

Practices for Telecommuting

1. Stay with your schedule as if you are at work. (It's easy to get side tracked into doing home stuff instead of work stuff).
2. Be sure the people that live with you understand you have "office hours" to minimize distractions.
3. Create your daily to do list to help keep you on track. If you don't already use calendars in outlook or what platform you use to help keep you on task with due dates and meetings. Office 365 has a calendar you can share with your team. Or your team can create their calendar and share with you.
4. Limit cellphone activity the same as if you were in the office or a facility.
5. If you are supervising a team that is working from home or remotely have them provide you with updates on work or project progress and agendas.
6. Conduct extra check-ins with colleagues and team members. Emails, texts, etc. Ask open ended questions to make sure their clarification and understanding on work to be accomplished and check in to also just see how they are doing, not just for the work progress. People are stressed, worried and scared right now.

It takes personal discipline and focus and follow-up with your team to ensure everyone stays focused.

There are many videoconference softwares or apps. I use webex regularly which also has video capability. There is also zoom and skype and several others. Most laptops have cameras. If not cameras are pretty cheap.

If your agency does not already have one, recommend a secure portal that permits remote access to your intranet with limited authorizations and mulit-factor authentication. Centrix works fairly well. Office 365 has many collaboration tools that provide the ability to post projects on the cloud and team members can work on them simultaneously. I can actually watch remotely as they enter data and add content.

Other resources to explore:

<https://www.peoplemanagement.co.uk/experts/legal/legalities-working-away-from-workplace>.

The list at the bottom for employers is especially reviewing at as it reminds us to remember our obligations to client confidentiality, insurance coverage (and liability coverage), etc. Many of these apply to both public and private agencies.

<https://lifehacker.com/the-beginners-guide-to-working-from-home-733412770>

Several good suggestions and excellent resources for use by teams or individuals working from home (software tools)

<https://www.investopedia.com/personal-finance/work-from-home-guide/>

An interesting article with some good information (including for the employer)

Template for Employee Work from Home Guidelines

<file:///Users/MJ-68/Downloads/EmployeeWorkFromHomeGuideFINAL-1.pdf>