

District 3 COVID-19 Updates
Zoom Meeting
Thursday, March 26, 2019
10:00am

County office limited access

- In accordance with the Governor's healthy at home policies and CDC guidance, all county offices have transitioned to no or very limited public access.
- As we discussed, we are NOT closed – we are open for business, just differently.
- Agents should not announce the office is closed but instead share the new ways to reach them.
- A process for phone coverage and a publicized system for receiving items like soil samples must be in place.
- Counties also need to ensure that any funds coming to the office are being handled appropriately.

EDB Budget submission

- April 15th deadline is established by the state, not UK.
- We are waiting on DLG and will have guidance out as soon as possible.
- Boards should meet to complete and submit the budgets as planned.
- Videoconferencing (NOT conference calls).
- The KRS statute regarding video conferencing is accessible [at this link](#).
 - There has to be a published address for the public to join to comply with the law.
 - Additionally the law states that the board members must be visible via video during the meeting.
- Forward budget document to Beth Atkinson for review.

Remote working options

- Temporary Remote Work Request Form – everyone to complete form if working remotely.
- Agents, staff assistants, and program assistants must get approval from the District Director for remote work. The District Director will need a list of projects working on remotely.
- Custodians will continue to report to their designated CES facility since their primary responsibility is to keep the building clean and safe.
- If computer equipment needs to go home with an employee, we need a record of equipment sign out to document for inventory records.
 - Link to form: https://cafebusinesscenter.ca.uky.edu/ebo_forms
 - Email a copy of the form to the District Director
- Office expectations if all staff are working remotely:
 - Counties must coordinate communications, clientele contacts, forwarded phone calls from office to a designated person to answer, routing office checks, and develop a plan to take care of soil samples, etc.

Coordination of staff communication:

- Office staff must continue with their weekly office staff meetings.
- This can be done my Skype or Zoom.
- All agents are expected to participate in the office staff meetings. Assistants are encouraged to participate also.
- Send minutes to the District Director to keep communication flowing with upper administration.

Hiring:

- Due to the evolving situation, agent and local Extension (Office Assistants and Program Assistants) hiring have been suspended for the immediate future.
- Includes posting of vacancies and no hiring of Summer Interns.

Weekly time entry and approval:

- All time entry and approval must be completed weekly by 5 pm each Thursday. **NO exceptions.**

- Supervising agents, it is your responsibility to make sure your assistant enter his/her work time and you approve it by the due date. **NO exceptions.**
- No longer can wait until Friday or Monday passed the deadline to submit and approve time.
- Download the myUK app for easy access.

Plan of Work

- The deadline has been extended to August 1, 2020.
- This should give plenty of time for counties to review their current POW, pull together councils/volunteers for discussion (utilizing the community assessments, etc.), then determine what changes are needed to focus on critical issues.
- This extension only applies to the Plan of Work. All other reports should be submitted by the designated deadlines:
 - Affirmative Action Plans & Reports – June 30th
 - Statistical Contacts – July 15th
 - Success Stories – April 10th (3rd) - July 15th (4th & 5th)
 - Program Indicators – July 15th

KERS and SNAP Ed Reports

- Don't forget to work on reports and submit by the deadline dates
- Several online opportunities for you to participate and build your SNAP-Ed hours. Please log into the Inservice Training catalog in KERS.
- See Rosie Allen's email for more information.

Farm Visits and Community Garden Projects

- Farm visit is essential, agents should follow CDC guidelines and have social distancing.

Kentucky Emergency Management Agency

- The Kentucky Emergency Management Agency reached out to Extension for information related to any “volunteer matching” programs in your county.
- They have created a simple 4 question survey that will give EMA a “quick overview of any possible coordination of neighbor and volunteer support to help residents in each of our counties.
- Emergency Management officials noted that “Extension agents are a great resource to do this because they serve in all our communities.”
- Officials are anxious to get your feedback and need results in by close of business Friday, so we ask that every agent take a few minutes to complete the survey.
- The survey link is <https://arcg.is/1GzOra0>

Extension and college websites:

- The college has developed a COVID response website linked on the main page. It is accessible at <https://coronavirus.ca.uky.edu/>.
- We have a new page available for Extension employees. It is accessible at <https://extension.ca.uky.edu/coronavirus-resources> and will require your LinkBlue login.

Plant Disease Diagnostic Laboratory Contingency (PDDL) Plan

- PDDL open but minimally staffed.
- All samples must be shipped.
- Set a process to accept samples and ship within a time frame, and some may be time sensitive.
- Sending a picture first is a good strategy as the diagnosis can sometimes be made with a photo alone. No need to ship an actual sample.
- This for commercial, not home, or residential.
- It may be a bigger issue/higher demand as we move into the growing season.
- If an agent is having issues, contact Craig Wood.

Facemasks – FCS Program

- Consensus: Only comfortable with agent involvement if it is facility specific.

- We cannot provide any pattern or fabric recommendations, nor can we provide any information about the effectiveness of these items.
- Dr. Jennifer Hunter will send revised guidance to FCS agents.

CDC Guidelines and Personal Hygiene Practices

- Wash your hands regularly with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer.
- Refrain from touching your eyes, nose and mouth.
- Don't make close contact with sick individuals
- If you are sick, stay home.
- Cover coughs or sneezes with a tissue and throw the tissue away.
- Clean and disinfect objects that are frequently touched.
- If someone in your family tested positive for COVID-19, keep that entire household at home.
- Cancel all mass gatherings of 10 or more people.

I appreciate everyone's patience as we wait to hear updates from the Administration and the teamwork displayed in county offices to help maintain continuation of county operations. It's a testament of caring people we have working for Extension. Thank you so much.

Please share these updates with your county staff to keep them abreast of what's going on.

As always, call or email me if you have questions.

Our next Zoom update will be Thursday at 10:00am.