As we move into our second week of remote work, we are here to support you and are taking this opportunity to provide you with some important updates from Human Resources.

The New York State Governor’s Office has extended the mandate requiring that 100% of an organization’s workforce continue to work remotely except for essential operating personnel through April 15. The mandate will be evaluated in two-week increments going forward. In addition, the federal government guidelines for social distancing have been extended through April 30. This means minimize your personal interactions, avoid gatherings and discretionary travel, and practice good hygiene.

As a reminder, non-essential personnel should not be coming to campus at this time. Any exceptions to this advisement should be reviewed and approved by your divisional vice president. It is critical that we all adhere to these guidelines to protect our campus community.

**REMOTE WORK STRATEGIES**

1. **Brush up on basic remote work best practices**

   Maintaining your usual morning routine puts you in the right frame of mind for work. So keep exercising, keep showering, get dressed in “real” clothes, do your hair, make-up and shave just as if you were heading into the office.

   A dedicated space for working is ideal. But if you’re not set up for that, choose a spot in your home with minimal distractions and comfortable seating.

   Lastly, structure your day the same way you would in the office. If you’re in the habit of devoting your mornings to deep work and using the afternoons for meetings and emails, do that at home. Don’t forget to build in breaks, too.

2. **Understand cultural norms around communication**

   In the office, your team has an unspoken understanding around behaviors and expectations. When you go remote, communication is critical with your supervisor and department now that you’re all working from home. Continue to discuss team expectations around communication, response times, and working hours. Make this an ongoing conversation!

3. **Conduct weekly touchpoint meetings**

   When you’re not communicating with your teammates face-to-face, it’s harder to keep track of what everyone is working on and what’s coming up next. These meetings will help you to stay on the pulse and can easily be done over a Zoom call. Each person shares their plan for the week and any challenges they may be facing.
4. Fuel your body and mind!

It’s easy to overlook two of the most important factors in your productivity when transitioning to remote work: breakfast and lunch. Stock up on hearty breakfast and lunch foods. At noontime, lean on foods that promote brain function and don’t make you want to take a nap.

5. Stay connected on a personal level

Working remotely can feel lonely after a while unless you make a point to maintain the social connections you’ve built with your colleagues. Using Zoom calls for impromptu discussions whenever possible goes a long way. Hearing a human voice and seeing a human face instantly makes us feel less isolated. A real-time conversation is more contextually robust than an email.

6. Stay connected with your supervisor to ensure you have everything you need.

KEEPING YOU SAFE

We are asking every member of our campus community to monitor their health daily throughout the pandemic period, as COVID-19 cases are occurring everywhere in our community. If you develop a fever of 100.4 F or higher or feel feverish, experience flu like symptoms including cough and or shortness of breath, please stay home and contact your health care provider.

Please continue to adhere to all infection control strategies and public health recommendations including:

- Staying at home
- Keeping a distance of at least 6 feet from other persons
- Avoiding crowded areas
- Avoiding hand shakes
- Avoiding gatherings and social events including outdoor events
- Engaging in solitary exercise such as walking outside.
- Washing your hands frequently throughout the day for 20 seconds using soap and running water. Rub your hands together, include finger tips, thumbs, back of the hands and your wrist. If soap and water are not available use a 60% or higher alcohol based sanitizer
- Covering your cough and sneeze with a tissue, discard the tissue in the trash and wash your hands. If you do not have a tissue, cough and sneeze into your bent elbow
- Keeping your hands away from your face
- Employees who may require additional time off should submit the Request for Additional Time Off (click here for form). Please be patient as we continue to work through these requests.
KEEPING YOU INFORMED

If you would like more information regarding COVID-19 and your risk, please contact:

- Your health care provider
- Erie County Health Department Coronavirus Hot Line 1-716-858-2929
- New York State Coronavirus Hot Line 1-888-364-3065

Human Resources will have updated information as it becomes available through the Campus Coronavirus resources link in the portal. Please contact me at walleshl@canisius.edu with any questions you may have. We are committed to working together and supporting each other during this difficult time. Stay safe and be well.