

Emergency Telecommuting Preparation

Checklist

- Determine under which circumstances telecommuting will be permitted.**
 - Employee requests to work from home.
 - To care for a family member.
 - As a social-distancing precaution.
 - As a reasonable accommodation due to a disability.
 - Required by the employer.
 - To promote social distancing.
 - For employees showing signs of illness.
 - For employees returning from travel to an affected area or exposed to a contagious individual.
- Identify which positions are/are not conducive to working from home.**
 - Positions that can be regularly performed remotely.
 - Positions that include some job duties that can be performed remotely.
 - Positions that do not allow for remote work.
- Identify the equipment necessary for employees to work from home.**
 - Determine if employees will be permitted to use personal devices/home computers for business purposes.
 - Determine if additional hardware must be purchased and identify the budget and timeline necessary for these items.
- Identify the software needed for employees to work from home.**
 - Coordinate with the IT department to install software as required.
 - Designate a point of contact within the IT department to troubleshoot and assist teleworkers.
- Develop and implement a telecommuting policy.**
 - Address timekeeping procedures for nonexempt employees if these will differ for teleworkers and address expectations for preapproved overtime work.
- Develop an information security policy for remote workers.**

- Determine what level(s) of access will be permitted to the organization's networks and how access will occur.**
 - Determine if a virtual private network (VPN), remote desktop or portal exists and if not, determine if this technology is necessary for secure remote access to the organization's network.
- Communicate the telecommuting policy and procedures to employees.**
- Develop a telecommuting agreement to be completed by the employee and his or her supervisor.**
- Determine the training needs of supervisors and employees.**
- Conduct a practice run if circumstances allow.**
 - Offer a test day for employees requesting to work from home
 - Conduct a surprise mandatory telework day for all positions identified for telework.