Teleworking During COVID-19 – An Employee Guide

Now that you're working from home rather than at your company's office, you are probably finding many challenges that you haven't prepared for. Suddenly, you are being asked to create an office-like setting in your home while your family members and others are also at home making it difficult to conduct your work. While teleworking is normally considered a flexible and stress-free way to work in a comfortable and familiar environment, the current situation is far from normal. To help you navigate this difficult situation, CT*rides* is offering employees this short guide to spell out the essentials of successfully teleworking.

A. Basic Setup

1. Find a dedicated space free from interruptions
2. Create an ergonomic setup
   a. Desk – stable at the right height
   b. Chair – adjustable for good back support
   c. Lighting – side lit or behind, no direct sunlight
3. Ensure a safe environment
   a. Proper electrical connections with cables safely positioned
   b. Electronic equipment located in a well-ventilated space
4. Adequate Internet/WiFi

B. Get Organized

1. Identify weekly tasks and goals with manager
2. Setup a daily schedule
3. Stick to deadlines
4. Keep you electronic schedule up to date

C. Communicate

1. Have frequent communications with manager on goals, tasks and issues
2. Collaborate with your team members
3. Use videoconferencing appropriately to maintain contact with colleagues
4. Be accessible, but alert manager and colleagues when you're taking personal non-available time
5. Alert manager when problems arise

D. Other Considerations

1. Take breaks, go for a short walk
2. Get dressed, not dressed up
3. Disconnect from news and radio
4. Don't get burned out
5. Establish a good work/life balance

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