



Getting Back to Work

CHEAT SHEET

As Virginia moves forward with slowly reopening worksites, we are committed to helping you get back to work. Whether you bike or ride the bus, we want to keep you informed by providing you with commute information and tips for staying safer during your commute back to the office.





METRO

Your commute on the Metro has changed, and WMATA is taking action to keep you safer while commuting to work. Visit [WMATA's website](#) for more information and updates.

Silver and Orange Line Shutdowns

WMATA has shut down all Orange and Silver Line stations west of Ballston Station due to planned track-work. Regular Orange and Silver Line services are expected to re-open after Labor Day. To ease the impact of the Orange and Silver Line shutdowns, Metro will run **free shuttle buses** every day that will operate during Metrorail's regular hours. Get all of your Orange and Silver Line shut-down information on [WMATA's website](#).

HELPFUL TRANSIT APPS

DC Metro and Bus App: [App Store](#) or [Google Play](#)

[Fairfax Connector BusTracker](#)

OmniRide: [App Store](#) or [Google Play](#)

[VRE Mobile](#)



BUS

Your commute on the Metro has changed, and bus services are operating at reduced schedules, with some routes out of commission entirely. Be sure to visit your preferred bus service's website below for up to date service changes and advisories.

[Metrobus](#)

[Fairfax Connector](#)

[OmniRide](#)

[VRE](#)

[ART](#)

[DASH](#)

STAYING SAFER ON TRANSIT

Are you taking the Metro or bus to work? If so, there are a few things that you should know before you go. Face coverings are required before hopping on board the Metro or bus. Per the CDC, face coverings may include bandanas, scarves, neck gaiters, or homemade covers easily made from t-shirts or other materials at a minimal cost.

Tips for Commuting on Transit

1. Familiarize Yourself with the New Schedules

Visit your preferred transit service's website to determine if there are any changes to your typical route or schedule. Due to increased regulations, your commute may take longer than usual.

2. Be Aware of New Regulations and Rules

Be aware of new rules and social distancing standards on vehicles aimed at keeping you safe when riding.

3. Limit Nonessential Touching of the Vehicle

Limit non-essential touching of handles, seatbacks, straps, etc., and be sure to keep hand sanitizer handy.



BIKE

Biking is an inexpensive way to get work and an especially convenient commute choice during the current pandemic due to the ability to safely social distance yourself from other people. If you don't own your bike, [Capital Bikeshare](#) is a great resource to consider, as rides under 30 minutes are entirely free of charge. Find the closest Bikeshare station to your home or office by visiting [Capital Bikeshare's website](#).

Tips for Commuting on Your Bike

[A Beginners Guide to Biking to Work](#)

[How to Carry Things on Your Bike When You Bike to Work](#)

[How to Choose a Bike](#)

[10 Ways to Stay Safe While Cycling](#)

[Caring for the Capital Bikeshare Community](#)

Helpful Biking Apps

[Map My Ride](#)

Rain Alarm:

[App Store](#) or [Google Play](#)



CARPOOL

With the Orange and Silver line shutdowns, reduced transit schedules, and typical traffic patterns returning, carpooling to work can be a beneficial and time-saving commute option. If your worksite has limited on-site parking availability, carpooling can help prevent a surge in demand for those spots and can keep your parking, gas, and toll costs to a minimum.

Tips for Carpooling

1. Protect Yourself & Other Riders

Set a standard in your carpool to wear face coverings while in the vehicle.

2. Limit Your Carpool Size

Limit carpools to no more than one or two other people per carpool group. Consider seating arrangements to create as much physical distance as possible in the car, and require passengers to sit diagonally from each other.

3. Limit Exposure

Strive to ride with the same people each day and avoid drop-in riders.

4. Sanitation

Wipe down car seats, door handles, seatbelts, etc. with disinfectant often.



VANPOOL

Vanpooling is a great way to avoid crowds, while also keeping commute costs low. Vanpooling allows for a controlled commute environment since typically a smaller group of people who are familiar with one another ride together. Being a part of a vanpool also lets you and your group set safety standards for your vanpool, such as a mask requirement, spacing standards, and a set vehicle cleaning process.

Tips for Vanpooling

1. Protect Yourself and Other Riders

Set a standard in your vanpool to wear face coverings while in the vehicle.

2. Create Physical Distance

Space seating out so that there is as much space as possible in-between vanpool members. If possible, require passengers to sit diagonally from each other.

3. Keep Surfaces Clean

Regularly clean surfaces inside the vehicle, including keys, steering wheel, consoles, cup holders, gear shift, door handles, and panels.

Helpful Resources for Vanpools

[Commute with Enterprise](#)

[Commute with Enterprise Complete Clean Starter Kit](#)





TELEWORK

As organizations plan to re-open their worksites, many also plan to continue allowing employees to work from home. Currently, teleworking is strongly encouraged for positions with duties that can be performed at home.

Helpful Telework Tools and Apps

[The Best To-do List Apps in 2020](#)

[Work-from-Home Ergonomics 101: Setting Up Your New Remote Office](#)

[Separating Work from Life: 3 Habits for Remote Workers](#)

[9 Free Apps to Make You More Productive](#)

Tips for Teleworking

1. Establish a Schedule

Establishing a consistent routine is key to your telework success. Having clear guidelines for when to work and when to close your computer helps many remote workers maintain a work-life balance.

2. Create a Defined Workspace

While it is easy to sit on the couch to get work done, many teleworkers report that it decreases productivity. Leave the couch for strictly after work hours and create a defined workspace – even if it is at your kitchen table. Establishing a workspace gives your brain a cue that it is time for work.

3. Commute to Your Home Office

According to journalist Emily Price in her book *Productivity Hacks: 500+ Easy Ways to Accomplish More Work—That Actually Work!*, leaving your house to take the dog on a walk or going to grab a cup of coffee in the mornings helps you to gain focus and get into work mode.

3. Stay Active

If you are working at home, chances are you are walking a lot less than usual. Get moving regularly and be sure to incorporate a home workout or walk around the block. Leaving your house at least once a day and getting fresh air works wonders for productivity.