WORK FROM HOME
Helpful tips on preparing your employees to work from home during a disaster

PLANNING: Before your Employees can work from home, and be productive doing so, you must make it an official part of your Disaster Plan. Here are some important considerations to begin with.

EQUIPMENT: Ensure employees have the necessary equipment to work remotely. For a comprehensive checklist of the elements required for a practical home office, click here.

I.T. SUPPORT: Make sure IT support is provided for remote employees that may need assistance. For a quick list of the basic IT elements required, click here.

COMMUNICATIONS: With employees spread out, and a recovery underway, communications can be a challenge. But they are critical to your success. Click here for a Crisis Communications Checklist.

SECURITY: Is public internet safe for your organization? To find out what your options are, click here.

CHECK IN: Establish a plan to check in with remote employees to ensure they’re adequately supported and maintaining productivity. Click here for some tips to help keep employees accountable at home, without spying.

TEST IT: Practice having employees work from home. Click here for more testing tips.