Remote Worker Toolkit

Working remotely can be greatly beneficial but also challenging. Following are some tools to help you organize your space and your tasks.

Ideal Work Area

Working from a dining room or kitchen table does get old, and the living room couch isn't comfortable for actual work! What does an ideal remote workstation look like?

- Review the **Home Office Ergonomics (https://www.purdue.edu/ehps/rem/laboratory/Personal/ergo.html#homeergo)**website to create the best remote desk setup. Having a dedicated workspace is vital for any long-term remote work scenario. Employee and/or supervisor is responsible for completing the **First Report of Injury Form (https://www.purdue.edu/ehps/rem/documents/forms/froi.pdf)** when a work injury occurs. Please review the **Report an Injury (https://www.purdue.edu/ehps/rem/froi/ai.html)** web page on the **Radiological and Environmental Management (https://www.purdue.edu/ehps/rem/index.html)** website for further details.
- Review the **Home Office Setup Guidelines (supportingDocs/Home_Office_Setup_Guide.pdf)** and discuss with your supervisor the IT or other equipment that can be moved off campus. Review **Frequently Asked Questions (FAQs) (homeofficefaq.php)** for further details.
- Review **ITaP's tools for technology and working remotely (https://www.itap.purdue.edu/newsroom/200320_itapfaqforcoviddays.html)**This includes online meetings, VPN access and remote desktop tips.
    - Consider utilizing **Office 365 to utilize OneDrive, Teams (https://portal.office.com/?_ga=2.184491170.583074000.1594036232-239083295.1530201546)**.
- Those teaching remotely should review **Innovative Learning's Overview (https://www.purdue.edu/innovativelearning/teaching-remotely/?_ga=2.177158561.583074000.1594036232-239083295.1530201546)**. **(reimbursement.php)**

(https://www.purdue.edu/hr/Benefits/medical/pdf/2020/2020_medical_comparison_rate_sheet.pdf)Remote Work Reimbursement Process

- **Remote Work Reimbursement Process (reimbursement.php)**
- **Remote Work Reimbursement Form (https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=6f2cd59e-732a-48cf-b7d6-961fdf2083e2&env=na2&acct=9ad6adfd-6804-409b-91bc-173cbee909f9&v=2)**
- **FAQs (https://www.purdue.edu/hr/COVID-19/remotework/faqs.php)**

Getting Connected; Staying Connected

Just because you are working remotely, doesn't mean you are working alone. Once you are virtually connected it is important to stay connected with your team and supervisor.

1. Establish a routine – just like you would if you were working on-campus.
2. Structure your day. Plan your work, then work your plan! Keep your calendar up-to-date. If you share a team calendar, work plan, goal sheet or other progress document – keep those updated too. Task-tracking should be transparent! Understand what shared drive, SharePoint site or OneDrive you can save and share work progress.
3. Facilitate regular check-in communications to keep in touch with co-workers or peers, team members and your supervisor.

   - Sometimes it is important to see other faces, so turn the video or web cam on from time to time!
   - Learn remote meeting etiquette – muting mics until ready to speak, keeps the noise levels down.
   - It's ok to provide and welcome some opportunities for remote social interaction.

4. Schedule breaks and give yourself adequate time to walk away from the computer and work space.
5. Learn how to use the various communication tools (i.e., email, voicemail, skype, teams, WebEx.) Visit **LinkedIn learning resources (mgrtoolkit/leadindres.php)** to learn more.

   - **10 tips for videoconferencing with deaf or hard of hearing individuals (https://www.2axend.com/10-tips-for-video-conferencing-calls-with-deaf-and-hard-of-hearing-individuals/#:~:text=Provide%20Deaf%20and%20hard%20of,the%20interpreter%20and%2For%20captioner)**
   - **Use live captions in a Teams meeting (https://support.microsoft.com/en-us/office/use-live-captions-in-a-teams-meeting-4be2d304-f675-4b57-8347-cbd000a21260)**

Additional Remote Work Information

- Per the **Authentication, Authorization and Access Controls (S-13) (https://www.purdue.edu/policies/information-technology/s13.html)** policy, prior to accessing IT resources, remote users must follow the **End User Security Guidelines (https://www.purdue.edu/securepurdue/it-policies-standards/it-guidelines/end-user-security-guidelines.php)** and any additional guidelines issued by departmental IT units and/or the owners of the IT resource(s) to be remotely accessed.
- The University has an insurance program to insure its property. The insurance will not cover any personal property that is used at home. Please contact **Risk Management (https://www.purdue.edu/business/risk_mgmt/)** for more information.
  - University owned equipment located at the employee's premises is insured. When employees are authorized to use their own equipment, the department will not assume responsibility for costs of repairs, maintenance or service.
  - Worker's compensation coverage is limited to designated work areas in employee's home or alternate work locations.
- Any tax implications related to remote work (i.e., home office deductions) are the responsibility of the employee. The employee should seek professional advice for any questions or concerns regarding tax issues.
- Any inventions or written or recorded materials developed in the course of employment at the designated workspace are subject to the provisions of the **University's Intellectual Property (https://www.purdue.edu/policies/academic-research-affairs/ia1.html)**.