

District 3 Zoom Meeting Agenda
Thursday, July 23, 2020
10:00am

Good Morning

Good News

- Shelley Meyer have a new addition to their family! Coen Bradford Meyer..born July 16th.

Administrative Updates:

HR

- New Agent Orientation will be September 15 & 16 via Zoom. Program leaders will decide regarding their day.
- Extension HR has partnered with UK Wellness to offer monthly webinars for Extension only. One positive outcome from the partnership is an anticipated new digital membership for MoveWell that would be open to those employees who previously were not close enough to take advantage of in-person classes. More information on MoveWell's digital offerings should be coming soon.
- Process for employees who have contact with COVID positive individual or personal COVID symptoms:
 - Employee to work from home while awaiting instructions from UK.
 - Call me about a potential case. I'll contact Stacy Miller with employee name and phone number.
 - Stacy will work through UK process related to the situation and receive guidance from UK, Kim Blanton, on how to deal with each individual situation.
 - Please let the employee know that Kim Blanton will reach out and to answer the call.
 - If you have an employee who is sick, two policies come into play.
 - The first is Employee Paid Sick Leave. TDL Policy #82 has details at the end of the policy regarding two work weeks of emergency paid sick leave for those who must miss work for a COVID-related illness or situation outlined in the policy. Provide the employee with the EPSL form (linked at the bottom of the TDL policy). The employee should turn in the

completed form to Employee Relations using the instructions on the form.

- FML is the other policy that will come into play. Provide the employee with the FML Notification Memo and application (links are on the CAFE Business Center Supervisor Resources page). Give the employee 15 calendar days to have the medical certification completed and turned in to Phillip Neeley. Be sure you have the form that lists COVID 19 as a potential reason to take FML.
- Be cautious with communications. Names of those who test positive should not be disclosed.

EBO

- When does Senate Bill 5 go into effect? Senate Bill 5 goes into effect January 2021. According to DLG this should not effect the setting of Extension tax rates for this fall 2020.
- As per the [UKCES Year-End Closing Schedule](#), there are no year-end related deadlines for this week. However, county fiscal contacts should be paying any trailing FY20 invoices, conducting final reviews of financial reports and working with business analysts as necessary to record corrections or accruals.
- Quarterly payment was due July 10th. We are still missing some county payments. We need that information as soon as possible.

Administrative Restructure

- The Extension video this week features the plans for a hybrid administrative restructure based upon our current economic reality.
- In the email with the video link, there will be attachments with an overview, Area Director Job Description, draft division of duties, and updated maps.
- The last week of July will be dedicated to individual district meetings to discuss next steps. D3 will be Thursday, July 30th at 10am.

- An extra makeup session will be available the first week of August for those unable to attend their district meeting.

Phase 2.1 Reopening Guidance

- Dr. Laura Stephenson's Email: Recent updates to UK policies, along with the Governor's July 20th Executive Order regarding gatherings led us to review and update our guidance for UK Cooperative Extension.
- Changes include:
 - Meetings and events with state approved guidance or deemed a part of our essential operations as an agricultural business remain allowed with social distancing mandated. For all other events and activities, our guidance has been changed to specify a group size of 10 people or less. Work with Extension Program Leaders, Dr. Craig Wood (ANR), Dr. Mark Mains (4-H), and Dr. Jennifer Hunter (FCS) to answer specific questions about statewide approved events to ensure compliance with the UK Extension approved guidance protocols. Work with Extension District Directors regarding questions for county events.
 - We have also updated the section regarding travel to align with Kentucky Healthy at Work and UK policies for vehicle occupancy and to incorporate new language based on the Governor's July 20th travel advisory. If you are traveling to any location with positive COVID test rates above 15% we ask that you work with your supervisor to work remotely for 14 days upon your return to KY.
 - The Kentucky Department for Public Health does now have print-ready signage available in both English and Spanish regarding the face covering mandate (see the "Resources" list at <https://govstatus.egov.com/ky-healthy-at-work>.) Please utilize these signs at your facilities to make visitors aware of this mandate.
 - Finally, we have updated our Facilities Use Agreement template to reflect the reduced group size of 10 or fewer. That document is also attached

Resource websites for COVID-19 information

<https://chfs.ky.gov/agencies/dph/covid19/Traveladvisory0720.pdf>

<https://govstatus.egov.com/ky-healthy-at-work>

<https://extension.ca.uky.edu/coronavirus-resources>

Healthy At Work Reminders

- Make sure you are following all government, CES & UK COVID guidelines regarding social distancing, face masks, cleaning and disinfection, returning from out of state travel and recommended group size.
- If an employee is sick, running a fever, or showing any signs linked to a Covid-19 infection they should self-quarantine.
- If an employee has had recent, close contact with an individual with Covid-19, they should self-quarantine and monitor their symptoms.
- Face masks should be worn when in common areas in the office, when interacting with others in the office, or interacting with program participants.
- Reduce or eliminate the use of shared resources. If shared items are used, they must be disinfected after each individual uses the item.

SNAP-Ed/NEP

- Reminder to see the weekly email from Rosie and Caroline for SNAP-Ed updates and contact them with questions.
- Community Garden grants available to interested agents. Deadline is July 31.

Applications: <https://pure-farmland.com/impact/#application>

https://pure-farmland.com/wp-content/uploads/2020/05/Final_PURE-GROWTH-PROJECT-GRANT-GUIDELINES.pdf

- Upcoming NEP Online Opportunity
Cook Once, Eat for a Week , July 28 @ 2:30 PM
Just a reminder to register in KERS to receive credit for participation. Agents can count participation as SNAP-Ed hours.

Deadlines for End of Year Reporting

- County Plans of Work Uploaded in KERS – August 1
- ES237 Report – August 15th

See calendar link for July-August-September deadlines: <http://districts.ca.uky.edu/OfficeTools>

Do not forget to share these updates with your county staff.

The next District Zoom Update, Thursday, July 30th, at 10:00am