



## Transition Tips to Remote Workforce

---

### Communication

- Consistent and LOTS-OF-IT communication for priorities, expectations, and feedback
- Email - Your new best friend
- In lieu of face-to-face connection, video calls & conferences will keep you & your teams connected

### Support Tools into Transition - Video conferencing vs In-Person Meeting

- Video Conferencing. Most companies today use either Microsoft Productivity Office & Communication Applications. We encourage you to use these tools as each platform includes video conferencing, video calling, real-time chat, and email. If you prefer to use other third-party tools, there are a few options to consider such as Microsoft Teams & Skype for business, Google Meet, as well as [Zoom](#) and [Cisco Webex](#), which is a top pick as Cisco has made its full feature platform free to support a virtual work model.
- Shared Environment. We encourage customers to use what is included in their current productivity platform, Google Drive or Microsoft OneDrive. DropBox and Trello are additional options as well.
- E-mail and Chat, the New Water Cooler. We encourage customers to use what's included in their productivity platform, Google Hangouts or Microsoft Teams as well as Real-Time Messaging like Slack and WhatsApp.

### Trust and Mindset

- Stay connected and communicate
- For project-driven work keep to established timelines and deliverables
- Accountability - Provide employees with Key Performance Indicators

### Guideline and Expectations for Working from Home

- **Etiquette**
  - Camera feature "on" ...get ready for your close-up! as well as professional appearance... waist up at least.
- **Availability**
  - Keep your calendar current when you will be online and accessible.
  - Be current and responsive in communications as if you were sitting in the office.
  - If you will be offline or unavailable, notify <insert company contact> in advance and set your email OOO.
  - If you become sick, please notify your supervisor immediately, so they can make other arrangements.
- **Confidentiality**
  - WiFi - please ensure your wifi is password protected.
  - Ensure confidential information on screens or printed materials are not accessible to anyone else
- **Present Day Circumstances**
  - Work from your home only
  - Regularly clean and sanitize work area

*San Diego Human Resources has enjoyed a remote-friendly work environment since its "birth" and we understand you may have concerns in allowing your team to work from home during the impact of COVID-19. We've experienced the many benefits of working remotely in flexibility, employee satisfaction, and team morale, all of which lead to a happy, high performing team. We understand this may not be your usual cup of tea, but don't be afraid! As we provide you with Recruiting and/or HR support, we welcome the chance to guide you into and through the world of a remote workforce. The recommendations listed above are intended to help get you through what we all hope will be a short term situation. Should this become prolonged, we will help you navigate the next step to employee engagement, management, and development.*