

## Working During this Pandemic - Tips for Managers and Employees

For those suffering from Zoom fatigue, consider whether a Zoom meeting is necessary. [Google chat Google chat rooms](#), where you can invite multiple attendees has proven effective for some staff, so consider those as options, especially for intra-departmental communications. Consider having phone conversations or conference calls, which can be a nice change from a Zoom meeting. Also consider if the work can wait until the next time you are regularly scheduled to meet.

- If you do need to schedule a meeting, consider whether work can be accomplished in shorter meetings. 15/30/45 minute meetings can be very effective if they are focused. Consider using the extra time between meetings to get outside.
- Managers should encourage employees to schedule a real break to eat lunch, which may mean moving meetings away from the lunch hour. Once the manager and employee agree on a lunch schedule, mark that time as not available for meetings in your Google calendars.
- Consider whether weekend or evening communication is both essential and time-sensitive. If not, consider waiting to send emails until the next business day. You can compose the email and use Gmail's "schedule send" to send it at a future time.
- We should all reconsider what constitutes sending an after hours text message or phone call unless it is an urgent situation. It is important to have a mutual understanding of this through conversations with your manager.
- Managers should be having regular check-ins with employees about their current workload and bandwidth and consider re-prioritizing, delaying or ceasing work if new priorities arise.
- Managers and employees should plan for employee time off. Work that must continue should be redeployed to other members of the team. Where possible, managers should account for time off when planning a project or deliverable. In other words, we all need time off and returning to work following a vacation should not be met with a backlog of work.
- Managers should keep in mind that there still may be added responsibility for many employees to educate their children at home and manage other family responsibilities, while trying to balance those obligations with the typical work day. Communication and flexibility are critical during this time.