

# WEEKLY D4 DISTRICT UPDATE

March 19 2019



THURSDAYS; 1:30 – 2:30 PM EST  
VIA ZOOM  
THROUGH MID-MAY

Extension COVID-19 website for updates and resources:

<https://coronavirus.ca.uky.edu/>

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

- ▶ Informing Clientele
- ▶ Social Distancing
- ▶ Drop Off and Pick Up Locations/Ideas
- ▶ Contact Numbers for Agents
  - ▶ Where to post (door of office)
  - ▶ Share with Leadership

# LIMITING PUBLIC ACCESS



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*  
McCreary County

Because SCC is closed, so is McCreary County Extension. Our employees are working remotely and can be reach via phone, email, or our Facebook Page.



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- ▶ Dean Cox is required to report to the Provost on how the College is responding which includes Extension Offices

REQUEST FOR INFORMATION (DEBBIE'S  
EMAIL TO SUPPORT STAFF CONTACTS)

- ▶ Remote Working
  - ▶ Support Staff and Agents must complete Request to Work Remotely Form (qualtrics).
  - ▶ Supervising Agents forward request (from Erica Chambers) to DD
  - ▶ DD sends approval with expectations
  - ▶ Check Out form if taking equipment home in order to work remotely
- ▶ Remote Work with Occasional Office time
- ▶ Continue to Work from Office

## WORK OPTIONS

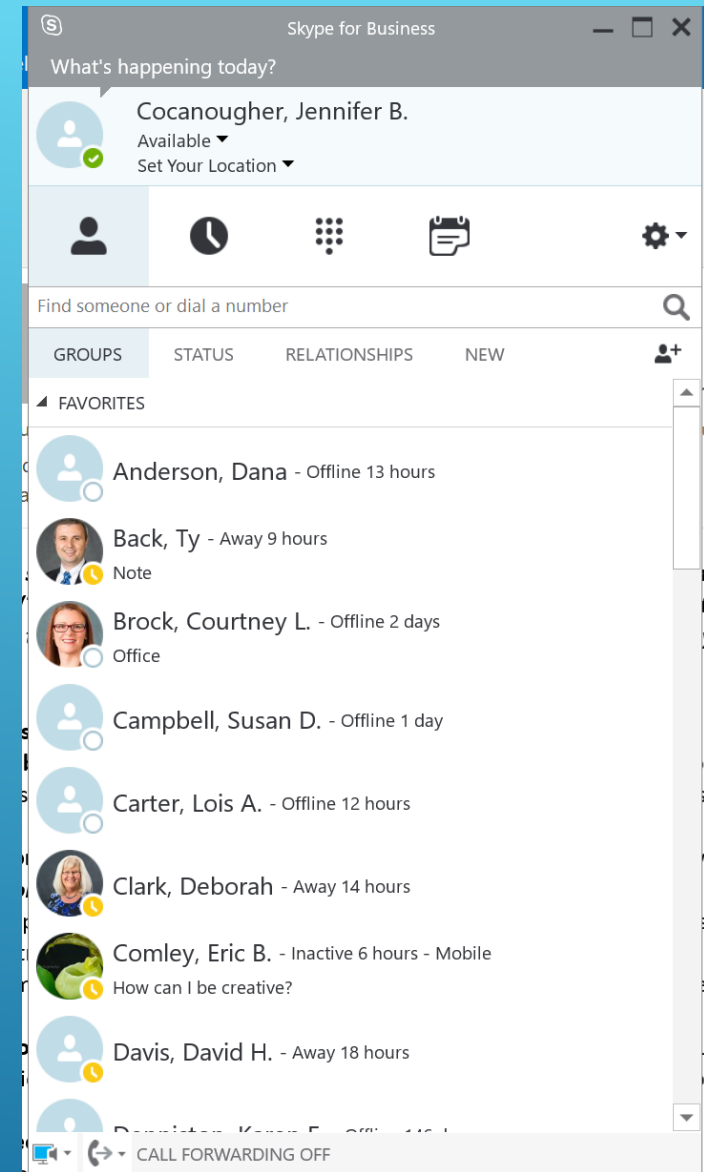


- ▶ **MANDATORY** weekly office staff meetings
- ▶ May be done virtually for employees who are working remotely
- ▶ Contact Agent for office staff meetings email minutes to all staff members, District Director and Debbie Clark
- ▶ District Office (Jenny or Debbie) will place minutes in County Group OneDrive folder

## COORDINATION OF STAFF COMMUNICATION

- ▶ **MANDATORY** that all agents and staff stay logged into SKYPE for Business while in office or working remotely.
- ▶ Develop strategies maintaining contact with clientele
- ▶ Forward phone calls from office to a designated person to answer (if no one is in the office)
- ▶ Routine Office Checks, Mail Pick Up
- ▶ Develop Plan for Soil Samples etc

# OFFICE EXPECTATIONS WHILE WORKING REMOTELY



ALL EXTENSION HIRING IS SUSPENDED  
DURING THIS TIME PERIOD.

