

# REMOTE WORKFORCE

## CHECKLIST

**Can your staff operate effectively at  
and away from the office?**



## BUSINESS CONSIDERATIONS

When drafting your remote workforce policies, each business will have unique needs. There are a few considerations that will be at the heart of your decisions, however.

- ✓ How will your teams communicate while working remotely?
- ✓ Do your employees have the technology they need to work efficiently and productively?
- ✓ How will your business answer phone calls?
- ✓ How will you continue to provide services to your clients and customers?
- ✓ What channels will you use to communicate with clients and customers?
- ✓ Who will handle your financial concerns, such as bank deposits?
- ✓ Are all internal communications modes tested for your teams?
- ✓ Will you need training videos for employees to use your preferred communications channels?

## MANAGER CONSIDERATIONS

Managers and supervisors will be at the center of the remote workforce. Your managers will have responsibilities for not only their own work, but for the continuing work of their employees.

- ✓ Does the manager have all employees' contact information?
- ✓ How will the manager establish check-ins and communications with a remote workforce?
- ✓ Does the manager have a plan to keep current projects moving forward?
- ✓ How will the manager keep track of work being done, who is doing the work, and what work needs to be done?
- ✓ What additional tasks is the manager comfortable doing to fill in gaps that may arise during the transition from office work to remote work?
- ✓ How will the manager conduct routine interactions such as coaching sessions, trainings, and employee evaluations?
- ✓ Do your managers have an accountability system in place to ensure remote workers are staying on track with tasks?

## TECHNOLOGICAL CONSIDERATIONS

With employees working from home, your network is even more at risk than ever before. It is vitally important that you build up your protections. At the minimum, your employees need:

- ✓ Phone
- ✓ Computer (monitor, keyboard, mouse) or fully equipped laptop
- ✓ Reliable, high-speed internet

In addition, your network will benefit from:

- ✓ Web camera access for employees
- ✓ VOIP system
- ✓ VPN access
- ✓ Stricter anti-virus protections

When you are evaluating your business' technological readiness for a remote workforce, there are a few more key considerations.

- ✓ Is it possible to equip remote workers with company issued equipment?
- ✓ Are there requirements in place to keep your network safe when working with personal devices (two-factor authentication, aggressive anti-virus software, time-outs, spam filters)?
- ✓ Are employees accessing and saving files in a centralized, secure location?
- ✓ Have you reviewed the acceptable use policy with your employees?
- ✓ Are the employees working from a safe location (no public Wi-Fi)?
- ✓ Are the employees following best cyber-security strategies?
- ✓ Have your employees adopted safe password policies?

## WORK CULTURE CONSIDERATIONS

When employees work remotely, there is a chance that they could begin to lose touch with the work culture they have become familiar with. It is in the best interest of the employee and your business that all

- ✓ How will your business routinely touch base with all employees to give important updates?
- ✓ Are your employees' tasks aligned with the businesses' intent and mission?
- ✓ Are any of your employees vulnerable (emotionally or physically) during this period of isolation while they are working remotely?
- ✓ Are employee tasks and projects fully clear to the employees?
- ✓ Is the employee's avenue clear if s/he has questions about tasks and projects?
- ✓ How can you maintain company morale when your employees are working remotely?

## How can we help?

Contact us at: [integrisit.com/contact](https://integrisit.com/contact) or [sales@integrisit.com](mailto:sales@integrisit.com)