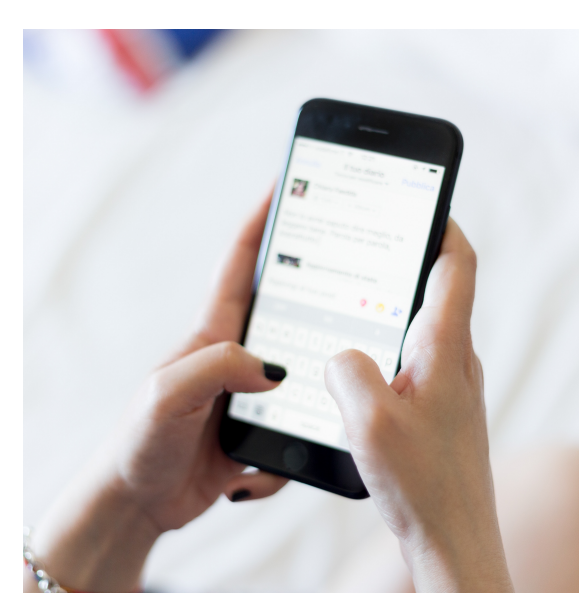


Managing Remote Teams during **COVID-19**

Transitioning during Quarantine Office Life?

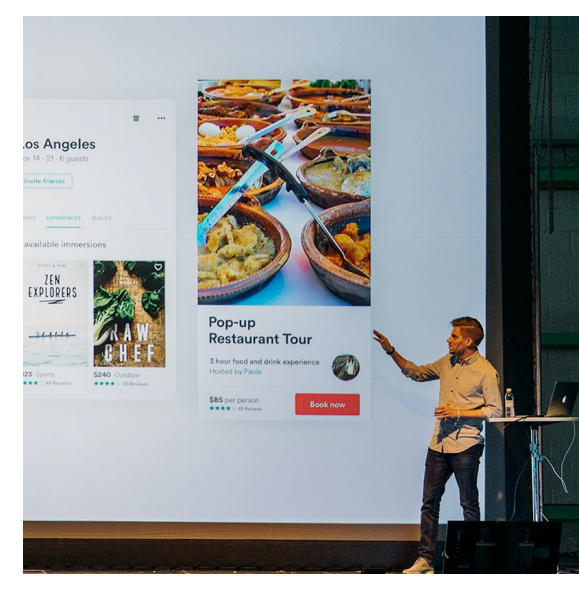
Below are a few things G&A Partners has implemented at G&A to ensure our employees have a smooth transition without losing productivity.



Have hourly employees use a mobile-friendly time and attendance tracker, like **G&A's WorkSight**.



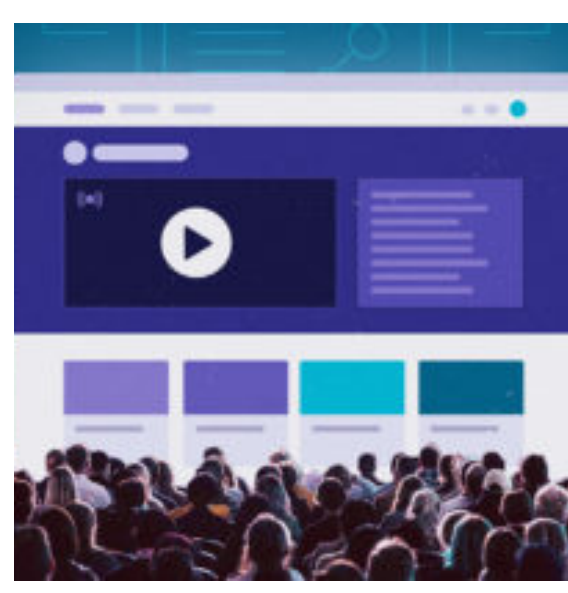
Provide online productivity tools such as **Trello** or **Microsoft Teams** to allow for collaboration.



Host virtual conferences with the leadership team to keep everyone informed by using **GoToWebinar** or **Zoom**.



Make sure your leadership team practices **transparent communication**. For example, our VP of Corporate HR sends daily **email** updates.



Create an online community using tools like **Influitive**. Employees stay in touch while completing challenges and discussion boards.

Work from home with E.A.S.E.

For many, working from home can be a huge adjustment and undertaking. Encourage your team to E.A.S.E. into the transition.



Follow these tips, for an easier transition to working from home:



E — Enforce a Routine: Get dressed in the morning, take breaks, and maintain regular work hours.



A — Avoid Distractions: Turn off the TV, ignore the phone, and avoid doing household chores.



S — Set Up Your Workplace: Find a dedicated spot in the house that will be your workstation.



E — Eat Healthy and Exercise: Snack healthier, plan out your meals, and do simple at home exercises.

Communication

While your team is apart, it is important to find a balance of keeping everyone on task while avoiding micro-managing. Here are a few conversation starters...

"Are we moving the needle toward your goal? Why or why not?"

"What barriers can I remove or mitigate to better enable you to meet your goals?"

Make sure you are setting clear guidelines and expectations from the start. Never assume something that is clear to you is clear to your employees. Remember, not everyone has the same thought process. Well-defined communication can ease understanding.

COVID-19 has challenged leaders to exercise empathy and compassion that will make a difference in the lives of their employees, customers, and communities.

Assume best intent when people reach out.

Address concerns in an FAQ document.

Be intentional with your tone.

Keep calm and lead on.

"The biggest challenge in going back to work is not for the worker, but the business leaders. We have all learned new ways to communicate and share information. At G&A Partners, we connect with our employees daily, to keep them updated on the business, and to share stories of how we are all adjusting to this new environment"

- Michelle Mikesell, G&A's VP of Corporate HR

Visit www.gnapartners.com/covid19 to learn more.