



**Southeastern District Office
Response to Coronavirus Guidance
March 16, 2020**

In response to the Coronavirus health crisis President Trump has asked the country to self-quarantine for the next three weeks. He has also requested that we not meet in groups larger than 10 people. In response to these requests, living as stewards of all that God has given us, and out of an abundance of care for one another, our families, and the communities we serve, the staff of the Southeastern District Office will do the following:

Wednesday, March 18, 2020

1. Six laptops will be configured/reconfigured to serve as mobile units for staff members.
2. The SED staff will meet to review steps for establishing a voluntary remote office protocol.
3. A new phone message will be put on the phone.
4. Carolyn and Paquita will initiate postal and delivery protocols.

Thursday, March 19, 2020

1. This will be a practice day for the staff. Members will work from home.
2. A staff meeting will be held via go-to-meeting at 9:00 am.
3. During the day, staff will work with Egnyte, Fortress, and Office 365 to be certain they have access to software, files, and emails.
4. The at home work day will be from 9-3.
5. Phones will be forwarded to Paquita.

Friday, March 20, 2020

1. The Staff will meet at 8:15 to review Thursday's trial run.
2. Ryan will be available to assist anyone who had difficulty.
3. John Davis will be on call to assist with additional technical difficulties.
4. The Office will close at 11:30 for the day.

Monday, March 23 – Thursday, April 9

1. The Office will be on voluntary self-quarantine and begin to work off-site.
2. People may re-enter the office, but it will not be staffed.
3. The regular office day will be 9-3.
4. A morning conference call will be held at 9:00 a.m. each morning.
5. Staff is to be available for calls and web conferences throughout the day.

Friday, April 10 – Office Closed/Holiday

Monday, April 13 – Office opens

In the event the 10-person restriction remains, work will be done remotely and on-site using an A day/ B day system.

A Day:

Karen
Ryan
Paquita

B Day:

Taylor
Carolyn
Michelle
Elisa

Kim and Sirpa on their regular part-time schedules
John, Kirk, Sally – based on schedules