If your organization is having employees move to a telecommuting arrangement during the coronavirus disease 2019 (COVID-19) pandemic, you will need to make sure that you formulate a plan. Employers can use this checklist when managing their remote employees.

Presented by The Richards Group

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| Schedule | **YES** | **NO** |
| Do you have set guidelines for working hours? |[ ] [ ]
| Have you communicated these set guidelines for working hours to employees?  |[ ] [ ]
| Do you have a plan to monitor when employees are online?  |[ ] [ ]
| Are employees required to check-in when they’re working remotely? |[ ] [ ]
| Have you communicated your expectations for employees’ working hours?  |[ ] [ ]
| Do you have a plan in place to accommodate employees who may be balancing caregiving and working from home responsibilities?  |[ ] [ ]
| Are your scheduling expectations detailed in your telecommuting policy?  |[ ] [ ]

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| Policy | **YES** | **NO** |
| Do you 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 your company’s cyber security expectations? |[ ] [ ]
| Does your policy include information about your company’s expectations for using company property at home? |[ ] [ ]
| Does your policy include information about productivity expectations? |[ ] [ ]
| Have you distributed your policy to employees? |[ ] [ ]
| Do you require employees to sign a policy acknowledgment agreement? |[ ] [ ]

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| 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?  |[ ] [ ]
| Do you have a plan in place for what employees should do if they 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** |
| Do you have a plan for regularly communicating with remote employees? |[ ] [ ]
| Is your communication plan detailed in your company’s telecommuting policy? |[ ] [ ]
| Do you plan on checking in with employees daily?  |[ ] [ ]
| Do you plan on checking in with your team daily? |[ ] [ ]
| Do you have plans for fostering team-wide communication?  |[ ] [ ]
| Does your communication plan include providing company-wide news regarding the COVID-19 pandemic? |[ ] [ ]

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| Employee Engagement | **YES** | **NO** |
| Do you have a plan for keeping remote employees engaged? |[ ] [ ]
| Do you have an employee recognition program for remote employees? |[ ] [ ]
| Do you check-in with employees to see how they’re doing with the new working arrangement? |[ ] [ ]
| Do you encourage employees to preserve their work-life balance?  |[ ] [ ]
| Do you check in on your employees’ mental well-being?  |[ ] [ ]
| Do you have strategies in place to ensure employees don’t feel isolated? |[ ] [ ]
| Do employees have access to telecommuting resources? |[ ] [ ]

Asking your employees to work from home during the COVID-19 pandemic can help them stay healthy. For further resources on COVID-19, contact The Richards Group.