

Memo

Meeting Protocols for Remote Work

March 30, 2020

To: All Roseville and Shared Service Community Integration Staff

From: Shelly Trumbo, Executive Community Wellbeing

John Beamon, our Chief Business Officer has implemented a business continuity strategy of working remotely when feasible for all functions at our facilities to prevent the spread of COVID-19.

The system community wellbeing team will align with said strategy and follow the ensuing protocols as best practices related to virtual meetings.

- Mandatory participation in the weekly CI systemwide Operational TEAMS Meeting
- Use TEAMS video conferencing when possible for remote locations. When using TEAMS, **ensure video is on for best communication.**
- Mute microphone when not speaking
- All attendees (remote or in-person) should refrain from multi-tasking doing other work on laptop, taking emails, etc.
- Use parking lot as appropriate to table topics for later
- For recurring meetings, leave space at beginning of agenda to review and obtain update on past action items
- Leave buffer at end of meeting to review action items and allow for breaks in-between back-to-back meetings
- Meeting facilitator should follow up to ensure action items are completed after meeting

