

**E-MAIL TEMPLATE: TEMPORARY TELECOMMUTING/REMOTE WORK**

**E-mail Subject:** Temporary Telecommuting/Remote work

We / I received your request to work from home temporarily due to special circumstances – Corona Virus (COVID-19). We / I approve you working temporarily remotely from home effective **DATE**.

**To ensure we are on the same page during your temporary telecommuting/remote work from home my expectations are as follows:**

- Transfer calls from your work phone to your cell phone or home phone
- Check your work voice mail periodically and return calls accordingly
- Work schedule remains the same as your current work schedule
- Work to be completed includes:
  - Daily regular duties and responsibilities
  - Working on assigned projects
  - Participating in meetings via zoom
  - Other tasks as assigned
- Provide a summary of work completed (via e-mail) on a weekly basis (Fridays)
- Performance expectations are the same as when working on site.

Let me know if you have any questions and hope the above is helpful.