



# TELECOMMUTING 2.0, POST COVID

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# I. SUMMARY

Throughout the survey, the main concern from surveyors was commuting to and from work. The objective of this project is to suggest recommendations to the Agnes Scott College current telecommute policy. In order to see the contrast between my edits/recommendations and the policy, the policy will be in quotation marks. I propose that the policy should be clear and without any loopholes. Therefore, my suggestions first begin to overcome those challenges. The three suggestions are bulleted below each and are heavily influenced by the Georgia Commute Options (GCO) Telecommute Policy. The edits will be the next three slides.



"EMPLOYEES WHO BELIEVE THEIR POSITION IS SUITED TO  
EXPLORING THE POSSIBILITY OF TELECOMMUTING"



CLEARLY DEFINE  
WHICH EMPLOYEES  
CAN USE THE  
TELECOMMUTE  
POLICY

SET ELIGIBILITY  
CRITERIA

Are employees that  
work in services  
(dining, facilities, IT,  
etc) included in the  
telecommute  
policy?

BE AS SPECIFIC AS  
POSSIBLE IN THE  
FORM FOR  
EMPLOYEES TO  
REQUEST TIME TO  
TELECOMMUTE

"AGNES SCOTT HAS THE RIGHT TO REFUSE TO MAKE TELECOMMUTING AVAILABLE TO AN EMPLOYEE"



CLEARLY DEFINE ON  
WHAT GROUNDS AN  
EMPLOYEE CAN BE  
TERMINATED OR CAN  
NO LONGER USE THE  
TELECOMMUTE OPTIONS



Same  
consequences as if  
employer were in the  
office  
Identify terms and  
examples for  
employees that  
misuse the policy

"EMPLOYEES SHOULD SUBMIT A WRITTEN REQUEST TO THEIR MANAGER PROPOSING HOW IT WILL BENEFIT THE COLLEGE AND THEMSELVES"



A SIMPLE &  
ACCESSIBLE FORM TO  
THE POLICY &  
A SIMPLE FLOW OF  
COMMAND FOR  
SUBMISSION

CLEARLY DEFINE  
BENEFITS FOR  
EMPLOYEES AND  
THE COLLEGE ITSELF

E.g. 24/7 IT support,  
trainings/profession  
al development,  
further incentives  
from GCO, extend in-  
office amenities,  
redefine a new  
telecommute culture



## 2. ORGANIZATION

AGNES SCOTT COLLEGE IS AN INDEPENDENT UNDERGRADUATE COLLEGE IN THE UNITED STATES. AGNES SCOTT'S CAMPUS LIES IN DOWNTOWN DECATUR, GEORGIA. AGNES SCOTT COLLEGE IS RANKED NO. 1 IN THE COUNTRY AMONG NATIONAL LIBERAL ARTS COLLEGES ON THE MOST INNOVATIVE SCHOOLS LIST IN U.S. NEWS & WORLD REPORT'S 2020 EDITION OF BEST COLLEGES. ADDITIONALLY, AGNES SCOTT IS RANKED FIRST FOR FIRST-YEAR EXPERIENCE AMONG ALL COLLEGES AND UNIVERSITIES, AND FOURTH AMONG NATIONAL LIBERAL ARTS COLLEGES FOR BEST UNDERGRADUATE TEACHING.



### 3. SUSTAINABILITY INITIATIVES

- Awarded STARS GOLD rating in recognition of its sustainability achievements from the Association for the Advancement of Sustainability in Higher Education (AASHE)
- A Second Nature Climate Solutions Acceleration Fund grant recipient!
- Five solar arrays on campus, generating solar power and offsets 150 metric tons of carbon emissions annually
  - generate 342,200 kilowatt hours per year of renewable energy, which is enough to power 31 average sized U.S. home
- 100 acres are approximately 2,000 trees which make up 54% canopy coverage as of 2018
- Campus retention pond (Lake Agnes) supplies 100% of the water for campus irrigation
- In addition to achieving LEED Platinum certification, Rebekah Scott Hall was one of two finalists in the Community Impact Award category in the 2018 Georgia Green Awards and received recognition for second place.
- Campbell Hall is heated and cooled by a geothermal HVAC system which is the most energy efficient HVAC system available in 2014



