Checklist: Emergency Telecommuting Preparation

☐ Determine under which circumstances telecommuting will be permitted.

    ☐ Employee requests to work from home.

    ☐ As a [reasonable accommodation](#) due to an employee's disability.

    ☐ Required by the employer.

        ☐ Due to inclement weather.

        ☐ For employees showing signs of illness.

        ☐ For employees returning from travel to an area with a communicable disease outbreak.

☐ 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. *See* [13 Ways to Reduce Cyberattack Vulnerability](#).

☐ Determine what level(s) of access will be permitted to the organization's networks and how access will occur. *See* [Guide to Enterprise Telework, Remote Access, and Bring Your Own Device (BYOD) Security (NIST)](#).

☐ 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.