

## Employee Guide for Working Remotely – COVID-19

In this state of emergency in response to the COVID-19 outbreak, Marquette University is committed to protecting the health, safety and wellbeing of our students, faculty, staff and visitors. The goal is to be creative, flexible and empathetic to employees' concerns and offer guidance for making work accommodations for essential positions, non-essential positions and for those in quarantine.

For details on time and attendance policies visit the [Human Resources section on the COVID-19 webpage](#).

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### Eligibility

- Talk to your supervisor to determine if remote work is an option for you.

### Preparation

- Obtain proper equipment and understand the [technology requirements](#).
- Create a home workspace that is comfortable, private, free of distractions and is adequately equipped with an internet connection and power source.

### Stay Connected

- When working remotely, employees are working. **Employees should not use email out-of-office messages, mark their calendars as out of the office or change voicemail indicating they are out when working remotely.** These are to be used only when employees are taking time off work.
- Use [Skype, Microsoft Office 365 Teams or email](#) to communicate information.
- Keep Skype open to leverage the availability indicators and instant messaging components.
- Keep your Outlook calendar up to date and share access with your supervisor and colleagues.
- Use phone calls or Skype video chats to discuss something that is more effectively and efficiently resolved than it would be over email.

### Eliminate Distractions

- Set clear guidelines for yourself and those who may be at home with you regarding your availability during the workday.
- Consider creating regularly scheduled 10-minute breaks (e.g., 10 a.m. and 2 p.m.) and your lunch break to attend to non-work-related issues.

### Progress Updates

- Schedule regular check-in calls or video chats with your supervisor and/or other colleagues with whom you often work.
- Discuss work expectations with your supervisor and provide daily updates.

More information on how to use Microsoft Outlook, Office 365 Teams and Skype for Business can be found in [this "Know Your Tools" section](#).