CalFresh Healthy Living, UC Town Hall: Agenda

- Updates on the Coronavirus COVID-19

- State Office Programmatic and Administrative Updates

Coronavirus Update

The next few slides will cover:

- Communication and Resources

- Telecommute and Limited On-Site Operations Transition Plan and Timeline

- Meetings, Events and Gatherings

- Equipping Staff to Work Remotely
  - Communication, IT Assistance, Telecommuting Activities for EFNEP Staff

EFNEP
Expanded Food and Nutrition Education Program

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

- An ANR Emergency Communication Group has been formed to provide updates and guidance on COVID response

- Information will be shared on this website: http://ucanr.edu/covid19

- For questions/assistance, contact:
  Brian Oatman (baoatman@ucanr.edu) or 530-304-2054
  John Fox (jsafox@ucanr.edu) or 530-650-6112

EFNEP | **UNIVERSITY OF CALIFORNIA**
Agriculture and Natural Resources

Starting Monday March 16, all UC ANR locations and programs will begin moving in phases to **telecommuting** and **limited on-site operations** status with the goal of having all functions, events, activities, meetings, etc. either postponed, cancelled or moved to Zoom, and all employees working remotely by **Friday, March 20**.

This directive also includes all volunteer-led youth or adult programming, meetings, or gatherings.

EFNEP | **UNIVERSITY OF CALIFORNIA**
Agriculture and Natural Resources

Telecommute and Limited On-Site Operations Transition Plan

This guidance will stay in effect through close of business on April 3, 2020 and may be extended.

UC ANR academics and staff will continue to operate on their normal business hours unless otherwise specifically stated.

The goal of this decision is to support all UC ANR employees, volunteers, and our broader communities by reducing the risk of community spread through minimization of face-to-face interactions, reduction in commuting and travel, and an increase in social-distancing.

In accordance with UC guidelines, UC ANR will implement a Phased Approach to Telecommuting and Limited On-Site Operations as follows:

- **Group 1:** Staff who are in the CDC COVID 19 <u>High Risk Populations</u> should work with their supervisors to transition to telecommuting as soon as possible.

- **Group 2:** Staff who are <u>fully equipped</u> and approved by their Director to work remotely must telecommute starting today, **Tuesday, March 17**.

- **Group 3:** Staff who are not yet equipped to work remotely, but whose function can be performed remotely when equipment is available, <u>will continue to report to the office until they have been equipped to work from home</u>. Supervisors of these individuals should also continue to report to the office until their team has been fully transitioned. **The goal is to move this group to telecommuting by Friday, March 20.**

- **Group 4:** Staff <u>required for limited on-site operations whose work cannot be done remotely</u> will continue to report to work and will have continual access to the office. Staff with reduced work hours will be eligible for administrative leave according to UC's Novel Coronavirus 2019 (COVID-19) and Paid Leave and Remote Work Provisions.

- **Group 5:** Staff who are required to support limited on-site operations may be asked to work from home but be available to report to the office/worksite on an as needed basis and will have continual access to the office/worksite.

Advisors and Supervisors should work with their County Director to determine who will have access to the building and to determine a plan for receiving mail and shipments.

Following UC-wide protocols, all UC ANR-hosted meetings, events and gatherings of any size that are scheduled to take place through April 3, 2020 must be conducted via Zoom, postponed or cancelled.

This includes all in-person programming, meetings and gatherings - whether led by UC ANR employees or volunteers (e.g., 4-H club or project meetings, and Nutrition Education programs, etc.).

EFNEP
Expanded Food and Nutrition Education Program

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Nutrition Class Series Guidance

- Staff are encouraged to work with community partners to decide the best strategy for completing existing lesson series.

- Recommendations: postpone, reschedule, and/or provide make-up lessons to adult participants nearing the end of a series.

- Classes may also be transitioned to the *UCCE Connects to You!* model, ZOOM or a similar online platform such as Skype or Facebook
  - See guidance developed by Kentucky EFNEP posted in the *documents* section of Collaborative Tools
- Be creative. This is an opportunity to try new things!
- Share successes, challenges and locally developed protocol/procedures with the State Office
  - Each state is being asked to report strategies nationally

EFNEP | **UNIVERSITY OF CALIFORNIA**
Agriculture and Natural Resources

County Directors and program staff will need to communicate with their participants and volunteer leaders about this guidance and the need to <u>pause in-person programs for the next few weeks in support of state and national efforts to employ social distancing in our communities</u>.

