



Marine Corps Logistics Base Albany

# VPP STEERING COMMITTEE NEWSLETTER

SECOND QUARTER  
FY21



WELCOME TO 2021 MCLB ALBANY WORKFORCE! AS WE MOVE FORWARD THE MAJORITY OF THE WORKFORCE CONTINUES TO TELEWORK. WHILE THIS HAS BECOME ROUTINE FOR MANY OF US, SOME CONTINUE TO EXPERIENCE CHALLENGES WHEN WORKING REMOTELY. OUR CHALLENGES MAY BE SIMILAR IN SOME WAYS, BUT THEY CAN ALSO VARY DEPENDING ON EACH OF OUR UNIQUE CIRCUMSTANCES. THE VPP STEERING COMMITTEE WOULD LOVE TO HAND OUT "EASY BUTTONS" TO EVERYONE TELEWORKING, BUT THAT'S IMPOSSIBLE. WE CAN HOWEVER PROVIDE TIPS ON HOW TO INCREASE YOUR EFFECTIVENESS WHEN TELEWORKING.

## STAY CONNECTED

Many of us choose not to contact our colleagues who are working remotely because we do not want to disturb them. Remember, we are working, not vacationing at home! We should all feel confident about contacting our coworkers who are teleworking just as we would walk to their office or call them if we were working on-site. You can even keep your daily coffee break with colleagues – call or video chat with your cup of joe!

## DRESS FOR WORK

Sitting on the couch can make us feel a little too relaxed and wearing pajamas all day makes it hard to get into work mode. Dressing casually is definitely a benefit of working from home but getting "ready for work" is a daily ritual that many seasoned teleworkers swear by.

## MASTER THE BASICS

CONSIDER ADDING YOUR TELEWORK SCHEDULE TO YOUR EMAIL SIGNATURE LINE. FORWARD YOUR OFFICE PHONE TO A LINE YOU CAN ANSWER WHEN TELEWORKING AND KNOW HOW TO CHECK YOUR WORK VOICEMAIL FROM HOME. KNOW HOW TO REMOTE INTO YOUR NETWORK AND OTHER ONLINE TOOLS LIKE MICROSOFT TEAMS OR OTHER INSTANT MESSAGING PROGRAMS TO STAY CONNECTED WITH YOUR COLLEAGUES.

## PRIORITIZE YOUR PRIVACY

WHETHER YOU ARE IN YOUR HOME OR A COMMON AREA, TAKE FIVE MINUTES TO ASSESS THE PRIVACY OF YOUR WORKSPACE. CAN SOMEONE STANDING BEHIND YOU READ YOUR COMPUTER SCREEN? ARE YOUR WINDOWS OPEN SO YOUR NEIGHBOR OR THOSE NEARBY CAN HEAR YOUR PHONE CALL? WHAT INFORMATION DO YOU NEED TO SECURE BEFORE GRABBING A CUP OF COFFEE OR HEADING TO THE RESTROOM? YOUR PERSONAL PRIVACY MATTERS TOO, SO SEE IF THERE IS ANYTHING AROUND YOU THAT YOU WOULD NOT WANT VISIBLE DURING A VIDEO CONFERENCE WITH OTHERS.

## Create daily goals!

Set yourself up for success! Track your goals and share your progress. You may be pleasantly surprised by how differently your workday passes without the comings and goings of an office to break things up or influence what task you take on next. Begin each day of telework by writing down what you need to achieve and continuously track your progress. Pay attention to how long tasks take you and adjust your daily goals to match your current rhythm. Communicate with your supervisor and/or colleagues if you think your telework plan needs to be adjusted.

## DEFINE YOUR WORKSPACE!

Doing so gives your brain a cue that it is time for work and not play. Otherwise, lounging around where you would normally socialize with friends and family, or watch TV will lead to unnecessary distractions.



## ELIMINATE DISTRACTIONS!



Home is where your heart is... along with pets, children, and your favorite hobbies only a few feet away. Depending on your living arrangements, you may need to place a "do not disturb" sign so your family members do not interrupt you. Pets often need a closed door or a secured area outside to keep them away. You may consider using noise cancelling headphones or earbuds to minimize ambient noises.

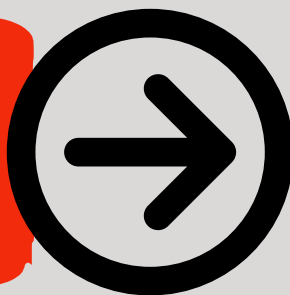


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EACH OF OUR WORKSPACES ARE UNIQUE.  
WHETHER IN THE OFFICE OR AT HOME, WE MUST  
ALWAYS INSPECT OUR WORKSPACE FOR HAZARDS.

Can you identify the  
hazards in this  
workspace?



ROSES ARE RED, VIOLETS ARE BLUE.  
HERE'S A VALENTINE'S DAY SAFETY POEM FOR YOU.  
FOR YOU I WILL SWOON, YOUR HEART'S MY ELECTION.  
FOR YOUR LOVE I DON'T NEED FALL PREVENTION AND PROTECTION.

I WANT TO BE NEAR YOU; IN THE SAME PLACE.  
I'D LIKE TO BE WITH YOU, IN A COZY CONFINED SPACE.  
OUR LOVE MAKES ME SHOUT; SCREAM; YELL IN ELATION.  
OUR LOVE'S SO OUTSPOKEN, I USE HEARING CONSERVATION.

OUR PASSION WILL SOAR, SUCH SPARKS IT EMITS.  
WE WILL SOON NEED TO GET SOME HOT WORK PERMITS.  
OUR LOVE WILL NOT SPUTTER, OUR SELVES WILL NOT CLASH.  
OUR LOVE IT'S ELECTRIC, LIKE A DEADLY ARC FLASH.

THE HEAT OF OUR LOVE GROWS, IT WILL NEVER BE LESS.  
IF THINGS KEEP GETTING HOTTER, WE'LL SUFFER HEAT STRESS.

OUR LOVE WILL NOT STRUGGLE, OUR LIVES WILL NOT MIRE.  
OUR LOVE WILL EXPLODE, LIKE A COMBUSTIBLE DUST FIRE.



ON THIS VALENTINE'S DAY, I PLEDGE YOU ALL THIS.  
JUST BE SURE TO LOVE SAFELY, AND ALL WILL BE BLISS.

**HAPPY VALENTINE'S DAY FROM THE MCLB  
ALBANY VPP STEERING COMMITTEE!**

[HTTPS://WWW.CONVERGENCETRAINING.COM/BLOG/VALENTINES-DAY-SAFETY-POEM](https://www.convergencetraining.com/blog/valentines-day-safety-poem)

## UPCOMING EVENTS & REMINDERS

Safety Officer's Council

26 Jan 21

CO Safety Council

02 Feb 21

VPP 101 Training

04 Feb 21

VPP Steering Committee

04 Feb 21

2020 VPP Self Evaluation is due

15 Feb 21