**Guidance on Reporting COVID-19-related Work in Project Board**

In response to COVID-19, UCCE responded quickly and creatively to be able to continue to meet clientele’s ongoing needs under the new circumstances.

As an organization, we want to be sure to capture and communicate our ongoing commitment to reach clientele and provide science-based information and solutions. See how to call out your COVID-19 work in Project Board so we can let stakeholders know what we are doing to help make a difference.

Given UCCE’s direct Extension activities have switched to be primarily online direct Extension activities or indirect Extension activities due to the COVID-19 pandemic, see specific guidance on civil rights reporting below.

**CALL OUT COVID-19 WORK!**

**What to report**

* **New methods and outcomes achieved specifically in response to COVID-19 and sheltering in place.**
* Include things like:
* Extension activity: How to Use Zoom trainings for partners/clientele
* Websites/blog/social media managed: COVID-19 new section of UC Food Safety website
* Outcome: Helped farmers market stay open during COVID-19 contributed to economic prosperity.

**Project Board how-to**

* **In projects and themes include “COVID-19” as text in any data field or create a self-defined tag for “COVID-19”.**
* Do NOT tag existing efforts that were pivoted to a different format in response to COVID-19. Please report these as you normally would in Project Board.

**Publications**

* Use the open-ended narrative text field for publications and include COVID-19 in or after the citation to call out any new fact sheets or educational materials created about COVID-19 or sheltering in place.