



"A Customer First Company"

March 2020

Welcome to the March 2020 Edition of "On the Move"

Tips for Working from Home During COVID-19 Shutdowns

Many workers are having to embrace a new work from home routine in the midst of the COVID-19 crisis. Here are a couple of tips you can consider as many of you make this new work from home adjustment:



1. **Get Dressed** – You probably don't want to dress as formally as you normally would, but the simple act of getting dressed serves as a signal that it's time to wake up and get things done.
2. **Have a Designated Workspace** – "If you never fully disconnect from work, your work productivity will suffer and your home life can take a hit as well," writes Regina Borsellino from The Muse. Starting your day in your workspace will help you turn "on" at the beginning of the day. Also, leaving your workspace will also help you turn "off" at the end of the day and fully disengage.
3. **Keep Clearly Defined Work Hours** - You'll get your most productive work done and be most ready to go back to the office if you stick with your regular hours.
4. **Build Habits to Help You Get into and Out of Work** – While getting dressed may help your body to physically get ready for work try implementing routines to help your brain prepare for work to start and to end. Before starting work you can go for a walk, listen to music, or get your cup of coffee. You should also give yourself something that will signal the end of work and serve as a buffer.
5. **Avoid Distractions** – This is a good tip even if you are not working from home. Distraction is one of the big challenges facing people who work from home. With all the to do lists of things you have on your plate at home, it is tempting to try to get some of those things done during your work time. Also, with so much media coverage of COVID-19 it is easy to get sucked into the news or scrolling for updates on your phone. You need to pay attention to how much time you are allowing yourself to get distracted. Try setting timers for planned break times. Set the timer for when the break will begin and when it will be time to get back to work.
6. **Communicate** – Make sure you are still communicating with your coworkers and management. Also, stay open to new ways to communicate such as Zoom calls, or by using other platforms to help everyone stay in touch and on tract with work assignments and responsibilities.



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Good Practices for Staying Healthy During Your Commute

There is no shortage of information out there about how to stay healthy during the coronavirus outbreak.



While many are now working from home there are still essential personnel that continue to commute. Here are some things to consider in order to keep you and those around you healthy:

1. If you are sick, stay home. This has been the message everyone has been broadcasting for weeks. Especially when it comes to commuting, even during normal times, please stay home if you are ill.
2. Carry Tissue – If you do find that you need to cough or sneeze while you are out try doing so into tissue. Then discard the tissue as soon as possible. If tissue is not available, then you should cough or sneeze into your elbow.
3. Use hand sanitizer with at least 60% alcohol content. If you can not find hand sanitizer you can also make your own with aloe gel and rubbing alcohol. There are recipes you can find on the internet.
4. Keep your fingernails clipped. One of the most underreported ways of helping to keep your hands clean is keeping your nails cut as low as possible. Dirt under fingernails can carry viruses.
5. Wash your hands as soon as you arrive at your destination. There is information on the CDC's website on the proper way to wash your hands to ensure you are getting them as clean as possible.

Source: <https://nymag.com/strategist/article/coronavirus-travel-advice.html>

K&K Connection March Birthdays

We would like to wish everyone born in March a very special HAPPY BIRTHDAY!

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|---------------------|-----------------|
| Linda Carter-Ashby | Mark Estes |
| Chandler Cochran | Justin Dillard |
| Cassandra Farrell | James Myers |
| Thomas Harrell, Jr. | Grace Noble |
| Edward Merryman | Marquitis Kelly |
| Toya Peterson | Eric Philips |
| Michael Richardson | Emma Powers |
| Angela Robinson | Opal Revels |
| Lakisha Rowland | Pamela Ridley |
| Cyprien Tchatchou | Alex Salunga |
| Terill Shephard | Laffaira Taylor |
| Winh Tone | Tony Truong |
| Satish Venugopal | |

Welcome to K&K Connections

We would like to say a BIG welcome to all our new riders. We are so privileged that you have decided to make K&K your vanpool company of choice.

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