* Develop clear boundaries and guidelines
  + Establish overall timeframe employee is working – things are more fluid; lunch doesn’t have to be at noon
  + Best way team member can be reached- email, phone, chat
  + How distractions/challenges can be addressed at home (family concerns, defined office space)- this might involve more flexibility with childcare issues for instance
* Share new metrics and measurables of success
  + Concentrate on what is being accomplished, rather than what is being done daily
  + Clarify and re-clarify goals and roles for your team – help team to understand how each will contribute to an outcome
* Get the infrastructure right
  + Make sure your team has the equipment needed to work from home
* Establish structured daily check-ins
  + Inquire about workload, progress (without micromanaging), and be a good listener
  + Communicate your trust and respect of your team as they work remotely – you can’t see what people are doing, but you can equip them and give them tasks for outcomes
  + Ask questions such as “What have you done?”, “What are you working on?” “Where do you need help?”
* Figure out communication technologies that are agreed upon- Video Conferencing (Zoom/Teams) and Chats (Teams/Slack)
* Provide any training needed for using remote technologies
  + Employees may not know how to use virtual modalities
* Establish rules of engagement
  + How often should we communicate?
  + How will the team communicate for sharing information or collaborating on projects?
* Provide opportunities for socializing
  + Look for signs of fewer emails or chats and increase contact when necessary
  + Begin first few minutes of team calls discussing non-work items
  + Have virtual “pizza”/”birthday parties
  + Create a “watercooler Slack or Team channel” where employees can trade jokes, gifs and family photos
* Offer encouragement and emotional support
  + Employees may feel lonely or isolated and disconnected
  + Listen to employee’s anxieties and empathize
  + Ask “ How is this remote work situation working out for you?”
  + Provide affirmation/confidence in your team “we’ve got this” or “this is tough, but we will get through it together”
* Encourage team members to take their lunches, breaks and not “overwork”