

COVID-19 RESPONSE**Working remote: Guidelines and tips**

Guidelines and Best Practices

- All employees are expected to work a minimum of 40 hours per week
- Core meeting hours will be from 9am-4pm EST and employees will be expected to be available via Jabber (where available), Outlook, WebEx Teams and WebEx during these hours. You may start your workday earlier or work later due to such things as family needs or global responsibility, but make sure you are communicating your schedule with your manager
- Keep your calendar up to date at all times and do not block anything unless it's a meeting
- Arrange all meetings with an attached WebEx and always use the video function to maintain "face to face contact" with colleagues and customers
- Use a headset or earphones for better sound quality on calls and WebEx
- Maintain a dedicated, quiet, and organized home workspace that is conducive to a productive work environment. The space should be free from distractions and provide a secure location for company equipment and information
- Be vigilant data privacy policies
- Communicate expectations with anyone who will be home with you
- When working from home, employees are still obligated to comply with company policies
- Managers - consider establishing short virtual meetings with your team daily and/ or weekly. This allows the team to stay connected to one another and keeps projects moving forward
- More and updated guidelines/best practices/FAQs to come
- Additional help guides and educational tools to come from IT