For program activity being conducted as part of an agreement (MOU) with a partner agency, inform the partner of the UC ANR directive to restrict in-person activities.

In addition, UC guidance further extends the date of this directive to April 30 for UC-hosted in-person meetings or events of 10 participants or more.

Note that dates may be extended. If your county mandates more restrictive guidelines, you must follow your county's directive.

EFNEP
Expanded Food and Nutrition Education Program

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

We recognize that this requirement to cancel programs and meetings may result in cancelation of some contracts for meeting space, activities, hotels, etc.

This may also affect contract agreements with community partners. Please notify **Katie Panarella** if you need assistance resolving issues or communicating with partnering agencies.

EFNEP
Expanded Food and Nutrition Education Program
UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Equipping Staff to Work Remotely

In order to facilitate effective telecommuting, staff may take work equipment home during this *work-from-home* period <u>if needed to fulfill job duties</u> (for example, monitor, docking station, keyboard, mouse, headset, webcam, desktop computer).

Those working on county office equipment and/or networks will need to consult with the responsible county officials before taking any equipment home.

Advisors and Supervisors must <u>approve</u> and <u>track</u> any equipment taken home – **This is a great time to update computer and equipment inventory tracking spreadsheet.**

Equipping Staff to Work Remotely - Communications

Each location should develop and distribute **an Employee & Key Stakeholder/Volunteer Contact List** with phone numbers and email addresses.

It is important that program volunteers and participants feel connected during this time. Ensure that they have contact information and be sure to keep them informed of all status/scheduling changes.

Supervisors and employees are expected to work normal UC ANR business hours (or business hours previously established by each location) and regular email and/or phone contact is expected.

Equipping Staff to Work Remotely - Communications

Updates will be posted regularly at http://ucanr.edu/covid19. All staff should frequently check this site for the most up to date information; it will show our "work status" and will be updated as the status changes. Communication will also be sent weekly via ANR Update or more frequently as needed.

Official Back to Work Protocols are being developed. However, unless otherwise informed, we are all expected to return to our regular work locations on **Monday, April 6th**.

Formal communication regarding return to work will be sent to all employees by their Directors and via ANR Update by COB on Friday, 4/3.

EFNEP
Expanded Food and Nutrition Education Program

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

UC ANR IT Services Zoom Hotline

For support, an on-going Zoom meeting will be running during business hours (8 a.m.-5 p.m.)

Phone: 669 900 6833

Meeting ID: 908 346 0196

https://UCOP.zoom.us/j/9083460196

EFNEP | **UNIVERSITY OF CALIFORNIA**
Agriculture and Natural Resources

Encourage Ergonomics: #155 Home Office Safety:
https://ucanr.edu/sites/safety/files/1404.pdf

Please take the online training and assessment "Ergonomics for Computer Users" through the UC
Learning at this link:
http://safety.ucanr.edu/Programs/Ergonomics/Ergonomic_Assessment/

Remember to MOVE around every 20 minutes or so, take a two minute break. Get up, walk around, look at something else other that your monitor.

Equipping Staff to Work Remotely - Activities for Telecommuting Staff

Please see email from Katie Panarella sent March 11, 2020 at 4:36pm.

- Data entry and quality around PEARS/WebNeers

- Work on PEARS Success Stories

- Professional Development – online courses and refreshers tied to your work

- Organize shared drives

- UC required trainings – such as Cybersecurity – can be done ahead of due date. Log in to https://lms.ucdavis.edu (UCD Login required) and go to 'Required Trainings'

- Have a training you wanted to take? Logon using your Lynda.com membership via the ANR Portal

- CITI Responsible Conduct for Researchers Training (RCR) for all EFNEP staff is due every 3 years: https://www.citiprogram.org/index.cfm?pageID=14

- Center for Nutrition in Schools trainings: https://cns.ucdavis.edu/resources/webinars.

