

WORKPLACE MODERNIZATION

Open Collaborative Environment Etiquette Guidelines

HAVE A POSITIVE INTENT

This is an opportunity to do our work in new and different ways. A learning curve is to be expected.

- Practice patience, as well as respect for others
- Apply lessons learned

BE CONSIDERATE

Here are a few reminders on how we can work together as effectively as possible:

- Use an inside voice to minimize interruptions and unnecessary noise
- Manage ringers and notifications from electronic devices
- Bring earphones and keep them at a considerate volume. If you are sensitive to noise and find it unsettling, use your earbuds or headset.
- If you're sick, please stay home!
- DOH has scent neutral guidelines
- Respect and be mindful of each other's work style and tasks that need to be accomplished. Some staff will need quiet space and others will need more collaborative environments.

RESPECT THE SHARED SPACE

Make the most of the entire space. Having the freedom to move about can break up an otherwise ordinary day or week.

- Remember that *ALL* spaces are shared
- When leaving a space, pick up and wipe down surfaces and keyboard
- Make use of small conference rooms for confidential conversations or lengthy phone meetings and conference calls
- Keep your locker *scent neutral*