

## Telecommuting from Home during COVID-19



Realizing that many colleagues are telecommuting for the first time in an extraordinary situation beyond our control. We wanted to offer a few tips for successfully working from home.

### **Recipe for Success**

**Location** - Work only at home, not in other locations for public safety reasons. If you don't have a dedicated home office, try to find a private space to work in your home.

**Laptops** - Keep them in the house and powered off during non-work hours. Protect your laptop from accidental damage from liquids, pets, falls, etc. The laptop case provides the best protection when not in use. Do not allow any others to use your laptop. It is solely for business use.

**Paper** - Keep protected health information and Trinity Health business confidential information secured and shred when no longer needed. Clear desk requirements still apply for documents classified as protected health information and Trinity Health confidential information should be secured in a locked location such as a cabinet

**Phone calls/Web meetings** - Use headsets or air pods try to find a private space away from others in the home.

**Printing on home printers** - Do not print protected health information on home printers.

**Jabber/Jabber Voice** - Keep it on during business hours to stay connected to your colleagues and your phone calls in real time.

**Email/Internet/Security** - Be extra vigilant with external email. There are many malicious internet links and phishing scams associated with COVID-19. Please contact Service Now Help desk and your RHM Privacy/Security Officers right away with any Privacy or Security related issues.

**Talk with your managers** - Be sure to clarify priorities and expectations when working at home.

**Smile :) Stay Positive Stay Safe**