EFNEP
Expanded Food and Nutrition Education Program

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

ANR Online Learning

http://class.ucanr.edu/

- Steps to Success Module 1: Recruiting and Enrolling Sites for Youth Nutrition Education

- Steps to Success Module 2: Youth Teacher and Volunteer Orientation

ANR Learning and Development

- https://ucanr.edu/sites/Professional_Development/Training_and_Development_Resources/

UC ANR Learning Center

- https://uc.sumtotal.host/core/dash/home?domain=8

ZOOM Trainings

- Additional Trainings are offered through Zoom and available through the UC ANR Portal

UC ANR Performance Management Trainings

https://ucanr.edu/sites/ANRSPU/Supervisor_Resources/Performance_Management/

Others ideas?

EFNEP
UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Thank you for your flexibility and commitment to your local communities!

Questions?

(Please use the chat box for any questions.)

EFNEP | **UNIVERSITY OF CALIFORNIA**
Agriculture and Natural Resources

Special Update:

California Department of Education News Release

- CDE Receives Special Federal Approval That Enables Districts to Feed Students During Coronavirus-Related Closure

- The CDE will administer the waiver and approve waiver requests from local districts so that meals can be claimed for reimbursement. The waiver is valid until June 30, 2020.

- https://www.cde.ca.gov/nr/ne/yr20/yr20rel10.asp

State Office Updates

Intergenerational Curricula and SNAP-Ed Toolkit Interventions

Can be found on the main Curriculum Webpage on the CFHL, UC Website:

https://uccalfresh.ucdavis.edu/curriculum

Updated Funding Statement

- Program Directive 2020-02

- CalFresh Healthy Living USDA SNAP Funding Acknowledgements

Save-the-Dates

- CATCH **ECE** (Pre/K) Training Academy – **July 13-15, 2020** in Davis, CA

- CATCH **PE** (K-8) Training Academy – **August 4-6, 2020** in Davis, CA

Registration coming soon!

PEARS Quarter 2 Data Entry
Program and Indirect Activities and Success Stories

- Email sent out on Friday 3/13 regarding Program (PA) and Indirect Activities (IA) submission date
  - Deadline for late Q1 and Q2 PA and IA data entry 4/14
- Extensions and modifications to PA and IA data entry for Q2
  - Closed or modified school schedules
  - Late submissions
- **Contact**:
  - **PA and IA activities:** Jennifer Quigley jaquigley@ucdavis.edu. If you would like a call please include a phone number in the email.
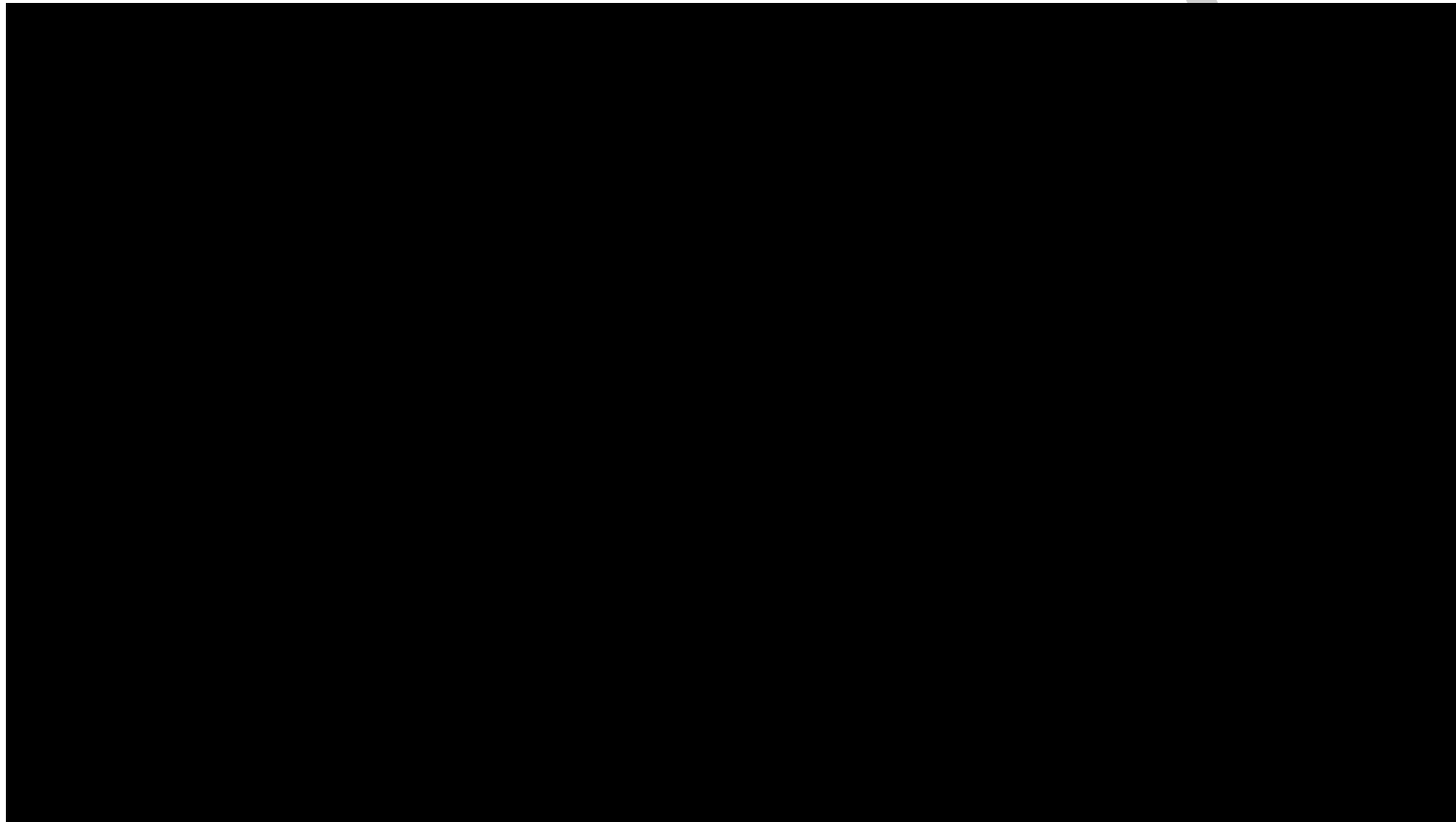 - **Success Stories:** Andra M Nicoli amnicoli@ucdavis.edu