SUMMER INTERN PROGRAM HAS BEEN  
CANCELLED.

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- ▶ Plan of Work Deadline has been extended to August 1, 2020
- ▶ May continue to develop, write and send for review
- ▶ Extended time allows for CEC and program council input

## **CEC AND PLAN OF WORK**

- ▶ Budget deadline for KRS is not amendable
- ▶ District Boards must meet and submit budgets as planned
- ▶ Options for District Board Meetings:
  - ▶ **Face-to-Face** with appropriate social distancing
  - ▶ Virtually via **VIDEOCONFERENCE**
    - ▶ Published address for the public to join to comply with state law
    - ▶ Board members must be visible during videoconference
  - ▶ **Send Reports Electronically for review prior to meeting.** Hold brief meeting to discuss and vote.

## EXTENSION DISTRICT BOARDS

- ▶ ALL TIME ENTRY AND APPROVAL MUST BE COMPLETED WEEKLY BY 5 PM THURSDAY
- ▶ **NO EXCEPTIONS**
- ▶ Download myUK APP for easy access

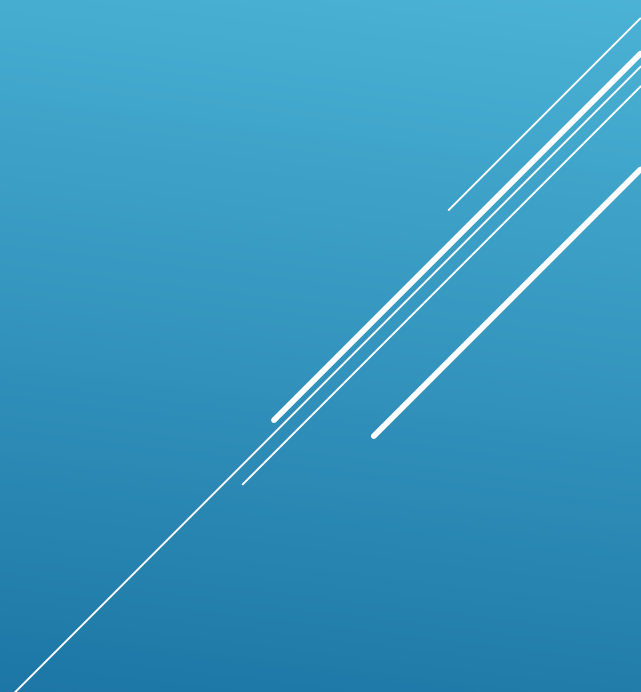
**WEEKLY TIME ENTRY AND APPROVAL**

- ▶ ANR
- ▶ FCS
- ▶ 4-H Youth Development
- ▶ Program & Staff Development
- ▶ IT
- ▶ UK HR Work-Life - preparing for remote work, staying connected with your team
- ▶ Extension Business Operations website (forms, instructions)

## RESOURCES

- ▶ Review Electronic Files for correct logos, organization
- ▶ Newsletters, social media updates
- ▶ Report preparation
- ▶ QuickBooks
- ▶ Online Training (software updates, CANVAS, etc)

## **IDEAS FOR REMOTE WORK FOR SUPPORT STAFF**



- ▶ Prepare Program Materials
- ▶ Newsletters
- ▶ Social Media
- ▶ Online Training
- ▶ Monitor Drop Off and Pick Up materials
- ▶ Distribute Mail

## IDEAS FOR PROGRAM ASSISTANTS

- ▶ Respond to Clientele Requests
- ▶ Coordinate Office storage re-organization
- ▶ Program Planning & Report Preparation
- ▶ Maintain Communications with Extension Leadership and County Leadership
- ▶ Assist Community Partners

**IDEAS FOR AGENTS**



- ▶ For employees on UK Health Insurance plans, LiveHealth Online is a service through our health care provider, Anthem
- ▶ Connect with a medical professional online
- ▶ Convenient and easy access for minor primary care conditions and mental health counseling
- ▶ [www.livehealthonline.com](http://www.livehealthonline.com)

## **ANTHEM HEALTHCARE ONLINE RESOURCES**



**QUESTIONS  
OBSTACLES  
SHARING SOLUTIONS**



