PROTOCOL HANDBOOK: REMOTE WORKING

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BETTER SPACES BY DESIGN

REMOTE WORKING PROTOCOL HANDBOOK

1. CORE VALUES
2. BEHAVIORS AND SIGNALING
3. PRIVACY & SECURITY
4. VIRTUAL MEETING ROOM ETIQUETTE - PREPARATION AND TIMEKEEPING
5. VIRTUAL MEETING ROOM ETIQUETTE - USING THE TOOLS
6. TECH TOOLS
7. LIGHTING
8. STAY CONNECTED
9. WELLNESS
10. COVID-19 INFORMATION

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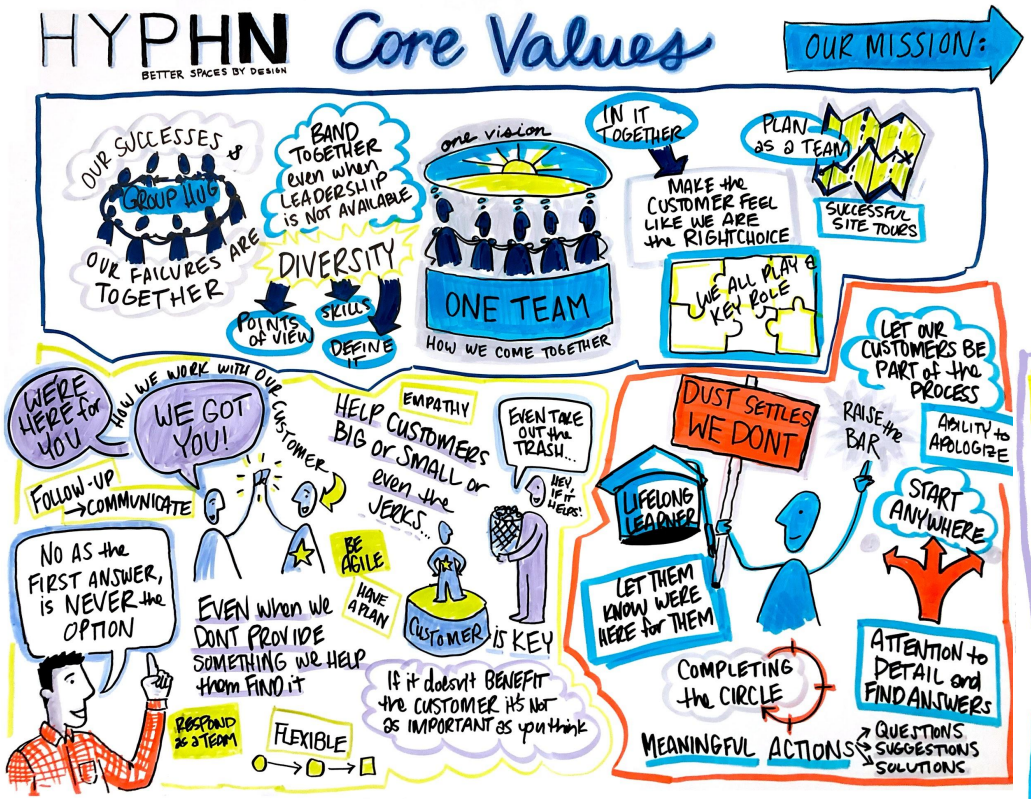
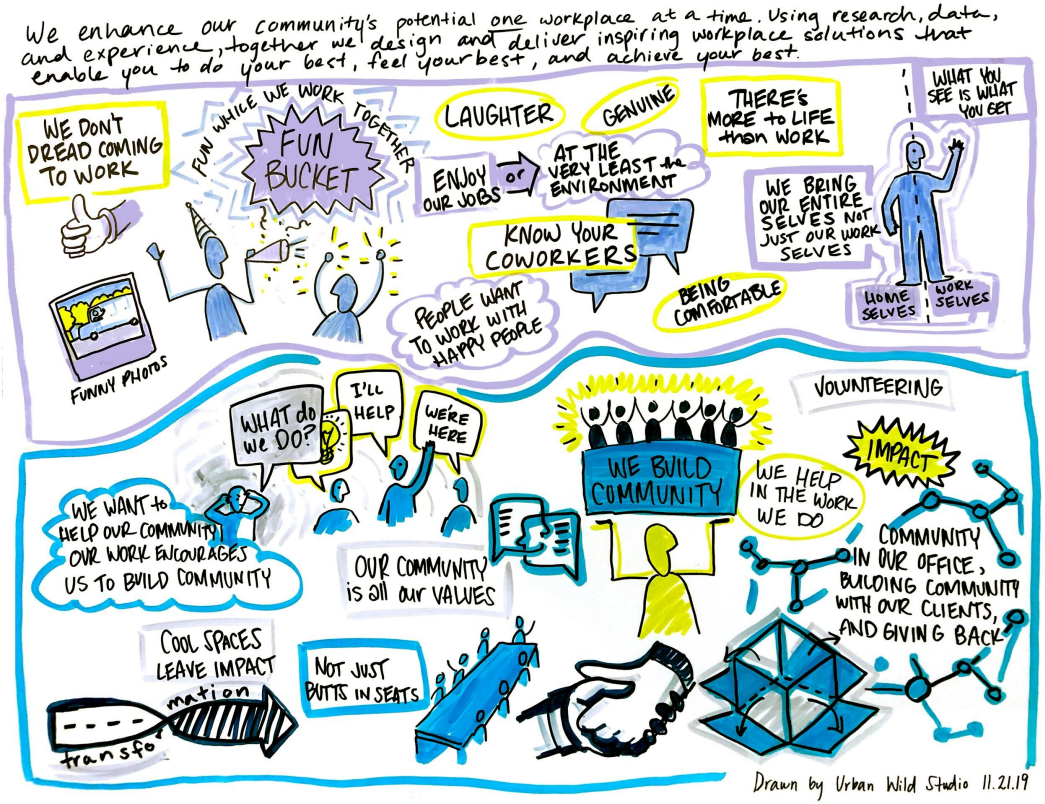
1. CORE VALUES



