

CHECKLIST | MANAGING REMOTE EMPLOYEES

Presented by Odell Studner Group

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.

Schedule	YES	NO
Do you have set guidelines for working hours?	<input type="checkbox"/>	<input type="checkbox"/>
Have you communicated these set guidelines for working hours to employees?	<input type="checkbox"/>	<input type="checkbox"/>
Do you 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"/>
Have you communicated your expectations for employees' working hours?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a plan in place to accommodate employees who may be balancing caregiving and working from home responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
Are your scheduling expectations detailed in your telecommuting policy?	<input type="checkbox"/>	<input type="checkbox"/>

Policy	YES	NO
Do you 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 you distributed your policy to employees?	<input type="checkbox"/>	<input type="checkbox"/>
Do you require employees to sign a policy acknowledgment agreement?	<input type="checkbox"/>	<input type="checkbox"/>

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 Odell Studner Group or legal counsel to address possible compliance requirements. © 2020 Zywave, Inc. All rights reserved.

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"/>
Do you 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
Do you have a plan for regularly communicating 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"/>
Do you plan on checking in with employees daily?	<input type="checkbox"/>	<input type="checkbox"/>
Do you plan on checking in with your team daily?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have plans for fostering team-wide communication?	<input type="checkbox"/>	<input type="checkbox"/>
Does your communication plan include providing company-wide news regarding the COVID-19 pandemic?	<input type="checkbox"/>	<input type="checkbox"/>

Employee Engagement	YES	NO
Do you have a plan for keeping remote employees engaged?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an employee recognition program for remote employees?	<input type="checkbox"/>	<input type="checkbox"/>
Do you check-in with employees to see how they're doing with the new working arrangement?	<input type="checkbox"/>	<input type="checkbox"/>
Do you encourage employees to preserve their work-life balance?	<input type="checkbox"/>	<input type="checkbox"/>
Do you check in on your employees' mental well-being?	<input type="checkbox"/>	<input type="checkbox"/>

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Do you have 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"/>

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