

SAINT ALPHONSUS

AN EMPLOYERS GUIDE

For Deploying A Work From Home Program



With some preparation and effort, employers can overcome the challenges of remote work and create a healthy, happy, and productive work environment for the entire team. Here are some tips and best practices to consider.

- 1. Internet Connectivity** - before sending your employees home, ensure access to a high-speed internet connection and publish a policy on whether the business will cover any portion of the expense.
- 2. Video Conferencing** - connecting face to face is important, especially when your workforce is at home. Choose a platform that is easy to use and allows multiple team members to connect. Practice good video etiquette. In person, it's easy to see if someone is checked out but it's much more difficult to see signs of disinterest when employees are participating in meetings remotely. Set clear expectations for appropriate attire and the use of video and chat functions to keep your team engaged.
- 3. Prioritize Documentation & Communication** - Communication for remote workers is totally different than it is for employees who are together in an office. Remote work requires purposeful communication - both written and verbal - to avoid misunderstandings or missed deadlines. Develop an organized way to communicate priorities amongst your team. Do recaps on projects for feedback on ways to improve and do even better on what's next.
- 4. Dedicated Work/Office Space** - successful home offices typically include a dedicated and private space for your employee to work. It creates a sense of "going to work" which will help get your team in the proper mindset to focus and prevent distractions. Dedicated space also protects the confidentiality of your business information. Consider a written policy that communicates the importance of treating your business assets as if they were housed in the office setting.
- 5. Dedicated Working Hours** - working from home naturally fosters a more flexible schedule. Set clear expectations by establishing core business hours, set times of the day where your employees will check in, or pre-determined days where they will work from the office.
- 6. Social Activities** - to avoid the risk of employees feeling disconnected, consider periodically bringing your team together for social or team-building events.
- 7. Attitude** - stay positive. Humans crave interaction so working from home can be challenging. Don't discount this important trait when transitioning employees to the home-based work setting.

Have a non-emergent COVID-19 question? Call the COVID-19 Employer Hotline at **(208) 302-7600**.

Our calling is you.



Saint Alphonsus

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