# AGNES CAMPUS



WEBSITE:

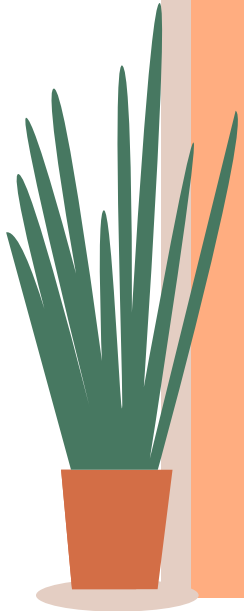
[HTTPS://WWW.AGNESSCOTT.EDU/SUSTAINABILITY](https://www.agnesscott.edu/sustainability)

## LEGEND

- |   |                        |   |                                      |
|---|------------------------|---|--------------------------------------|
|  | HYDRATION STATION      |  | LEED SILVER                          |
|  | FOOD SCRAPS COMPOSTING |  | LEED GOLD                            |
|  | FRYER OIL RECYCLING    |  | LEED PLATINUM                        |
|  | GEOHERMAL FIELD        |  | SOLAR ARRAYS                         |
|  | LEED LAB               |  | SINGLE-STREAM RECYCLING/LANDFILL BIN |

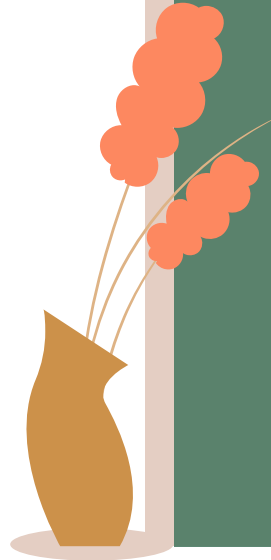
## 4. CRC DESCRIPTION

"This summer, due to COVID-19, all organizations are adjusting to a new "business as usual." Looking ahead to when the pandemic eases, we [GA Tech] think that there's an opportunity for organizations to recover in a way that can curb their emissions by supporting effective behaviors that were used during the pandemic. Therefore, the carbon reduction project this summer will focus on using surveys to gather data about how behaviors and/or business practices at your organization have changed during COVID-19, quantifying the CO2 reductions and cost savings of these changes, and coming up with recommendations for how your organization can support a more sustainable business-as-usual when COVID-19 eases"-L. Polepeddi



## 5. CRC OF PROJECT

Throughout the survey, the main concern I ran across multiple times was commuting to and from work. Therefore, the objective of this project is to draft revised recommendations and edits to the Agnes Scott College current telecommute policy.



6.  
CARBON REDUCTIONS  
AND COST SAVINGS





Proposed change?

How much will the 426 staff employees save on gasoline and pounds of CO<sub>2</sub> if they work from home three days out of the five day work week?

# CALCULATIONS



1. Calculate the total miles (numbers are from my pre-survey) divided by the number of responses.
2.  $1,243 \text{ miles} / 18 \text{ (\# of respondents)}$
3. Average number of miles = 69.1 miles
4.  $69.1 \text{ avg miles} \times 250 \text{ workdays (5 days a workweek)} = 17,275 \text{ miles per year}$
5.  $69.1 \text{ avg miles} \times 150 \text{ (3 days in a workweek)} = 10,365 \text{ miles per year}$
6. Note: 25.1 miles per gallon in 2018 (EPA)
7.  $25.1 \text{ gallons} / 17,275 \text{ total miles/year} = 688.3 \text{ total gallons/year (5 days)}$
8.  $25.1 \text{ gallons} / 10,365 \text{ total miles/year} = 412.9 \text{ gallons/year (3 days)}$
9.  $688.3 \text{ gallons} - 412.9 = 275.4 \text{ gallons saved}$
10.  $275.4 \text{ gallons} \times 20 \text{ lbs of CO}_2/\text{gallon (FuelEconomy)} = 5,508 \text{ lbs of CO}_2$

# CALCULATION RESULTS



Results: If all of the 426 staff employers work from home three days out of the five day work week, employers will save 5,508 pounds of CO2 and \$537.03 (this number does not include cost of reduced maintenance, parking fees, extra stops (dropping children off at school) etc.)



