

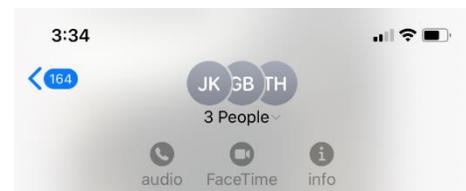
TIPS FOR WORKING FROM HOME

- Maintain regular office hours of 8:30am – 4:30pm.
- Start each day with a plan and share it with your team.
- Find a new routine and stick to it. Having a routine to begin and end your work day will help you get into a rhythm, and avoid letting work bleed into your personal time.
- Create a dedicated workspace. Make it ergonomic and comfortable, but not too comfortable! Try and let in some light and fresh air.
- Please continue to use Who's Out. You can access Our Melcor on your remote desktop or externally by logging in at <redacted>.
- Sick days still apply. If you're feeling ill, take a sick day, even though you're already at home.
- Some people find that getting ready for work (shower, dress) helps to feel as though your day has started.
- Remain social! Talk to your colleagues, friends, family, pets... plants...

TIPS FOR PRODUCTIVE TEAM WORK

Every group is different and will develop their own protocol for working together efficiently, but here are a few ideas to get you started.

- Monday morning calls to get aligned and understand current priorities.
- A start of day call & an end of day call may be more appropriate for your team.
- Two daily emails to your manager to help you remain motivated and accountable:
 - In the morning, share the projects and tasks that you plan to accomplish
 - In the evening, share what you actually achieved
- Consider effective mediums for team communications – text message, Skype, email. Are you using the right one in the right circumstance? Set guidelines so everyone on your team knows how and when to touch base.
- Pro tip: you can quickly set up a group call by expanding a group text (click the arrow next to the number of people) and then click audio. You will immediately and simultaneously call all the people in the group chat (up to 32 people) using FaceTime.
- Don't forget to maintain regular one-on-ones or other regular check-ins and meetings.



TIPS FOR STAYING FOCUSED

- Add structure to your day by scheduling your tasks. Be sure to include mini-breaks & lunch.
- Sending clear, succinct emails and/or texts will help avoid miscommunications. If you're having trouble being concise, consider calling over emails and text.
- If you share your home work space with your spouse or children, set boundaries and guidelines for sharing space during your working hours.

Everyone - if you begin to feel isolated or disconnected – take a break. Get some fresh air. Change your scenery. Disconnect from your screens. Socialize with your colleagues, friends and family via calling, texting, social media, FaceTime, etc. We are all in this together and we are here for you.