

## Coronavirus Advisory – Teleworking Guidelines

Telework continues to play a significant role during emergencies by enabling a greater number of employees to work to support the continuity of operations. Concerns over containing the spread of the coronavirus are prompting many employers to reduce hours and to encourage their employees to telework. NATA recommends that TAs should promote and incorporate telework so that employees can remain safe which will allow the Trade Associations to maintain productivity. Since most of the TA workstream is through cloud base Intellisoft platform; NATA leadership encourages that TA should allow teleworking for most employees if possible.

We would like to propose that the leadership set expectations as our staff have not previously worked remotely. Following are our recommendations:

### 1) Tracking TA projects

- a. Set clear expectations on establishing work hours, prioritizing tasks, and project lists.
- b. NATA can create an individualized TA dropbox link where the TA board and supervisors can post task lists, track employee progress, and share and collaborate on important documents.
- c. TAs can also use SharePoint or google drive.

### 2) Communications

- a. Meetings can be set over conference calls (NATA can set up a dedicated TA conference line or video conferencing if needed) for meetings that usually would be held in person.
- b. TA Board and employees can have morning and afternoon calls to discuss task lists for the day and share updates
- c. Set up a call forwarding where members can reach TA staff.
- d. Create a document where you can track all the incoming and outgoing communications
- e. Frequently check TA voicemails

### 3) Office Hours

- a. TAs can setup limited office hours where urgent visitors can make appointments to meet or drop off important documents;
- b. Limited staff member(s) can retrieve TA mail and other TA documents.
- c. Encourage members to mail important documents (applications etc.) or schedule a time to drop of documents at a designated mail drop off

If TA decides to administer teleworking. Following is a sample agreement that specifies the conditions applicable to an arrangement for performing telework.

# National Alliance of Trade Associations

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Telecommuting is a voluntary agreement between the \_\_\_\_\_ (TA) and the \_\_\_\_\_ telecommuter. This agreement begins on \_\_\_\_\_ and continues until \_\_\_\_\_ and must be renewed.

1. The telecommuter will telecommute to the following alternative worksite  
\_\_\_\_\_  
\_\_\_\_\_. (Home address).
2. The telecommuter agrees to be available during the assigned business hours of \_\_\_\_\_ till \_\_\_\_\_ for communication through such methods as a dedicated phone line, voice mail, email, etc., and agrees to respond within \_\_\_\_\_ minutes/hours. Employee initiated schedule changes must be with advanced approval by the TA Board member or manager.
3. The duties, obligations, responsibilities, and conditions of the telecommuter's employment with the EMPLOYER remain unchanged. The employee's salary, retirement, vacation and sick leave benefits, and insurance coverage shall remain the same.
4. The telecommuter agrees to maintain a safe and ergonomically sound work environment
5. The telecommuter agrees to provide a secure location for EMPLOYER-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than EMPLOYER business. All equipment, records, and materials provided by the EMPLOYER shall remain EMPLOYER property. The telecommuter agrees to allow the TA reasonable access to its equipment and materials.
6. All EMPLOYER equipment will be returned by the employee for inspection, repair, replacement, or repossession,
7. The EMPLOYER will not pay for the following expenses:
  - a. Maintenance or repairs of privately-owned equipment;
  - b. Utility costs associated with the use of the computer or occupation of the home;
  - c. Equipment supplies
8. The telecommuter agrees to seek advanced approval by the supervisor to use sick leave, vacation, time off, or other leave credits.
9. The telecommuter will implement the steps for good information security in the home-office setting and will check with his/her supervisor when security matters are an issue. The telecommuter has a copy of the EMPLOYER's security requirements and procedures.
10. Management retains the right to modify the agreement on a temporary basis as a result of business necessity

Supervisor's Name, Signature, & Date

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Telecommuter's Name, Signature, & Date

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TA Board Members Name, Signature & Date

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