

Temporary Work from Home Arrangements

Employee Tips

This guide is for our office-based employees to leverage when working from home temporarily due to extenuating circumstances. This does not replace the enterprise-wide telecommuting policy for permanent arrangements.

Expectations

Clarify Your Work: Just like you would when working in the office, connect with your manager to ensure you are clear about your work expectations (e.g. time and reporting, shift schedule, metrics, priorities, etc.)

Share Your Experience: Talk openly with your manager about concerns, issues, and bright spots.

Community

Stay Connected with your team by calling, chatting, and / or using webcam throughout the day.

Mindset

Get Ready for Work: One simple act to make the mental shift to working from home is to dress like you do at work.

Reset Yourself: Be sure to take breaks. Walk around your workspace and stretch or exercise when taking breaks.

Workplace

Designate your Workspace: Ensure you can concentrate and have the resources you need.

Does your workstation:

- Help you to do your best work?
- Minimize distractions and noises?
- Ensure confidential information is protected?
- Provide you with the technology and materials that you need?

Leverage Necessary Tools:

- Laptop
- Network access
- Passcodes
- Smart Card
- Other instructions for remote login
- IT Help Desk: 1-888-848-3375

Maintain Data Privacy: Remember to lock your computer any time you step away and continue to comply with all laws, regulations, contractual obligations, and with the company's policies and procedures.

Communicate Expectations with Household: Make sure your loved ones understand that even though you are home you are focused on your work.



Additional Resources

Visit the [COVID-19 Working for Home Employee Resources Page](#)