

Video chat tools are providing the opportunity for remote teams to connect on a face-to-face level. However, there are some rules that should be followed whenever possible to ensure a professional workplace environment is maintained.



#### Test your systems.

Whether using Zoom, Skype, GoToMeeting, or another technology, test your systems before going live. It is important to test not only the platform, but also speakers, microphones, cameras, and screensharing capabilities as well.



#### Be aware of your surroundings.

Select a quiet space with a backdrop that is clean and appropriate. Try to limit the chances of other household members walking through the background of your meeting if possible.



#### Mute your microphone when not speaking.

Background noise and feedback can multiply quickly when there are many participants included in a video conference. Muting your microphone when you are not speaking will greatly reduce this issue.



#### Resist the urge to multitask.

Provide those you are meeting with virtually with the same attention and respect provided during in-person meetings. Try not to read and answer email, turn off sound notifications, etc. while participating in a video conference.



#### Speak clearly and do not talk over others.

Speak clearly and at an appropriate volume so that other participants can understand you, and do not speak over others.



#### Wear appropriate attire.

Ensure you are fully clothed and meeting dress code standards before logging in to a virtual meeting.



#### Prepare for screen sharing events.

Before sharing your screen, ensure that appropriate tabs and documents are opened, and any confidential or unnecessary files are closed.

**We are here to help.** Our suite of HR Crisis Management services are designed to supply businesses with the resources and support needed to successfully continue operations, limit liability and disruptions, and keep employees healthy and safe. Please reach out to us at [info@operationsinc.com](mailto:info@operationsinc.com) for more information.