

TOWN OF MILFORD

DEPARTMENT OF HUMAN RESOURCES



COVID-19 – Memo #4 Working from Home

To: All Staff
From: Karen Blow, HR Director
Date: March 19, 2020
Subject: Temporary COVID-19 – **REMOTE WORK**

Business Continuity

As the Town Administrator, John Shannon, and the Milford Board of Selectmen have indicated, the steps we are taking at this point, as the result of the pandemic, are to ensure the continuity of business practices. This is new territory for all of us and the rules of engagement are changing on a daily basis in some situations. With that said, the following is an outline of how the Town of Milford will process leave as it pertains to COVID-19 and directives from the [State of NH](#), the [Center for Disease Control](#) (CDC) and the [World Health Organization](#) (WHO).

How to Document Time

- If you are working from home, please indicate in the comment section of your timesheet **"REMOTE"**.
- If you are out on leave (self-monitoring, self-quarantine, etc.) please be sure to document **"C-19"** in the comment section so we know the time off is due to the pandemic .

A Few Tips for Working from Home

- Prepare your workspace. Confine your work space to a specific area in your home so work doesn't intrude into the lives of other household members. This may also help you concentrate.
- Get dressed. Stick to a regular schedule. Try to maintain the same hours you log as at the office.
- Set priorities for the morning or day.
- Go to the same designate place on a regular basis so you mind doesn't wander and you focus and increase your productivity.
- Remember to take breaks. Step away from your computer, have your lunch, etc. Take a brief walk in the neighborhood (Remember to practice social distancing staying at least 6 feet away from others). Clear your head. Let your team know you are "off-line". When you are done, let your team know you are back.
- After a reasonable work day, put away your electronic devices and work tools.
- Discourage personal intrusions.
- If you have any questions about tasks, please contact your Department Head.

A Few Links for Your Reference.

[Tips for working from home](#)

[Other FAQ's](#) about COVID-19

[NH COVID-19](#)

[NH COVID 19 FAQ'S](#)