Planning for Working Remotely

People should plan now for the possibility of working remotely if your work can be completed from off-campus. Supervisor approval is required before beginning to work remotely and work must be performed on College-owned equipment.

Please follow this general advice

- Start planning now: The virus situation is volatile and unpredictable in its impact on the college and its operations. Regardless of how the situation unfolds, you will be better prepared for whatever comes.

- Identify and focus on your department's most critical functions: What must get done for the college to function? Which obligations might actually increase? What work could be curtailed or postponed to compensate? Work with your department to answer these questions.

- Reach out to your collaborators and customers/constituents now: What do they need from you most urgently and how can you provide it? What do you need from them most urgently, and how will you function if delivery is impacted? What can be done electronically rather than face-to-face? Prepare to set expectations for how your department will function and deliver services.

- Assess your department's capacity realistically: What will you do if a significant number of staff are unable to work in person? What if they are unable to work remotely? What will you do if certain staff who are responsible for specific tasks are absent or unable to work even from a distance?

- Rely on familiar methods and tools: Introducing new options adds complexity and slows you down. It should only be done if existing options are unworkable. While the college has the ability to use video and audio-conferencing systems for communication and instruction, determine first if that is the only possible alternative way of working before committing to it. A phone conference may work more easily for everyone. Consider using Google Hangouts as a chat method of communication among your team or department.

- Create a departmental communication plan: How will your team share information if you are working from different locations? Google groups and shared drives are excellent tools for collaboration at a distance, and Hangouts can provide more instantaneous communication. Remember confidentiality. Email is not secure. If you have sensitive or confidential information to share, put it in a Google drive and share it with those who need to see it.

- Get everyone in sync and involved: Cross-train now to ensure coverage of critical tasks.