



Guidance for Conducting Virtual Review Team Meetings

Due to the continued need to practice social distancing amid the COVID-19 pandemic, teams may choose to conduct virtual review meetings. Below are recommendations review team members should consider before, during, and after conducting a virtual review meeting.

Before the meeting:

Ensure all team members will have access to stable internet service

Ensure the meeting is scheduled through a reliable teleconferencing or web conferencing platform

Consider creating a password in addition to the access code for an added layer of security protection

Remind team members to move to a private, secluded area to participate

Ensure team members can sign and return confidentiality forms via email, in the platform chat box, or verbally, with the team coordinator documenting participants

Consider sending documents via encrypted email rather than mailing to remote work locations

Practice launching the meeting with several team members to address any technology issues related to verbal and visual communication, and test the screen sharing option to ensure it is available and working if necessary

During the meeting:

Confirm team members are in a private and secluded area. Close windows and doors. If members are working from home or in another remote location, ensure that children and/or others are far enough away from the virtual meeting

Encourage team members to utilize the video option as a way to increase engagement and participation

Assign one team member to monitor the chat box

Consider utilizing the share screen option rather than mailing or emailing sensitive documents

Encourage team members not to print sensitive materials in remote work locations

Encourage team members to avoid recording hand written notes with identifiable case information. If notes are taken, ensure they are discarded immediately after the meeting

Remind team members to mute themselves when not talking

Call on team members to share case information to minimize members talking over one another

Review discussion questions in the *Keeping Kids Alive in Wisconsin* [guidebook](#)

Remind team members about the importance of creating and practicing a self-care routine

Self-Care

Establishing a self-care routine after a virtual review team meeting is very important while team members are working remotely. Many team members may want to immediately transition back to regular work or home responsibilities, but creating an interruption after the virtual review meeting will help to refocus and make a healthy transition to other tasks.

Consider doing the following immediately after the virtual review team meeting:

Take a 10-minute walk or stretch break

Schedule a lunch break

Listen to music

Converse with remote co-workers (spouses, children, and pets) about their day so far

Visit our website for more self-care ideas and activities:

<https://www.chawisconsin.org/initiatives/grief-and-bereavement/self-care/>

Please contact your Children's Health Alliance of Wisconsin staff for additional assistance:

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