

# 30<sup>th</sup> Street Senior Center VIRTUAL Behavioral Guidelines

Welcome and thank you for joining the 30th Street Senior Center virtual programs. The COVID-19 crisis has caused us to learn new platforms to continue to communicate, collaborate, and stay engaged with one another. During the Shelter-in-place 30th Street Senior Center will conduct virtual programming to engage and stay connected to our community. The wellness/health and safety of the participants and staff is of the highest importance.

30th Street Senior Center prides itself on cultivating and maintaining a respectful environment where diverse seniors can feel welcomed, included, and safe. While our ability to convene physically is limited, we are committed to continuing to provide opportunities for people to communicate, socialize and to keep physically active. To this end, our Center will not tolerate bullying, harassment or discrimination of any kind. We actively celebrate the diversity of language, culture and experience that enrich the Center for seniors, staff and visitors. The following behavioral guidelines help us maintain the dignity of those who choose to make 30th Street their second home.

Our programs will use ZOOM! Please read the following guidelines to ensure a successful virtual experience for yourself and your instructors.

## **Community Agreements for Virtual Participation**

Be Respectful & Aware:

- Show up on time and be prepared to actively participate. We will close the class 10 minutes after the class begins.
- Note that you can join the class 15 minutes before the class begins.
- Practice Zoom etiquette: mute your microphone when you're not speaking, use the camera for eye contact, use the "hand raise" feature when you have a comment or question, etc.
- Be sure to read all messages
- Be patient while other participants are logging in

Remember that the password and link are the only thing protecting you from pranks or more serious harm.

- **Do not** share the password or link with anyone .
- Please let your instructor know if anyone new would like to join the program.
- Always log out when you are finished using the system.

Consequences: Violations of the Center Guidelines may result in progressive actions that can include suspension from the Center/meeting.

Anyone witnessing an infraction of these guidelines is asked to report it immediately to the Staff on Duty. Your cooperation is appreciated.

By signing below, I acknowledge that I have read and understood the Center's Guidelines and that I agree to follow those policies, procedures and guidelines outlined on this form. I also understand that should I disregard the Center's Guidelines, that there are consequences that will be followed as listed.

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Senior Signature

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Date

# 30th 街老人中心 虛擬行為準則

歡迎並感謝您加入第 30 街老人中心虛擬科課程。COVID-19 危機已使我們學習新的平台，以繼續交流，協作和保持互動。在第 30 街老人中心就地避難所期間，老人中心將進行虛擬課程，以吸引並保持與社區的聯繫。參與者和員工的健康與安全至關重要。

30th Street 老年人中心以培養和保持尊重的環境而自豪，在這種環境中，各種老年人可以感到受到歡迎，包容和安全。儘管我們的親自聚會是有限，但我們致力於繼續為人們提供交流，社交和保持身體活躍的機會。為此，我們中心將不容忍任何形式的欺凌，騷擾或歧視。我們積極慶祝語言，文化和經驗的多樣性，豐富了老年人，工作人員和訪客的中心。以下行為準則有助於我們維護那些選擇將 30 街作為第二個家的人的尊嚴。

我們的課程將使用 ZOOM！請閱讀以下準則，以確保您自己和您的老師獲得成功的虛擬體驗。

## 虛擬參加的社區協議

尊重和意識到:

- 準時出現，並準備積極參與。上課 10 分鐘後我們將關閉課程。
- 請注意，您可以在課程開始前 15 分鐘加入課程。
- 練習課程禮儀：不說話時將麥克風靜音，使用攝像頭進行眼神交流，有評論或問題時使用“舉手”功能等。
- 確保閱讀所有消息
- 有其他參加者登錄時要保持有耐心

請記住，只有密碼和鏈接才能保護您免受惡作劇或更嚴重的傷害。

- **不要**與任何人共享密碼或鏈接。
- 請讓您的教練知道是否有新人要加入該計劃。
- 課程完後，請務必登出課程。

後果：違反《中心指南》可能會導致採取漸進行動，包括中止會議/課程。

任何目睹違反這些準則的人都應立即將其報告給值班人員。感謝您的合作。

通過在下面簽名，我承認我已經閱讀並理解了中心的準則，並且我同意遵守此表格中概述的那些政策，程序和準則。我也了解，如果我不顧中心的準則，將會接受列出的後果

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參加者簽名

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日期