

# Temporary Work from Home Arrangements

## People Leader Tips

This guide is for people leaders to leverage as employees work from home temporarily due to extenuating circumstances. This does not replace the enterprise-wide telecommuting policy for permanent arrangements.

### How do I establish ground rules for collaborating virtually?

- Establish **team agreements** that include communication preferences and expectations (e.g. email, Jabber, daily huddles, 1:1s, etc.)
- Discuss **tools** available and benefits / limitations of each (e.g. phone, Jabber, WebEx, email)
- Discuss how to approach **complex discussions** and potential **misinterpretations** (e.g. pick up the phone and talk live)

- Respond to emails and instant messages in a **timely manner**
- Share how your team can get a hold of you if urgent
- Create a **virtual 'open door'** approach to sharing thoughts, ideas, and concerns with you

### What 'virtual' shadow am I casting?

### How often should I check in?

- **Touch base** often to say 'hello', discuss work environment, talk through challenges, and see how employees are adjusting
- Schedule formal **1:1s** more frequently

- Allow a minute or two for **personal connections** or a warm up
- **Pause** throughout meeting and allow time for people to think, unmute, and comment or ask questions
- Post **meeting notes** and other business relevant information in a central location
- Fully leverage **electronic tools** (e.g. WebEx, Jabber screen sharing)
- Be sure to allow time for and **engage everyone** in the discussion or meeting

### What are some best practices with leading virtual meetings?

### How might I build community virtually?

- Recognize **achievements** through Bravo! and other means
- Leverage technology and allow for **connection time** (e.g. daily huddles)



## Additional Resources

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