

Direct to You

Tuesday
4/14/20

Patricia Wells, OHA Executive Director

New Daily Check-in Procedures

Good Afternoon OHA:

As part of OHA's effort to know who is in the office, who's working in the field, who's working remotely or who is using approved time off each day during the current crisis, we are implementing a new, daily check-in procedure for staff. The Daily Check-In is designed to log each staff member who is "on the clock" so we are able to have a real-time report of who is working and at which location they are working that day.

The main goals of the daily Check-In are to:

- Know who is working in an OHA building, in the field or remotely at any given time,
- Ensure OHA is aware of work locations for emergency communication with staff,
- Ensure OHA staff that are working (in or out of the office), are not disturbing those who are off work on that day,
- Help support staff working on site, in the field and remotely,
- Enhance communication between employees who are working each day,
- Show supervisors, at a glance, the work location of each team member on a daily basis so they can better communicate with their team, and
- Connect staff who are working on projects so they are aware of each other's work location.

Check-in Procedure:

- You should expect to receive an email from OHA HR each work day with the link to the Daily Check-In.
- Whether you are working at an OHA site or working remotely, you should submit the [Daily Check-In](#) by **9:15 a.m. each day**. Just as we see you here when you work at your regular work site, we still need to "see you" virtually while working at home.

Salaried employees:

Complete the check-in each morning as you would ordinarily report to work.

Hourly Employees:

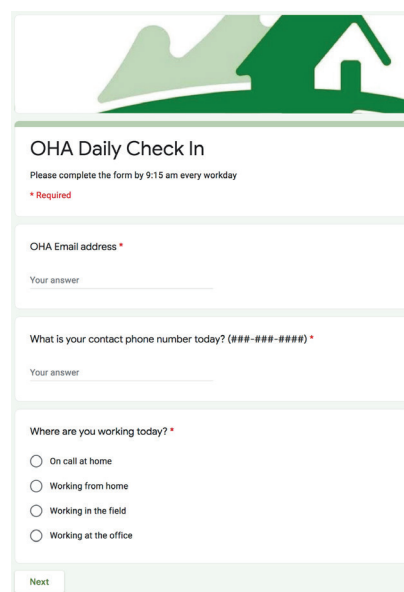
If you use a time clock each day, you should continue to use the time clock as usual and complete the [Daily Check-In](#).

To check-in, click on this link, [Daily Check-In](#) or cut/paste into your browser the following link:
<https://forms.gle/TjczkM3EQh4va8CC9>

Please help us help you, by taking a minute or two each morning to check-in.

Thank you!

Patricia



Scan QR-Code to access updated information on the OHA website at www.oakha.org.
(You may need to download a scanning app to your smart phone.)