CHECKLIST | MANAGING REMOTE EMPLOYEES

SCHILL INSURANCE

If your organization is having employees move to a telecommuting arrangement during the coronavirus disease (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?	☐	☐
Have you communicated these set guidelines for working hours to employees?	☐	☐
Do you have a plan to monitor when employees are online?	☐	☐
Are employees required to check in when they're working remotely?	☐	☐
Have you communicated your expectations for employees' working hours?	☐	☐
Do you have a plan in place to accommodate employees who may be balancing caregiving and working from home responsibilities?	☐	☐
Are your scheduling expectations detailed in your telecommuting policy?	☐	☐

Policy	YES	NO
Do you have a telecommuting policy?	☐	☐
Does your policy include information about expected working hours?	☐	☐
Does your policy include information about communication expectations?	☐	☐
Does your policy include information about your company's cyber security expectations?	☐	☐
Does your policy include information about your company's expectations for using company property at home?	☐	☐
Does your policy include information about productivity expectations?	☐	☐
Have you distributed your policy to employees?	☐	☐
Do you require employees to sign a policy acknowledgment agreement?	☐	☐

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

Communication	YES	NO
Do you have a plan for regularly communicating with remote employees?	☐	☐
Is your communication plan detailed in your company's telecommuting policy?	☐	☐
Do you plan on checking in with employees daily?	☐	☐
Do you plan on checking in with your team daily?	☐	☐
Do you have plans for fostering team-wide communication?	☐	☐
Does your communication plan include providing company-wide news regarding the COVID-19 pandemic?	☐	☐

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

Do you have strategies in place to ensure employees don't feel isolated?	☐	☐
Do employees have access to telecommuting resources?	☐	☐

Asking your employees to work from home during the COVID-19 pandemic can help them stay healthy. For further resources on COVID-19, contact Schill Insurance Brokers Ltd.

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