PEARS Updates *NEW*

- [Impact Dashboard](#) Now Available in PEARS!
  - Email from KSU to all PEARS Users March 9, 2020
- The PEARS Team will be hosting a Q&A Session via Zoom Thursday, March 26th, at 10:00 AM Central.
  - [PEARS Impact Dashboard Q&A Session Zoom Link](#)

PEARS Impact Dashboard Intro

https://www.youtube.com/embed/7RwW4rOc1nQ?utm_source=PEARS+Users&utm_campaign=9284afa190-EMAIL_CAMPAIGN_2019_05_14_03_49_COPY_01&utm_medium=email&utm_term=0_f8c3c4b580-9284afa190-

Evaluation Team- Mid-year check-ins

- Planning mid-year check-ins with county/cluster leadership teams (advisors/supervisors) during the **second half of April** to review:
  - progress towards meeting eval plan/eval expectations,
  - check in on new eval tools (EATS-*admin time, ethnicity, other challenges*; SLAQs; etc.),
  - eval training/TA needs
  - other topics?

Evaluation Team- Updates -

- **Posted updated [FFY2020 SMART Objectives](#)**

- **Opportunity to view Qualtrics portal data**
  - All taste test evaluation tools, all ITCs, TOT, YPAR surveys, Cooking Academy pre/post, CATCH lesson observation tool

Benefits
  - **Track progress** of what and how much data has been entered - especially beneficial when multiple staff complete data entry
  - **Review accuracy** of entered data

[Qualtrics Portal Data]{.underline}: **Next Steps**

Email was sent out 3/12 with instructions to:

1. Sign up for a **UC Davis** Qualtrics account with your **@ucdavis** email account

2. Respond once you have set up your account and provide your @ucdavis email

3. Look for emails from Qualtrics indicating that you have been added as a "collaborator" to surveys

Questions: Elizabeth Egelski eegelski@ucdavis.edu

Thank you!

Next Town Hall: April 21, 2020

Image Source: Gellinger via Pixabay/ CC0