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
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