



## Pandemic Flexible Work Guidance

Team,

Just as I prepare to share this letter, the World Health Organization (WHO) declared coronavirus a global pandemic noting the virus has spread to 114 countries. The days, weeks, and months ahead may challenge us, as humankind, to embrace adjustments in our daily lives to unite and mitigate the spread of the virus.

The health and safety of you and your loved ones is of top priority at GoCo. We understand that during these times, a more flexible work policy is necessary to better balance it all. In an effort to prepare us all here at GoCo, we've put together the following guidance:

GoCo is going to follow HISD's lead on remaining open or closing the office. Official announcements regarding the office status based on HISD will be made by a Founder in Slack #general.

### If HISD remains open:

- If you are sick and symptomatic, please notify your manager and stay home.
  - Either submit a personal day and take the time to get well.
  - Or submit a work from home.
- If you travel to an infected area or if you feel you may have been in contact with someone who put you at risk of contracting COVID-19 use the [CDC recommendation on self-isolation](#).
- If you feel uncomfortable with the risk of being around other people at any time, we respect your decision to stay home. Talk to your manager and submit a work from home in GoCo for each day you're out of the office. (Managers are instructed to approve so long as the arrangement is productive)

### If HISD closes:

- Take the tools you need to be productive at home with you at the end of the day. Including, chargers, headphones, and any adapters you need.
- If you don't feel like your home environment is set up for success, please let your manager know and we'll evaluate situations on a case by case basis.





Regardless of whether the office is open or closed, we trust your decision as to whether you feel safe reporting to the office for work. If you decide not to come in, you must advise your manager and document it in GoCo as a work from home or a personal day. You are on the honor system and we trust your judgement.

**If you do work from home, the expectations are:**

- Attend (**video required**) all meetings, including scrum, and be presentable.
- Use your status update and availability in Slack.
- Make sure your response time is equal to if you were in the office.
- Your productivity level should remain the same as if you were in the office.

Managers have been instructed to be more flexible in approving work from home requests so long as they feel the arrangement remains productive and mindful of the business. If it's not productive to the business, your manager may ask for you to take personal days off instead.

GoCo is going to continuously re-assess the situation and is planning to communicate changes and updates as often as necessary.

Stay healthy and safe,

Nir Leibovich  
Co-Founder & CEO

