



## Emergency Remote Checklist

If you are a manager, answering these questions will provide a framework for a remote work guide that you can distribute to your team during this emergency period.

If you are an employee, answering these questions can help provide you with an outline for getting set up effectively during this emergency period.

- Timing & Duration.** When are you expected to start working remotely? How long will you be expected to work remotely? How will updates to this plan be announced?
- Ownership.** Who is responsible for the remote work plan for your team? Who will make and communicate remote-specific decisions? Who do you contact for remote-specific questions?
- Team.** Who will be working remotely, and who will be on-site?
- Internet access.** Do you have high-speed internet access at home? If not, will you be able to get access? Or will you have to access high-speed internet elsewhere? What will you do if you cannot access the internet?
- Account access.** Do you have access to all the accounts you will need to use? Do you need to use a VPN? If so, how do you access?
- Equipment.** Do you have a laptop? A working web camera and microphone? Other equipment you need to do your job?
- Contact info.** Do you have all the contact information for the people you will be working with?
- Communication.** What communication channels will you use to communicate with your team?
- Schedule.** What hours are you expected to work? What hours will your team be working? How will you share your availability?
- Security.** What security or safety measures do you need to practice?
- Meeting Schedule.** What upcoming meetings can be rescheduled? What meetings should shift to virtual meetings? What recurring meetings must continue? What meetings could be handled via other channels?

- Meetings.** How will you hold meetings? What tools will you use? Do you and everyone on your team have access?
- Progress Updates.** How will you check in with your team and have updates?
- Progress Tracking.** How will you track progress on projects and tasks?
- Resources.** What resources are available for help in working remotely?
- Questions.** Where do you go for answers to questions about remote work?
- Collaboration.** What are the different collaboration needs on the horizon? What tools and processes will you use to collaborate?
- Decisions.** How and where will decisions be documented? Will you create a central and shared location?