AGNES CAN SAVE  
OVER \$320,000 A  
YEAR!



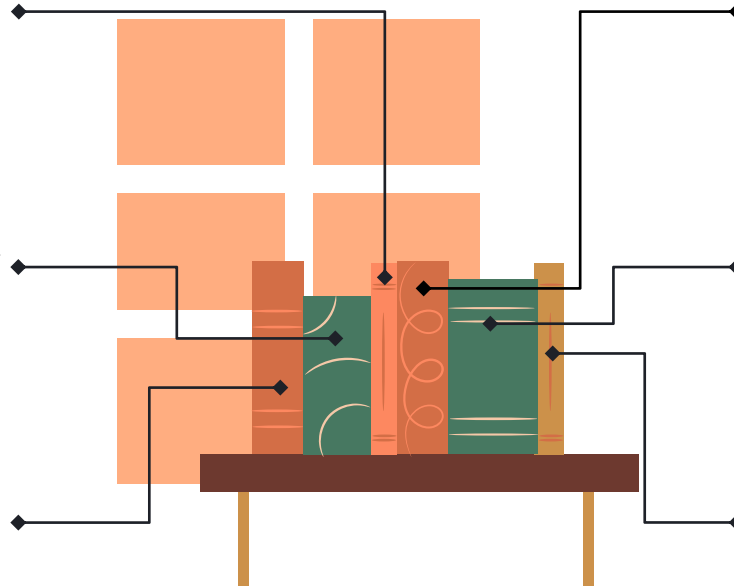
Agnes Scott College has been remote learning since the ending of March. Due to most of the buildings on campus not operating at full capacity, Agnes's electricity and utilities bills have decreased. In the past three months, (June) Agnes has already saved \$80,000. If Agnes continues to host remote learning for students and staff, Agnes can potentially save over \$320,000 by the end of the year. These numbers have been given to me by the Director of Sustainability at Agnes Scott.

# 7. CO-BENEFITS

EMPLOYEES WILL SAVE TIME  
FROM THEIR PERSONAL  
COMMUTE TO AND FROM  
WORK

INCREASE USE AND PERSONAL  
AGENCY TO USE PUBLIC  
TRANSPORTATION/CARPOOL

DEEPER TRUST AMONG  
EMPLOYEES AND EMPLOYERS=  
INCREASE IN WORKER  
PRODUCTIVITY



SAVES CARBON EMISSIONS  
FROM MODES OF  
TRANSPORTATION

DECREASE IN OFFICE  
SUPPLIES AND  
ABSENTEEISM

INCREASE OF  
SUSTAINABILITY ON  
CAMPUS



## 8. ANTICIPATED OBSTACLES

01.

CONFIDENTIALITY &  
PRIVACY IN THE HOME

02.

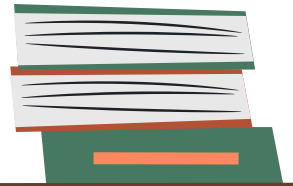
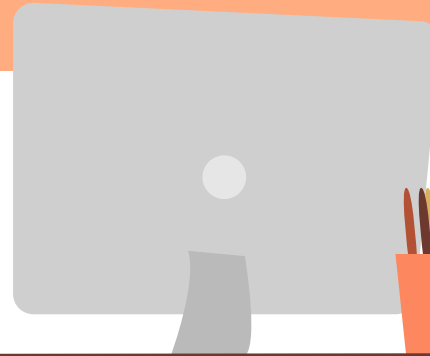
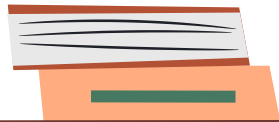
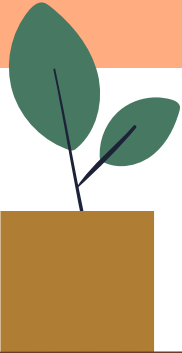
INCREASE ENERGY &  
UTILITIES IN THE HOME

03.

"ZOOM FATIGUE"

04.

