POST-CORONAVIRUS REMOTE WORK PLANNING

The coronavirus disease (COVID-19) pandemic has changed many aspects of the current workplace. As organizations create post-coronavirus return-to-work plans, many employers are reviewing remote work practices. Employers can use this checklist when implementing remote work.

Remote Work Planning	YES	NO
Has your organization considered the feasibility of remote work in your workplace?	☐	☐
Has your organization considered interviewing candidates virtually?	☐	☐
Has a process for onboarding remote employees been established?	☐	☐
Have remote work expectations been established for when employees return to work?	☐	☐
Have return-to-work expectations been communicated to employees?	☐	☐

Schedule	YES	NO
Does your organization have set guidelines for working hours?	☐	☐
Have guidelines for working hours been communicated to employees?	☐	☐
Are scheduling expectations detailed in your telecommuting policy?	☐	☐
Does your organization have a plan to monitor when employees are online?	☐	☐
Are employees required to check in when they're working remotely?	☐	☐
Does your organization have a plan in place to accommodate employees who may be balancing caregiving and working-from-home responsibilities?	☐	☐

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Policies	YES	NO
Does your organization have a telecommuting policy?	☐	☐
Does your policy include information about expected working hours?	☐	☐
Does your policy include information about communication expectations?	☐	☐
Does your policy include information about cyber security expectations?	☐	☐
Does your policy include information about your company's expectationsfor using company property at home?	☐	☐
Does your policy include information about productivity expectations?	☐	☐
Have employees received your telecommuting policy?	☐	☐
Does your organization require a signed policy acknowledgment agreement?	☐	☐
Has your handbook been updated with specific guidelines for remote work?	☐	☐

Technology	YES	NO
Do your remote employees have access to all the technology they need?	☐	☐
Does your company have access to video conferencing technology?	☐	☐
Does your company have access to communication platforms?	☐	☐
Does your organization have a plan in place for what employees should do ifthey have issues with their technology?	☐	☐
Are employees allowed to request additional equipment should they need it?	☐	☐
Are technology specifications detailed in your telecommuting policy?	☐	☐

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Communication	YES	NO
Does your organization have a plan for communication with remote employees?	☐	☐
Is your communication plan detailed in your company's telecommuting policy?	☐	☐
Are managers checking in with employees daily?	☐	☐
Are plans in place for fostering teamwide communication?	☐	☐
Has your organization provided resources about work-from-home ergonomics?	☐	☐
Does your communication plan include providing companywide news regarding the COVID-19 pandemic?	☐	☐

Employee Engagement	YES	NO
Does your organization have a plan for keeping remote employees engaged?	☐	☐
Does your organization have a recognition program for remote employees?	☐	☐
Does your organization encourage employees to preserve their work-life balance?	☐	☐
Do managers check in on employees' mental well-being?	☐	☐
Are strategies in place to ensure employees don't feel isolated?	☐	☐
Do employees have access to telecommuting resources?	☐	☐
Are social engagement opportunities provided to remote employees, such as video calls intended for non-work conversations and team-building?	☐	☐

Use this checklist as a guide for remote work considerations when creating return-to-work plans.

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