indicators for reporting efforts now are available from Assistant Directors and Program and Staff Development

- **June 2020**

- Agents write POW, connect programs and activities to MAPs
- Begin entering MAP and Program Plan information in Plan of Work template

Plan of Work Update

- **July 2020**

- July 1 - Create pdf copy of draft and email to Jenny for review
- July 15 – Final copy approved and returned to county

- **August 2020**

- August 1 – deadline to submit 4-Year Plan of Work into KERS

Open Enrollment



- Benefits Q & A with Todd Macaulay

- Friday, April 24 @ 11 AM EST; 10 AM CT

- <https://uky.zoom.us/j/98067651194>

UK Staff Senate

- **Current Senators:**
 - Diana Doggett, Fayette Co FCS Agent
 - Jennifer Bridge, Breckinridge Co FCS Agent
 - Lyndall Harned, Boyd Co ANR Agent
 - Rachel Noble, State 4-H Office
 - Carl Harper, Entomology
 - Covetta Ramey, Princeton Substation
 - Andy Rideout, Henderson Co HORT Agent
 - Laura Sidwell, Regulatory Services
 - Elijah Wilson, Cumberland Co 4-H Agent
- Online Nominations: Friday April 24, 4:30 pm
- <https://www.uky.edu/staffsenate/elections>

Thursday Extension Video

Questions? Comments? Celebrations?



