

## Checklist

# Post-COVID-19 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?	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization considered interviewing candidates virtually?	<input type="checkbox"/>	<input type="checkbox"/>
Has a process for onboarding remote employees been established?	<input type="checkbox"/>	<input type="checkbox"/>
Have remote work expectations been established for when employees return to work?	<input type="checkbox"/>	<input type="checkbox"/>
Have return-to-work expectations been communicated to employees?	<input type="checkbox"/>	<input type="checkbox"/>

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

Policies	YES	NO
Does your organization have a telecommuting policy?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy include information about expected working hours?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy include information about communication expectations?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy include information about your company's cyber security expectations?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy include information about your company's expectations for using company property at home?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy include information about productivity expectations?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees received your telecommuting policy?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization require employees to sign a policy acknowledgment agreement?	<input type="checkbox"/>	<input type="checkbox"/>
Has your employee handbook been updated with specific guidelines for remote work?	<input type="checkbox"/>	<input type="checkbox"/>

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

Communication	YES	NO
Does your organization have a plan for regular communication with remote employees?	<input type="checkbox"/>	<input type="checkbox"/>
Is your communication plan detailed in your company's telecommuting policy?	<input type="checkbox"/>	<input type="checkbox"/>
Are managers checking in with employees daily?	<input type="checkbox"/>	<input type="checkbox"/>
Are plans in place for fostering teamwide communication?	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization provided resources to employees on work-from-home ergonomics?	<input type="checkbox"/>	<input type="checkbox"/>
Does your communication plan include providing companywide news regarding the COVID-19 pandemic?	<input type="checkbox"/>	<input type="checkbox"/>

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

Use this checklist as a guide for remote work considerations when creating return-to-work plans. For additional resources on COVID-19, contact Gaspar Insurance Services.

*This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licensed representative at Gaspar Insurance Services or legal counsel to address possible compliance requirements.*