

### **Set Expectations**

Let others know your availability by sharing your calendar or keeping it updated.  
Supervisors can establish core hours or virtual office hours to indicate when employees should be online.

### **Be Intentional**

Establish routine check-ins / methods of accountability  
Set protocols or ways that you will operate and do business  
Create redundancies through shared SOPs, office buddies, collaboration tools  
Create procedural checklists for major tasks or projects

### **Define Priorities**

Evaluate and complete tasks based level of urgency and level of importance.  
Ensure tasks are in-line with goals

### **Contingency Plan**

Establish an emergency telephone tree  
Identify work procedures for times when network is down, etc.



# **COMMUNICATION CONNECTEDNESS**

### **Stay Social from a Distance**

Use technology to keep in touch with others over the phone or video chat  
Talk with other from a safe distance (6 feet or more)

### **Scheduled Regular Check-ins**

Make connecting with others a regular part of your week

### **Strengthen Relationships with Those Around You**

Find new ways to connect with people in your household or neighbors

### **Organize Virtual Activities**

Try organizing group activities on Zoom, Google Hangouts,  
such as group learning, fun activities, etc.



### **Be Kind, Supportive and Generous in Your Own Way**