

CHECKLIST | MANAGING REMOTE EMPLOYEES

Presented by Hausmann-Johnson Insurance | The Benefit Services Group, Inc.

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?	☐	☐
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?	☐	☐

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licensed representative at Hausmann-Johnson Insurance | The Benefit Services Group, Inc. or legal counsel to address possible compliance requirements. © 2020 Zywave, Inc. All rights reserved.

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?	☐	☐

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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 Hausmann-Johnson Insurance | The Benefit Services Group, Inc.