LITTLE TO NO SOCIAL &  
PHYSICAL INTERACTIONS



## 9. MINIMIZING OBSTACLES



Provide trainings for confidentiality, make sure each employee has a work owned computer with VPN/security enabled



Design Incentive program for those working remotely, including benefits from GCO and HR, and tips and ways to save on energy and utilities bills (work with GA Power)



Create workshops for mental health awareness and programs to release stress, and exercise



Have mandatory check ins with supervisors and create social video parties for engagement with other faculty and students



## 10. NEXT STEPS



Meet with Human Resources and Georgia Commute Options to ensure that the college uses all the programs available to us



Work with the Center for Sustainability to propose the changes to the teleworking policy to the college's VP for Business & Finance.



Create outreach program to faculty and staff



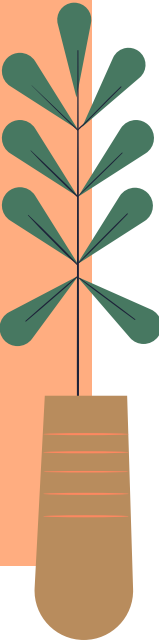
Continue to document the carbon reductions from this project and make additional recommendations for the future



# 11. SUMMARY

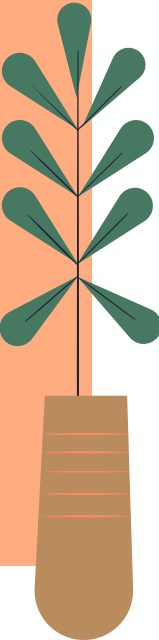
For the 2020 Georgia Tech Carbon Reduction Challenge (CRC) Agnes Scott College's Center for Sustainability was invited to participate and recruited me to be the volunteer student representative. I was already following the issues of carbon reduction during remote learning, so I felt that this challenge was important for me to pursue. I have learned a lot throughout the eight weeks, and will continue to research how COVID has and continues to impact higher education.

By participating in the CRC, I was able to see one of these impacts, telecommuting. This project provided recommendations to the current telecommute policy in order to save carbon emission rates, money, and time during and after COVID. An interesting thing I found from the survey was that a majority of participants were somewhat familiar with carbon emissions rates and knew of their carbon footprint from commuting. This gave me hope that Agnes Scott would be the perfect community to reduce carbon emissions through telecommuting, especially since there was such a positive outlook on telecommuting and many employees duties can be done remotely. With my improvements to the policy, Agnes's sustainability plan will be even more closer to lowering their carbon emissions.



## 11A. SUMMARY (AUDIO ACCESSIBLE)

To hear a two-minute audio description of my project, please click on the audio logo below. Thank you, I hope you enjoy.



# REFERENCES

1. <https://www.agnesscott.edu/sustainability/>
2. <https://atlantaclimateactionplan.wordpress.com/>
3. <https://atlanta.curbed.com/2019/5/3/18528037/atlanta-worst-cities-commute-public-transit-car>
4. <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>
5. <https://www.epa.gov/automotive-trends/highlights-automotive-trends-report>
6. <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>
7. <https://gacommuteoptions.com/>
8. [https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.carbonreductionchallenge.org%2F&psig=AOvVaw1V2YgY0KLDmjmT6KoO2\\_5P&ust=1597087403131000&source=images&cd=vfe&ved=0CAMQjB1qFwoTCKibkLbsjusCFQAAAAAdAAAAABAD](https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.carbonreductionchallenge.org%2F&psig=AOvVaw1V2YgY0KLDmjmT6KoO2_5P&ust=1597087403131000&source=images&cd=vfe&ved=0CAMQjB1qFwoTCKibkLbsjusCFQAAAAAdAAAAABAD) (CRC Picture)
9. <https://www.gasbuddy.com/usa/ga>
10. <https://globalworkplaceanalytics.com/sample-documents/telecommuting-policy-sample#:~:text=The%20employee's%20home%20workspace%20will,during%20the%20employee's%20working%20hours.>
11. [https://www.fueleconomy.gov/feg/contentincludes/co2\\_inc.htm](https://www.fueleconomy.gov/feg/contentincludes/co2_inc.htm)
12. <https://www.transportation.gov/mission/health/Expand-Public-Transportation-Systems-and-Offer-Incentives>





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