**Checklist for Emergency Telecommuting Preparation**

* Determine under which circumstances telecommuting will be permitted.
	+ Employee requests to work from home.
		- To care for a family member.
		- As a social-distancing precaution.
		- As a reasonable accommodation due to a disability.
	+ Required by the employer.
		- To promote social distancing.
		- For employees showing signs of illness.
		- For employees returning from travel to an affected area or exposed to a contagious individual.
* 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](https://www.shrm.org/ResourcesAndTools/tools-and-samples/policies/Pages/telecommuting_policy.aspx).
	+ 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](https://www.shrm.org/resourcesandtools/hr-topics/technology/pages/13-ways-to-reduce-cyberattack-vulnerability.aspx).
* 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)](https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-46r2.pdf).
	+ 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](https://www.shrm.org/resourcesandtools/tools-and-samples/hr-forms/pages/memo-temporary-telecommuting-arrangements.aspx) the telecommuting policy and procedures to employees.
* Develop a [telecommuting agreement](https://www.shrm.org/ResourcesAndTools/tools-and-samples/hr-forms/Pages/Short-Term-Telecommuting-Agreement.aspx) 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.