

March 18, 2020

HR Directors:

In support of expanded telework across Commonwealth of Virginia agencies, DHRM has published telework resources on the [Coronavirus – COVID 19 Information Webpage](#). These resources include:

- **Telework Resources for Managers** including tools and tips for managing remote employees, leading virtual meetings, and managing by results.
- **Telework Resources for Employees** including telework fundamentals and safety considerations when teleworking.
- **Technology Resources for Teleworking** including information to provide support for technology tools such as virtual meetings.

DHRM will continue to add resources to this webpage to support expanded telework across the Commonwealth for both managers and employees.

Remember to keep in mind that teleworking can include performing normal job duties and special projects. Examples of special projects may include policy/procedure review and development, capturing knowledge to help new employees, electronic record review and clean up for compliance with records retention policies, reviewing past audit findings and ensuring actions taken to address, etc. During this time, agencies may want to consider opportunities to cross train employees in support of skill development and workforce/succession planning.