

ABOUT THIS TOOLKIT

As an employer, one of the most important jobs is ensuring that employees are content and challenged. Studies show that the flexibility offered by remote work programs improves employee satisfaction, retention, and even increases productivity. Plain and simple, remote work can make your job more efficient!

It's clear that remote work is much more than a growing trend – it's a proven management tool that lessens traffic congestion on Bay Area roadways, increases productivity, and helps retain skilled workers. Everyone benefits from a carefully directed remote work program.

The best remote work programs begin with clear company policies and guidelines. Other important elements to consider incorporating into your remote work program include:

- ✓ An initial assessment program where employers and employees can determine whether this is a good fit for the employee and their work responsibilities
- ✓ Education and training for employees working remotely to learn how to communicate and collaborate with other employees, and how to manage time effectively while working from home
- ✓ Ongoing, regular communication and check-ins with managers and team members
- ✓ Company-provided equipment, including a laptop, to help your employees be more effective and efficient. Employers may also offer reimbursement for purchased equipment, high-speed internet, or cell phone offerings.



This toolkit is intended to help businesses with employees in the Bay Area start or expand a remote work program, and to help inform employees about what to expect. This toolkit includes:

- ✓ Tips for ensuring a successful remote work program
- ✓ Fact sheet highlighting the benefits of remote work for employers
- ✓ Ideas for creating stronger remote work teams
- ✓ A fun, printable weekly to-do sheet for employees
- ✓ Bay Area resources for remote work/alternative commutes

It all boils down to this: remote work programs are a win-win-win – good for workers, good for business, and good for air quality!

Additionally, the Bay Area Air Quality Management District issues Spare the Air Alerts when air quality is forecast to be unhealthy in the region. Employers can [sign up](#) to receive Spare the Air Alert notifications by text, email, or phone and are encouraged to allow remote work when air quality is unhealthy.

For more information on the Spare the Air Employer Program, or to join, please visit www.EmployersSpareTheAir.org.

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CUT THE COMMUTE: MAKE REMOTE WORK POLICIES BENEFIT YOUR BUSINESS

Studies show that having a strong remote work policy can be a viable, flexible work option with many benefits for both employers and employees. But did you know that it can also benefit air quality in the Bay Area?

It's time to rethink how we conduct business in the Bay Area. Employers who offer remote work options for employees can help reduce the number of cars on the road and improve air quality throughout the Bay Area.

Expand your company's opportunities and increase employee retention by offering a commute-free option. Still on the fence? There are so many benefits to remote work, including:

For organizations/employers

- Improved morale, productivity, and work quality from employees, with better employee retention
- Cost savings of reduced office space and parking space needs
- Remote work options cover the Bay Area's [Commuter Benefits Program](#) requirements

For employees

- Time and money saved by reducing or eliminating commutes
- Less stress and more time for a healthy work-life balance
- Improved productivity

For the Bay Area

- The whole region benefits from less congestion on our roadways
- Fewer cars on the road means better air quality for everyone
- Employers who offer a remote work option to their employees help Spare the Air

The advantages of remote work programs are far-reaching. Everyone in the region benefits when employers provide remote work options for their employees.

For more information on Spare the Air or remote work programs, visit www.sparetheair.org/cut-the-commute.

FIVE TIPS FOR ENSURING A SUCCESSFUL REMOTE WORK PROGRAM

Transitioning from working in the office to working from home can be challenging, if not implemented correctly. Remote work policies have already demonstrated a positive impact on air quality in the Bay Area – commute times are down and there are fewer cars on the road. Employers who create permanent remote work programs can have a big impact on the region’s air quality. Check out the following tips to ensure your employees are successful and productive while working from home.

1 Establish a routine and stick to it



Employees transitioning to a remote work setting will most likely notice the impact to established routines, which can create unnecessary anxiety about work. Setting boundaries is imperative to maintaining a healthy work-life balance. Let employees know that it is important to stick to normal work hours and schedule as much as possible. Does your employee typically start work at 8:30 a.m. and end the day at 4:30 p.m.? Or do they have a morning routine such as working out, meditating, journaling, or just starting the day with a cup of coffee? Communicating the importance of keeping this routine will reduce any unnecessary anxieties, and increase productivity across the board.

2 Create a dedicated workspace



Encourage employees to create an established workspace in their home. This space could be a dining room table, a desk, or even a table on a patio. Consider providing options for home office equipment, such as a computer, desk, and chair, or reimbursement for these purchases. Employees with a dedicated workspace will find it easier to separate work time from personal time, keeping them focused and productive throughout the day.

