

CHECKLIST | MANAGING REMOTE EMPLOYEES

Presented by Jones & Associates Insurance

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"/>

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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 Jones & Associates Insurance.