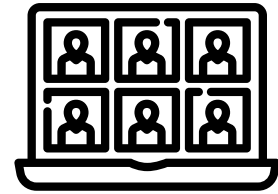# KEY TAKEAWAYS FOR EMPLOYEES

SET UP YOUR WORKSPACE

Find a space in your home where you can concentrate. Set up a workspace in a low-traffic area where you can put down your computer and spread out. A designated and uncluttered space will help you focus and physically separate your work life and home life. Refer to our guide on setting up your remote work site for more tips and ideas.

STAY SECURE ONLINE

The UCF Information Security Office recommends to use a Virtual Private Network (VPN) when accessing your office PC or data stored on the university system via remote desktop to create a secure connection between your home network and UCF. Learn more about what you can do to stay secure online.

COMMUNICATE OFTEN

Share your daily task lists, communicate information when collaborating with others, and speak to your team every day. There are several communication mediums at your disposal, the most common of which include emails, voice calls, video calls, and instant messages. Using Outlook calendars and out of office message are great ways to let people know you are not physically in the office that day. Also make sure to communicate if you will be away from your desk for a while.

MAINTAIN HEALTHY BOUNDARIES

Make sure to take breaks, stay hydrated, and give yourself opportunities to "clock out" from remote work at the end of the day. Consider setting a routine for your day as this will help you stay productive and help you maintain a proper work/life balance. It's also important to move your body throughout the day. Best practices include standing up and stretching every 30 minutes, looking away from the computer screen regularly and using correct posture.

ACCOUNTABILITY

Remote work arrangements are privileges, not rights. It is neither an entitlement nor a university benefit. The arrangement must be in the best interests of the university. The university reserves the right to terminate or adjust the Remote Work Arrangement or workplace schedule at any time.