3 Schedule time for breaks



Remote workers are more productive without stressful commutes and office distractions. However, it's important to ensure your employees stick to a schedule and include time for rest periods and meals. Not establishing a schedule can be detrimental to creating clear work-life boundaries, or lunches are skipped or worked through. Combat burn-out and fatigue by encouraging employees to schedule breaks, just like they would while in the office. When employees take a break or lunch, try having them focus on really taking a break from the workday and consider grabbing a book, listening to a podcast, or going out for a walk or bike ride.

4 Set realistic expectations and communicate



Distractions are bound to happen when working from home – it's just life. Kids, pets, and family can interrupt daily tasks or workflow. Set expectations with your employees, so both parties know what is expected for productivity, workload, and daily schedule. Communicate any challenges (connection issues, childcare concerns, etc.), deadlines, or priority assignments right away, and know that working during the day without any distractions may not be realistic. Communication is key to ensure a successful remote work program, for both you, and your employee.

5 Encourage collaboration



Remote work doesn't mean your employees have to miss out on the daily conversations with their colleagues! Collaboration is paramount to your company and employees' success and regular communication is essential. Set up a collaboration system, if you don't already have one, such as instant messenger software. If this is not a viable option, consider sending regular check-in emails to employees and colleagues to keep communication open – even if it's not about work. Consider other avenues of communication – can a conference call be a video meeting instead? Whatever it is, make time to check in, and be intentional.

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Employer Program

Are you a Bay Area Employer committed to offering a remote work option for employees? Sign the Spare the Air Cut the Commute Pledge and join other businesses in the region dedicated to reducing air pollution!

Visit www.sparetheair.org/cut-the-commute for more information.

BAY AREA RESOURCES

Remote work is a win-win for employers and employees. Employees save money and time spent commuting and achieve a better work-life balance. Benefits to employers include increased worker productivity and employee morale, and improved retention.

Remote work and clean commute resources:

Spare the Air

- [Commute.org](#)
- [Commuter Benefits Program](#)
- [Spare the Air Commute Tips](#)
- [Spare the Air Employer Program](#)
- [Sign Up for Spare the Air Alerts](#)
- [Cut the Commute Pledge](#)

Ride and Car Share

- [GoCarma](#)
- [Bauer's Intelligent Transportation](#)
- [City CarShare](#)
- [Enterprise Rideshare](#)
- [Getaround](#)
- [Hytch Rewards](#)
- [Just Share It](#)
- [RidePal Routes](#)
- [Turo](#)
- [Zipcar](#)
- [Zimride](#)

Transit Agencies

- [AC Transit](#)
- [ACE Train](#)
 - [Shuttles](#)
- [Angel Island/ Tiburon Ferry](#)
- [BART](#)
- [Blue and Gold Fleet](#)
- [Caltrain](#)
 - [Shuttles](#)
- [Capitol Corridor Intercity Rail](#)
- [Cloverdale Transit](#)
- [County Connection](#)
- [Dumbarton Express](#)
- [Fairfield and Suisun Transit \(FAST\)](#)
- [Golden Gate Transit](#)
- [Marin Transit](#)
- [Muni](#)
- [SamTrans](#)
- [Santa Clara VTA](#)
- [Santa Rosa CityBus](#)
- [Sonoma County Transit](#)
- [Sonoma-Marín Area Rail Transit](#)
- [Tri-Delta Transit](#)
- [Union City Transit](#)
- [Vacaville City Coach](#)
- [VINE \(Napa County\)](#)
- [WestCAT](#)
- [Wheels \(LAVTA\)](#)

Bicycle Resources

- [511 BikeMapper](#)
- [East Bay Bicycle Coalition](#)
- [Marin County Bicycle Coalition](#)
- [Napa County Bicycle Coalition](#)
- [San Francisco Bicycle Coalition](#)
- [SFMTA's Bicycle program](#)
- [Silicon Valley Bicycle Coalition](#)
- [Sonoma County Bicycle Coalition](#)

Articles

- [LinkedIn 6 Free Courses to Help You Manage Stress and Build Mindfulness Into Your 'New Normal'](#)
- [Global Workplace Analytics Costs and Benefits](#)
- [NY Times What if You Don't Want to Go Back to the Office?](#)
- [Business Insider Companies are seeing unexpected benefits to remote work, like better meeting attendance and manager support for employees](#)

Date: _____



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Tackle Today:

Important Appointments:

Tomorrow/Ongoing:

Don't Forget:
