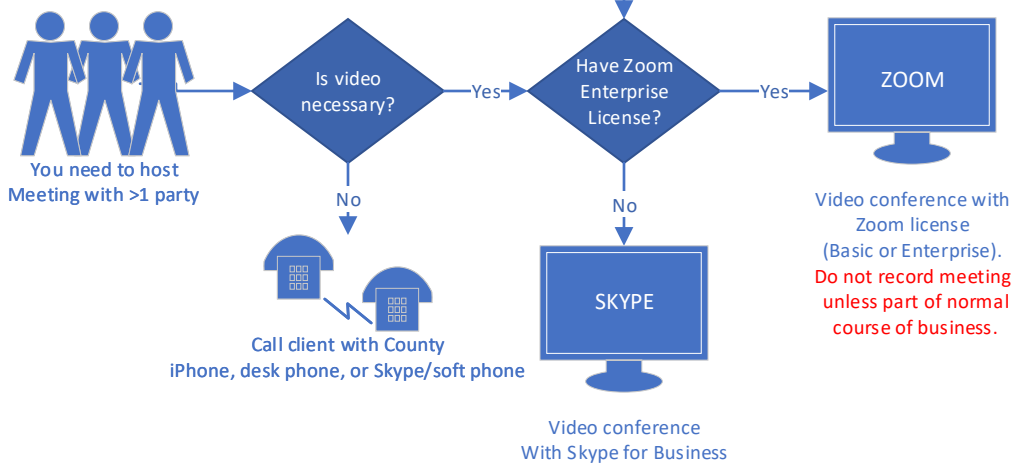
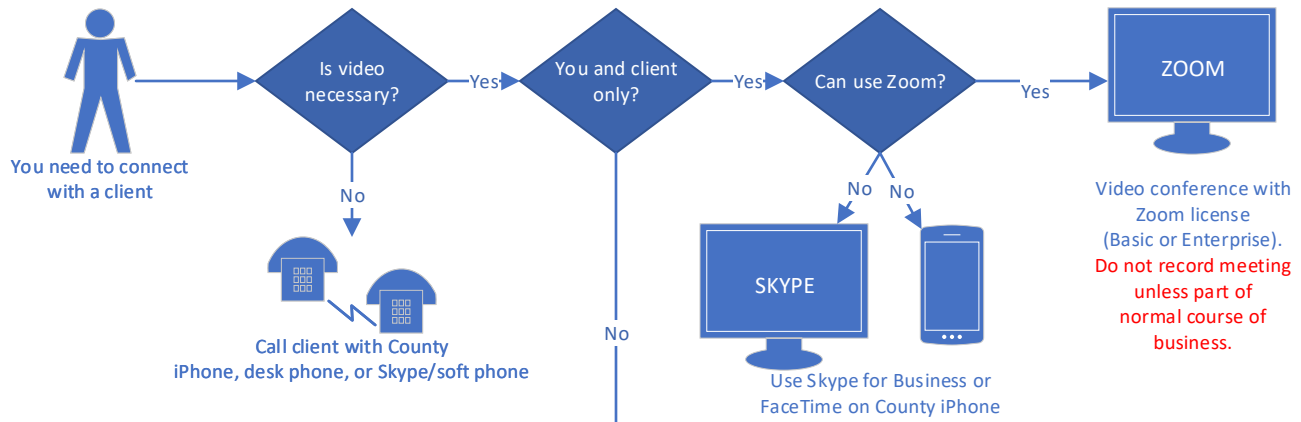
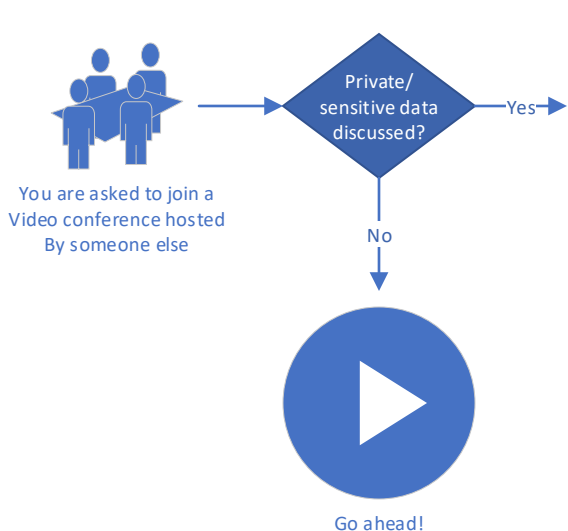


Dakota County

INTERIM Staff Guidance for Conducting Virtual Meetings During the COVID-19 Crisis



NOTE: Zoom meetings using a Basic license, with more than 2 participants, have a time limit of 40 minutes. Enterprise meetings have no time limit.



1. Ask the meeting host if the conference tool has been approved by their management or IT department.
2. [Social Services, Public Health & EEA Staff Only]: Ask the meeting host if the conference tool is HIPAA-compliant.
3. If unsure whether the conference tool is secure, don't share private information on the call; follow up later by phone.
4. Ask to share private files using encrypted email instead of sharing on video conference.
5. Do not join a virtual meeting that is broadcast on Facebook Live or another public-facing social media platform.