Social Distancing Guidelines – Effective March 16, 2020

- All in-person trainings and meetings must be limited to approximately 10 people. Larger rooms can accommodate more people as long as the six-foot clearance between participants is adhered to. Larger rooms may allow for a larger number of participants. Facilities has a room listing showing how many participants can fit within a six-foot buffer.
- For larger trainings, it is recommended that they be done online or cancelled. Technology, Learning and Support Services/Instructional Technology Outreach offers classes on how to conduct online trainings. Additionally, CDOL offers services to help provide support for online trainings and blended learning environments. This instructional material can be customized as needed. Please check the listings on their web pages.
- We recommend tracking courses that are cancelled, as well as those converted to an online forum.
- Some districts have put a moratorium on all external meetings and travel, including travel for professional development. It is recommended that every meeting and PD class have an online option going forward.
- Consider cancelling all non-essential meetings.
- Microsoft Teams can be used for all online meetings. LACOE already owns it and every staff member has access to it. Videos are available on OurLACOE on how to use it.
- Technology Services is in the process of purchasing headsets with microphones to meet the anticipated demand. Laptops typically include a camera and microphone. Desktops would use the headsets. Those needing headsets should contact the helpdesk.
- We recommend that staff practice regularly by having as many meetings using Teams as possible.
- Have at least one staff member per division take a training from TLSS/ITO on Microsoft Teams or watch the videos and provide training to staff within their division.

Essential Travel Outside LA County: What constitutes essential travel

- LACOE has mandated that all non-essential travel be cancelled for the current month.
- The Superintendent and Executive Cabinet will review travel monthly to decide if the mandate stays in effect for the next month.
- Essential travel is defined as travel that is absolutely necessary for the good of the Office, is essential to LACOE business/operation, can only be completed by physically being present, and does not create an unacceptable health hazard.
- Travel that is more than one month away can be booked in advance; however, the travel will be subject to these mandates during the month they are reviewed and may end up needing to be cancelled. You must ensure that conference, hotel and air fees can be 100 percent reimbursed.
- Travel that is already booked and required to be cancelled and is not reimbursable will not be charged to staff.