**Checklist: Emergency Telecommuting Preparation**

[ ]  Determine under which circumstances telecommuting will be permitted.

[ ]  Employee requests to work from home.

 [ ]  As a [reasonable accommodation](https://www.shrm.org/resourcesandtools/tools-and-samples/how-to-guides/pages/requestreasonableaccommodation.aspx) 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](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.