**Coronavirus Community Preparedness Work Group March 11, 2020**

**Purpose**:

Better understand the evolving situation for coronavirus and the role of the Dedham Health Dept, MDPH, CDC

To identify an internal COVID-19 Workgroup communication system for the evolving situation for coronavirus including community communication.

To identify triggers for postponement or cancellation of community events, buildings etc.

To gather insight and considerations of your represented populations to identify needs and gaps in communication.

1. Start process: Introduce yourself. Share **Purpose, Process**, **time (2 hour) 10 min**
2. Select a timekeeper at the table to help you**.**

**Guidelines for our session**

* + Support the purpose of the meeting through your attention and feedback
	+ Listen actively to the ideas of others.
	+ Allow others to speak without interruption.
	+ Ask questions to improve your understanding or clarify a point.
	+ Avoid distractions (like electronic devices) during the session
	+ Avoid side ­chatting and off­ topic discussions.
	+ Honor timelines.
	+ Emphasis on finding improvements
	+ Low stress, no fault environment
	+ Ask questions, challenge assumptions
	+ No trick questions

1. Check-in. Our assumption is that you would like to be updated on the evolving situation on COVID-19 and participate in this meeting? **1 min**
2. Information Sharing: Jessica Tracy, Dedham Public Health Nurse
* Most recent updates from LPH, MDPH, CDC
* Overview Dedham Board of Health role in the evolving situation COVID-19.
* Review Recommendations
* Preventing Community Spread
* Workforce Recommendations **20 min**
1. To identify/establish an internal communication system for COVID-19 Workgroup in the evolving situation for coronavirus including community communication.

Determine frequency of COVID-19 Workgroup communications – either in person or by conference call etc.

Each person take 2-3 mins to share your communication system, who your point of contact would be for Dedham community COVID-19 Workgroup. Include any considerations for your represented populations**,** as it relates to communication.

 **30 mins**

**…………………………………BREAK 5 Mins…………………………….**

1. Identify triggers for postponement or cancellation of community events, including for potential resource limitations

Determine structure of communication of COVID-19 Workgroup in event of closures

 **30 mins**

1. Each person take 2-3 mins to share any insights/concerns/considerations of your represented population and/or share ideas you have done proactively or learned during this evolving situation of COVID-19.

 **30 min**

1. Debrief with entire group & Next Steps. Jessica Tracy, Facilitator **5 min**

Please complete our exit survey before you leave. **5 min**