Our core values are as important now as they ever were.



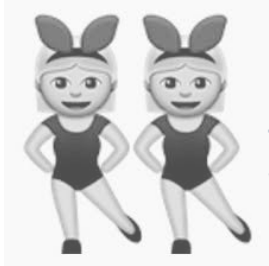
4. VIRTUAL MEETING ROOM ETIQUETTE
-PREPARATION AND TIME KEEPING-

Agenda Items
Meeting organizers should provide the purpose of the meeting. It is the responsibility of all attendees to arrive prepared to ensure the meeting is an efficient use of time. Send out a virtual meeting invite prior to the meeting to help our team and clients know what to expect.

Prior to the virtual meeting, have every tab and program open that you may need to review during the meeting.

Greet your guests
When our clients connect to the meeting greet each person individually and welcome them to the virtual space.

Times up
Please remember to start and end your meetings on time.



Double duty
Do not do other other tasks (email, texting etc) while you are in a virtual meeting.

Don’t talk with your mouth full
If you are eating on a video conference, mute your microphone.

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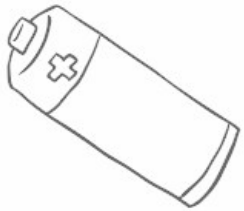
5. VIRTUAL MEETING ROOM ETIQUETTE
-USING THE TECHNOLOGY-

Cue Camera
If one person has their camera turned on, all cameras should be turned on for video conferencing. Try to have your camera at eye level.

Meet up
Always add Google Meet to your calendar invite so remote employees can join in.
For information on other virtual meeting platforms, go here

Check in when you check out
Send a message in the chat window if you need to leave the meeting before it ends.

Mind the Mute
Remember to mute when you aren't speaking to cut down on background noise. Remember to turn off mute when it's your turn to speak.



Batteries Charged
Make sure you have adequate battery power in all necessary before starting a video conference

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PROTOCOL HANDBOOK

1. PROJECT SUMMARY AND GOALS
2. MISSION VISION AND VALUES
3. BEHAVIORS AND SIGNALING
4. PRIVACY
5. NOISE
6. WORK CAFE
7. WORK CAFE CONT'D
8. TECHNOLOGY DISRUPTION
9. STORAGE SPACES AND PRINTING
10. VISITORS AT WORK
11. ASSIGNED VS. UNASSIGNED WORK AREAS
12. ASSIGNED VS. UNASSIGNED WORK AREAS - FLOOR PLAN
13. MEETING ETIQUETTE
14. SHARED SPACE FLOOR PLAN
15. OPEN AREA COLLABORATION SPACES
16. WELLNESS
17. LIGHTS
18. PATH OF TRAVEL FLOOR PLAN

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14. MEETING ROOM ETIQUETTE

Agenda Items

Meeting organizers should provide the purpose of the meeting. It is the responsibility of all attendees to arrive prepared to ensure the meeting is an efficient use of time.

Technology in meetings

It is the responsibility of the meeting organizer to establish rules before the meeting. Unless technology can help improve the effectiveness of the meeting, technology should be left at your desk or in a locker.

RSVP to meeting expectations

When you do reserve a room, remember to be respectful. Wrap things up on time so the incoming meeting can begin as scheduled. And before you take off, leave the room better than you found it. Clean up any leftover materials, wipe down the whiteboards.

If you cancel a meeting, please cancel the Google calendar invite.

Shut the front door

To be considerate of others, please close the door to the meeting room to control noise levels.

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