

General Instructions for All Staff When Working Remotely During Quarantine due to Work Related Exposure:

These minimum expectations are designed to establish basic procedures for district employees engaged in remote work from home. All district employees are expected to:

- Adhere to your normal work hours
- If employees are unable to engage in the work expectations as outlined below while quarantined, they should reach out to their immediate supervisor or principal
- Comply with all district timekeeping and overtime protocols i.e. lunch breaks, entering absences, notifying supervisor of leave request, request supervisor pre-approval for all overtime
- Continue to wear appropriate professional dress in accordance with position
- All employees must have been determined by contact tracing to have exposure at work and have been directed to work remotely during the quarantine period by their supervisor
- Staff should limit background interactions with other individuals at the remote location during work hours i.e. pets, family members, noises, etc.
- Respond to phone calls, voicemail, and emails throughout the day and within 24 hours
- Desk phones must be forwarded to your district cell phone
- All voice mail messages must be set up and professional in nature
- All auto email generated messages must be professional, indicate a return response within the workday and be addressed or resolved
- Update your email, voicemail greeting, staff calendar etc. on a regular basis with a schedule, availability (or not) and contact information
- Communicate with colleagues, stakeholders and administrators in the same manner and frequency as if you are at your regular work location
- Structure your workday by planning and prioritizing your tasks and how many hours you are going to spend on each task
- Adhere to all district policies and procedures as it relates to the use of district issued technology, cell phones and other district equipment
- Report to work site/office once your quarantine period is over, as directed by your supervisor
- Adhere to all district policies, procedures, district safety protocols and CDC guidelines
- Immediately report any concerns or issues that you may encounter to your supervisor

ZOOM Etiquette for Meetings:

Stipulations for Meeting Attendees

- ***Your video/camera must be on at all times during all professional meetings.***
- To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
- Be mindful of background noise. When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
- Position your camera properly. If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.
- Limit distractions. You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
- Avoid multitasking. You will retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the meeting ends.
- Prepare materials in advance. If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.

Additional Meeting Stipulations

- Use poll questions periodically to engage your audience and keep them focused.
- Monitor the chat function for questions as they come in, to see if people are expounding on something you covered, or to see if people are expressing poor understanding.
- Enable video only for the presenter. You can only see a limited number of participants anyway, depending on your screen size, and enabling video gobbles up network resources. If you plan to lecture without feedback (e.g., for a large seminar), you can also disable participant audio.
- Schedule one or more feedback breaks. In a physical classroom, you can see raised hands or observe confused looks. It's important to assess understanding and allow students to ask questions. An audio free-for-all can be a nightmare, but dedicated Q&A periods work really well.
- Address Internet disruptions: At this time, many network providers are seeing massive increases in residential bandwidth use during the day, and many users are being throttled. If participants are experiencing lagging or skipping, suggest that they use their computer to access video, while simultaneously dialing in by phone for the audio.