

Create an environment for success

- Establish a “**home office**”—a clean, quiet space that is free of potential distractions.
- Follow the same operating cadence you would if you were working under normal circumstances—make work time predominantly work and personal time predominantly personal.

Be deliberate about your interactions

- Start the day right by always using the video function for our 8:45AM stand-up meeting.
- Make person-to-person phone calls and set up internal video conferences—do not rely only on Slack and email.
- Use our various modes of communication deliberately:
 - **Email**: for communicating with external parties or sharing information from external parties with teammates.
 - **Slack**: for shared consciousness and real-time coordination—limit private channel and DM communications.
 - **Google Hangouts**: for structured meetings and interactions.
 - **Phone Calls**: for person-to-person interactions and immediate needs.
- Have a coffee conversation. Each week, we'll send an email that assigns you a random person from the team with whom you'll “grab a coffee” and have an online chat at mutually agreeable time.

It's business as usual, in unusual times

- Maintain a schedule of consistent communications with the same stakeholders you would normally, even if it is by phone or video conference.
- Respond to your teammates' communications as quickly as possible.
- All external phone calls posted in the Slack channel **#missed-calls** must be returned within 24 hours.

Carve out time for fun and for taking care of yourself

- If you're struggling with this transition, talk to a teammate or your supervisor, check in on the Slack channel **#wfh-mental-health**, or call the Office of Employee Assistance at **(202) 225-2400**.
- The slack channel **#random-news** will serve as our digital watercooler. Take a few minutes every once and a while to post on or peruse that channel. Share a picture of your cat or an interesting article. Talk about a good book you're reading or a show you're watching.
- Get a healthy amount of sleep. It's great for your immune system.
- Designate one call a day as a “walking call” — take the call while going for a walk.
- Get outside of your home for a little while every day.