

# REMOTE WORKER CHECKLIST



Name \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

In order to keep staff and customers safe it has become necessary for you to work from home during the COVID-19 pandemic. This document is designed to assist us in providing you with the tools and equipment necessary for you to perform your duties as efficiently as possible.

Please complete each section carefully with your immediate supervisor. If you have any questions about this document, please contact \_\_\_\_\_.

Our goal is to return to normal business as soon as possible. However, it is still necessary to serve our customers as best we can.

We want to maintain regular communication as we transition to this new arrangement. We will keep you updated on company goals and objectives.

If you are interested in additional information concerning the coronavirus outbreak, please refer to official websites for credible information:

[The World Health Organization](#)  
[Centers for Disease Control and Prevention](#)  
[Coronavirus.gov](#)

Company Contacts:

---

---

---

---

---



## TECHNOLOGY CONSIDERATIONS

- What equipment is necessary?

Equipment	Employee Provided	Company Provided	Comments
Laptop			
Monitor			
Cables			
Keyboard			
Mouse			
Router			
Modem			

- Telephone needs:

Equipment	Employee Provided	Company Provided	Comments
Headset			
Microphone			
Webcam			
Skype			

- Internet provider and bandwidth/speed information

Provider	Speed	Bandwidth
Comments		

- Virus and malware information

Name	Details
Comments	

- VPN information

Name	Details
Comments	

- Backup & Tech Support information

Details
Comments



## PRODUCTIVITY CONSIDERATIONS

- Time management/payroll procedures

Details
Comments

- Productivity Tools (include software, applications, storage media, collaboration tools and office supplies)

Name	Comments

- Environmental considerations (what is the home office situation)

Issue	Comments

## COMMUNICATION CONSIDERATIONS

- Department & one-on-one communication schedule

Day/Date	Time	Comments

- Companywide communication schedule

Day/Date	Time	Comments

