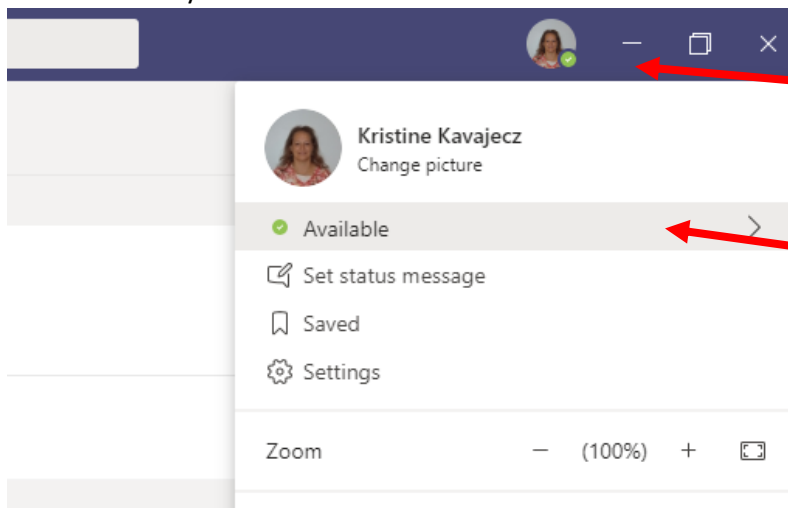


WORK FROM HOME TIPS

Employee Tips for Working from Home:

- Set a Schedule
 - o It is highly recommended to set and keep regular office hours
 - o Plan your workday by creating a list of tasks to complete
- Get Dressed for Work
 - o Avoid working in your pajamas all day
- Create a Designated Work Area
 - o Make sure this work space is efficient for all of your work needs
- Become Proficient with Email
 - o Microsoft Teams is a useful tool for Bayfield County employees to become familiar with.
- Use the Correct Tools to Complete your Tasks
- Take Breaks When Needed
- Avoid Distractions in your Work Space
- Remember to be social when you can to avoid feeling bogged down with work.
- Change your status in Teams regularly as you are available or not throughout the day so that others know if you are available or not.



Click your photo in the upper right corner of the Teams screen.

Select the appropriate status.

- Keep your outlook calendar up to date so that if someone wants to schedule a meeting with you, they can use the scheduling assistant to see if you are available. This means adding times that you may be away from your computer for any reason and adding phone calls or video meetings to your calendar so others know you are not available during that time.

- Check in with your supervisor on a daily basis. A good practice is to set a specific check-in schedule to ensure that priorities are communicated and to receive any current updates.
- Share your thoughts, anxieties, concerns regarding the current situation. It is normal to have these feelings. Utilize the employee assistance resources if necessary and share them with your family and co-workers. Here is a link to a COVID specific communication from Sand Creek (now a subsidiary of AllOne Health): <https://allonehealth.com/blog/>
- To check your voicemail by phone, dial your work phone number. When you hear the greeting, press *. The system will ask for your PIN number followed by the #. Follow the prompts from there.
- If you experience technical issues, put an item in IssueTrak or call IT at 715-373-6319. Please do not make multiple inquiries to multiple people in IT.