



WORKING FROM HOME

COVID-19 Telework for DOA

Many employees are working remotely for the first time. Working from home can be difficult, especially when coupled with school and childcare closures. This document, created by DOA Office of HR, provides tips and resources for employees while working remotely through the COVID-19 crisis.

Keep a Schedule

- Create and maintain routines and schedules for yourself and your family. Make sure each family member has a space to work or learn from home. Adjust the schedule where it is not working and try to keep consistent from day to day.
- Know when you are most productive and plan to accomplish your more intense work then. Set up specific “Do Not Disturb” times when a project needs your complete focus.

Stay Connected

- Use the tools available to you to communicate with your co-workers, supervisor and customers.
 - Every DOA Employee has Microsoft Teams available on their work computers. Please use this [Microsoft Teams Quick Start Guide](#) to help you get started. You can also reach out to [Mandy Rambo](#) with Teams questions.
 - Zoom is an option for instances where employees are unable to use Microsoft Teams (if an employee is using a personal device).

Be Extra Responsive

- Meet with your supervisor to determine expectations regarding accessibility, including:
 - How often you should communicate and provide updates on current projects and progress made.
 - When and how you will be accessible to your supervisor, co-workers and customers, including timeframes for returning messages.
 - Set times you should be available via instant-messaging and what expectations are regarding setting yourself as “busy” or “away.”

Communicate With Your Supervisor

- Communicate with your supervisor on what you are doing and how you are doing more often than you normally would. Share your concerns, ask questions and don't be afraid to reach out often.
- Set up specific times daily and weekly to share updates. Be sure you are consistent and use the time to dig into details on projects.

Additional Information

These links were used as references for the information on this document.

- [Working Remotely During COVID-19](#) by Center for Workplace Mental Health
- [How to Work From Home Without Losing Your Mind \(or Your Job\)](#) on Ask a Manager
- [How Not to Look Like a Slacker When You Work From Home](#) on Intuit QuickBase
- [Ease Working From Home](#) on NASPO Pulse