**Supervisor’s Guide to COVID-19 Related Telework:**

**Telework**

Identify remote work opportunities:

* Determine where positions and tasks can be performed remotely. Be creative.
* Consider which tasks are essential and see which ones cannot be performed remotely – identify alternative work methods.
* Identify long-term projects and alternative tasks that can be done when dedicated time is available.

Communication. Stay connected and maintain accessibility:

* Ensure you have the current phone number.
* Determine which communication channels will work best. (I.e. phone, email, Zoom, Microsoft Teams, etc.)
* Establish a plan for team communication.
* Consider meeting online rather than meeting on campus using Skype, Zoom, Microsoft Teams or other sources.

Technology and Resources:

* Determine whether your employees have the equipment to work remotely. Personal equipment and technology and/or work equipment. If not, contact IT Help Desk.
* Ensure your employees have the permissions and access needed to work remotely.
* Identify and implement safeguards to protect University data and equipment from unauthorized disclosure or damage.
* If your employee is having technical difficulties contact IT Help Desk.

**Manage Employees Working Remotely**

Communicate expectations and manage performance:

* To help measure productivity set deadlines and work goals, establish the type of work results expected for each task, and require ongoing communication with you and your team.
* Provide them with ownership over their work tasks and the flexibility to schedule their own time.
* Clearly communicate your expectations.
* Ensure they understand their work objectives and your performance measures, including measures related to the quality of their work, the quantity of work completed, their ability to meet deadlines, customer satisfaction, and completion of professional development training.
* Ensure you closely monitor work results and adjust the employee’s work tasks and duties as needed.

Monitor employee work standards:

* Hold your remote employees to the same work standards that they would be required to meet if they were physically at work.

Stay connected:

* Ensure that they, the team, and yourself are just as accessible and responsive to each other as you would be if the remote employees were on campus.
* Routinely meet online to ensure the entire team is focusing on the same goals and that the remote employees remain connected by using Skype, Zoom, Microsoft Teams or other sources.

**Additional Learning Opportunities While Working Remotely**

This is a good time for supervisors to:

