

## General Tips for Working Remotely

- It's important to be a bit more self-directed and disciplined - Encourage keeping a routine at home as similar as possible to the routine in the office, including scheduled meetings and completion of work.
- It's helpful to be organized, flexible and available (e.g. If someone calls you and you're on a call, send them a quick note or chat and let them know you'll call them back asap).
- Ensure you let your teams know that you're available - Maintain regular check-ins with your team by phone or email or video chat.
- It can be frustrating not to be able to 'drop by' a co-worker's desk with a quick question. Please consider using the chat function within Teams to ask quick questions of co-workers.
- Try to find an appropriate workspace within your home where distractions will be limited.
- Establish a team calendar that reflects who is working from home and who is on vacation so that you may see who is available (since it won't be as obvious as when you're in the office).
- When setting up meetings, encourage your team to use conference lines or the Teams functionality and to plan on sharing content/documents via Teams or via email in advance.
- Ensure that remote-access communications and stored data cannot be read by unauthorized parties, including a remote worker's family members or visitors.