



## TELECOMMUTING TIPS

If you elect to work from home during this voluntary telecommuting period, and have not done so previously, this will likely be a period of adjustment. With school closures and other companies creating similar programs for remote work, you may also be juggling work and family in the same space.

We put together a few tips that may be useful as you establish your remote work environment.

### Tips for Working from Home

- **Have structure / create a routine** – this will be helpful for you, and for your children, if they are also home during this time
- **Plan ahead, set and share your schedule** – share this with your manager / team, as well as other family members who may be home
- **Include break and mealtimes** - Take breaks from work, set down your phone and be fully present in your current activity
- **Take advantage of time zones** – Use time zones to your advantage when setting your schedule (this can be useful if you support customers in more than one time zone) and use your children's nap / sleep times, as well
- **Have a designated work area**
- **Stay connected** – Communicate with your teammates frequently and be available on Teams for calls, chats, etc. Keep your manager up to date on your accomplishments, as well as any assistance you need.
- **Be flexible** – Interruptions will inadvertently happen. Focus on the bigger picture / goals.
- **Don't forget to record your time** – Non-exempt employees are still responsible submitting a timesheet with all hours worked.

### Hold more effective meetings

- Define the desired outcome for the meeting and create and stick to an agenda
- Be respectful of attendee time / maintain schedule
- Send out meeting materials in advance and share questions to be asked
- Take advantage of video meetings on Teams for better engagement
- Ensure that everyone is included in the discussion (ask them questions and create pauses in the conversation for participation by all attendees)
- Rotate meeting times to accommodate different time zones
- Recognize / give credit for ideas; don't over explain
- Promote active, courteous discussion
- Document and distribute outcomes, action items and next steps

### BGSF Telecommuting Policy

Please review the Telecommuting Policy in the [Team Member Handbook](#) on the HR SharePoint for an overview of BGSF's guidelines on remote work. Understanding children may be in the home due to school or other closures, the Dependent Care section of the policy will be relaxed.