



# EMPLOYEE CHECKLIST

## EMERGENCY TELECOMMUTING ESSENTIALS

### TELECOMMUTING OFFICE SETUP

- SELECT A LOW-TRAFFIC AREA OF YOUR HOME FOR WORKING

- TEST YOUR INTERNET CONNECTION & MAKE SURE THERE ARE AT LEAST 2 AVAILABLE OUTLETS IN YOUR SELECTED AREA

- INVEST IN NOISE CANCELLING HEADPHONES, IF POSSIBLE



#### PRO TIPS:

- CONSIDER PASSING ON WI-FI AND USE A DIRECT ETHERNET CONNECTION CABLE FOR FASTEST INTERNET

- DUAL MONITOR SETUP: IF YOU HAVE A DESKTOP & LAPTOP AVAILABLE, CONSIDER USING SCREEN MIRRORING FOR ADDED PRODUCTIVITY

### PLAN YOUR DAILY WORK SCHEDULE

- OUTLINE YOUR DAILY WORK SCHEDULE WITH EMPLOYER DIRECTION

- DISCUSS WITH YOUR PARTNER AND/OR CHILDREN YOUR DAILY WORK SCHEDULE TO ENSURE YOU WILL NOT HAVE INTERRUPTIONS.

- CONSIDER ALTERNATE 'WORK HOURS' IF YOU HAVE CHILDREN, INCLUDING EARLY MORNINGS OR LATE EVENINGS FOR 1-2 HOURS.



#### PRO TIP:

- IF YOU HAVE CHILDREN AT HOME, CONSIDER USING A TIMER SO THEY CAN 'SEE' YOUR WORK TIME & WHEN YOU WILL TAKE A BREAK



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## TELECOMMUTING ESSENTIALS

### COMMUNICATING WITH CO-WORKERS

- UNDER EMPLOYER DIRECTION, IDENTIFY THE PRIMARY METHOD OF COMMUNICATION YOU WILL BE USING - IM, EMAIL, VIDEO, ETC.
- USE VIRTUAL OFFICE ETIQUETTE:
  - RESPECT YOUR CO-WORKERS TIME
  - BE AWARE OF TIME ZONE DIFFERENCES
  - BE CLEAR AND SUCCINCT IN ONLINE COMMUNICATION
  - BE PROFESSIONAL



#### PRO TIPS:

- BE PROACTIVE WHEN COMMUNICATING WITH YOUR MANAGER
  - PROVIDE UPDATES ON YOUR PRIORITIES FIRST THING IN THE MORNING
  - LIMIT QUESTIONS & REQUESTS TO ONCE PER DAY IN LIST FORM
  - PROVIDE AN END OF DAY RECAP (SHORT)

### TAKE BREAKS & STAY HEALTHY

- GET UP AND WALK AWAY FROM YOUR WORK SPACE AT HOME FOR 5 MINUTES, 3-5 TIMES PER DAY AT MINIMUM
- DON'T EAT LUNCH AT YOUR WORK SPACE, IF AT ALL POSSIBLE.
- DRINK LOTS OF WATER



#### PRO TIP:

- CONSIDER INITIATING VIDEO 'LUNCH' OR 'COFFEE' BREAKS WITH CO-WORKERS