* Ensure employees complete their mandatory Nondiscrimination & Title IX training, mandatory IT Security Awareness Training, the University’s Orientation training which is a great refresher on important EWU Policies, Ethics Training, and refresh their knowledge of EWU policies. [EWU Training Courses](https://inside.ewu.edu/hr/training/services/)
* Have employees review and update internal department/college procedure manuals.
* Have employees review their responsibilities for records management and review their electronic records consistent with those responsibilities. A training video and other materials on this topic are available: [Records Management](https://inside.ewu.edu/hr/records-management/).
* Have employees engage in professional development.
	+ LinkedIn Learning: Inside EWU
	+ [Khan Academy Free Online Training](https://www.khanacademy.org/)
	+ [Microsoft 365 trainings](https://support.office.com/en-us/office-training-center)
* Have employees complete diversity training.
* Online Classes:
* [Cultural Conversation](http://hml.ewu.edu/Play/6386) - Dr. Mark Orbe 01/26/2018 (1 hour, 33 min)
* A workshop with University leadership, Deans, Directors and Chairs on the "The Role & Responsibility of Leadership in Advancing Diversity and Inclusivity".
* [President’s Dialogue on Diversity - Institutionalized White Fragility](http://hml.ewu.edu/Play/6542) 1/29/2019
* [President's Dialogue on Diversity - We are Still Here-Native Student Voices in Celebration of 50 Years of American-Indian Studies](http://hml.ewu.edu/Play/6458) 05/07/2018
* [President’s Dialogue on Diversity - MeToo: What’s Next?](http://hml.ewu.edu/Play/6380) 1/29/2018
* [President's Dialogue on Diversity - To Kneel or Not: A Question of Patriotism](http://hml.ewu.edu/Play/6315) 11/6/2017
* [President's Dialogue on Diversity - Transgender use of bathrooms - Whose bathroom is it, anyway?](http://hml.ewu.edu/Play/6264) 5/8/2017
* [EWU Diversity & Inclusion Week 2018 - Spotlights](http://hml.ewu.edu/Browse/Tag/Spotlights)
* [Addressing Unconscious Bias](https://www.grovo.com/addressing-unconscious-bias)
* [Gender Equality and Sexual Diversity](https://www.udemy.com/course/gender-equality-and-sexual-diversity/)
* [Diversity and Inclusion in the Workplace](https://www.coursera.org/learn/diversity-inclusion-workplace)
* [Understanding Diversity and Inclusion](https://www.futurelearn.com/courses/diversity-inclusion-awareness)
* [Optimizing Diversity on Teams](https://www.coursera.org/learn/diverse-teams)
* [Unconscious Bias](https://www.mslearning.microsoft.com/course/72169/launch) (by Microsoft)
* Ted Talks: [Ted Talks on Inclusion](https://www.ted.com/talks?sort=newest&topics%5B%5D=inclusion), [Ted Talks on Diversity](https://www.ted.com/talks?sort=newest&topics%5B%5D=diversity)
* [Why we need more diversity to solve complex problems](https://www.youtube.com/watch?v=2GYOx1PF3Bc) | Scott Page - June 12, 2017 (45 min)
* [Unconscious Bias @ Work](https://www.youtube.com/watch?v=nLjFTHTgEVU) | Google Ventures (1 hour)
* [Recognizing and Interrupting Racism](https://drkathyobear.com/recognizing-and-interrupting-racism-in-your-organization-webinar-confirmation/) (webinar-1 hour)
* [4 steps for busting unconscious bias](https://youtu.be/K-n7el87Dmo) (4 min)
* [Intro to web accessibility](https://youtu.be/20SHvU2PKsM) (4 min)
* [Demo of screen reader use](https://www.youtube.com/watch?v=dEbl5jvLKGQ) (5 min)
* [What does my headscarf mean to you?](https://www.youtube.com/watch?v=18zvlz5CxPE) | Yassmin Abdel-Magied (14 min)
* [How to deconstruct racism one headline at a time](https://www.ted.com/talks/baratunde_thurston_how_to_deconstruct_racism_one_headline_at_a_time) | Baratunde Thurston (17 min)
* [The urgency of intersectionality](https://www.ted.com/talks/kimberle_crenshaw_the_urgency_of_intersectionality) | Kimberlé Crenshaw (18 min)
* [Color blind or color brave?](https://www.ted.com/talks/mellody_hobson_color_blind_or_color_brave) | Mellody Hobson (14 min)
* [How to get serious about diversity and inclusion in the workplace](https://www.ted.com/talks/janet_stovall_how_to_get_serious_about_diversity_and_inclusion_in_the_workplace) | Janet Stovall (11 min)
* Online Articles:
* [Big list of web accessibility articles](https://alistapart.com/blog/topic/accessibility/)
* [Great article on Cross Cultural Design](https://alistapart.com/article/cross-cultural-design/)
* [The #1 Way to Increase Inclusion, According to Gallup](https://www.gallup.com/workplace/247106/no-strategy-true-inclusion-workplace.aspx) (Gallup)
* [Diverse Teams Feel Less Comfortable – and that’s Why They Perform Better](https://hbr.org/2016/09/diverse-teams-feel-less-comfortable-and-thats-why-they-perform-better) (HBR)
* [Marlon James: Why I’m Done Talking About Diversity](http://lithub.com/marlon-james-why-im-done-talking-about-diversity/) (Lithub)
* [Great Leaders Who Make the Mix Work](http://hbr.org/2013/09/great-leaders-who-make-the-mix-work/ar/pr) (HBR)
* [Dear fellow white people: Here’s what to do when you’re called a racist](https://www.washingtonpost.com/outlook/dear-fellow-white-people-heres-what-to-do-when-youre-called-racist/2019/08/20/6e31941a-beda-11e9-b873-63ace636af08_story.html) (Washington Post)
* [I wanted to know what white men thought about their privilege](https://www.nytimes.com/2019/07/17/magazine/white-men-privilege.html) (New York Times)
* [First Impression Bias](https://business.linkedin.com/talent-solutions/blog/recruiting-strategy/2017/4-ways-to-eliminate-first-impression-bias-and-hire-the-right-candidate) (LinkedIn)
	+ Books that are free online:
* [But I'm not a Racist](https://drkathyobear.com/wp-content/uploads/2017/01/But-Im-NOT-Racist-Advance-Reader-Copy.pdf) by Kathy Obear
* Podcasts:
* [Scene on Radio](https://www.sceneonradio.org/)  (in particular, “Seeing White” – 14 episodes; “Men”– 12 episodes)
* [Yale University Press](https://yalebooks.yale.edu/podcast)
* [Solidarity is This](https://podcasts.apple.com/us/podcast/solidarity-is-this/id1251648447?mt=2)
* [Battle Tactics for your Sexist Workplace](https://www.kuow.org/podcasts/battle-tactics)