



Saintcyr Consulting, LLC.

Building Transformative Leaders

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WORKING FROM HOME – TIPS TO GET STARTED

Now is the time to consider activating work-from-home policies.



If you do not have a policy, here are some tips that can help.

- Identify which positions are suitable for telework. (Some employees are designated emergency or essential personnel.)
- Set clear expectations around the work, communication, and timeframe.
- Ensure managers/supervisors have updated contact information.
- Leverage available company/agency technology (VPN, video and telephone conference, company social media) to work and communicate.
- Managers/supervisors should check-in with their teams.
- Avoid bringing home any documents with sensitive, confidential, or personally identifiable info unless otherwise provided by regulation and/or policy.
- Follow federal, state, and local regulations, guidelines, and communications.
- Partner with HR/Legal.