

Region of Peel Telework Guide Program

Offering employees more choices for how and when they work can be key to ensuring business continuity and emergency preparedness for your workplace. We have compiled some resources for you to help quickly start or refine work from home options for your workforce.

Employee Do's

COMMUNICATION

- ✓ Make sure that team members and supervisors have a clear idea of the day(s) you will be working from home
- ✓ Forward your office phone to your home phone if possible
- ✓ Keep your boss informed of the progress you are making as needed
- ✓ Attend on site or virtual essential department and group meetings
- ✓ Respond to communications such as calls, emails and texts

PRODUCTIVITY

- ✓ Treat your work from home day as you would a regular day in the office
- ✓ Develop tasks and deliverables
- ✓ Select assignments and deliverables that can be performed remotely
- ✓ Develop a routine for the work from home days
- ✓ Stick to all deadlines and keep your work organized

ERGONOMICS AND SAFETY

- ✓ Have a dedicated workspace at home
- ✓ Set up the workspace in an area that is safe and free from hazards
- ✓ Pay attention to the ergonomics of your dedicated workspace at home. Items to consider desk height, chair, lighting, safety, electric support and noise
- ✓ Take breaks throughout the day

Employee Do Not

HABITS

- ✓ Do not develop bad habits at home
- ✓ Don't sleep late on work from home days
- ✓ Do Not stay in your bed clothes all day
- ✓ Do Not let pets or other noise impair your work environment when talking on the phone

PRODUCTIVITY

- ✓ Do Not forget that your employer is paying you to do your work during the agreed upon hours
- ✓ Do Not work from home if you have an infant or other dependent who require your full attention
- ✓ Do Not do household chores during work from home hours