**Considerations for Telecommuting**

* Determine under which circumstances telecommuting will be permitted.
  + Employee requests to work from home.
    - To care for a family member.
    - As a social-distancing precaution.
    - As a reasonable accommodation due to a disability.
  + Required by the employer.
    - To promote social distancing.
    - For employees showing signs of illness.
    - For employees returning from travel to an affected area or exposed to a contagious individual.
* Identify which positions are/are not conducive to working from home.
  + - Positions that can be regularly performed remotely.
    - Positions that include some job duties that can be performed remotely.
    - Positions that do not allow for remote work.
* Identify the equipment necessary for employees to work from home.
  + Determine if employees will be permitted to use personal devices/home computers for business purposes.
  + Determine if additional hardware must be purchased and identify the budget and timeline necessary for these items.
* Identify the software needed for employees to work from home.
  + Coordinate with the IT department to install software as required.
  + Designate a point of contact within the IT department to troubleshoot and assist teleworkers.
* Recording of Work Time
  + Address timekeeping procedures for nonexempt employees if these will differ for teleworkers and address expectations for preapproved overtime work.
* Develop an information security policy for remote workers to mitigate and reduce cyberattack vulnerability.
* Determine what level(s) of access will be permitted to the organization’s networks and how access will occur.
  + Determine if a virtual private network (VPN), remote desktop or portal exists and if not, determine if this technology is necessary for secure remote access to the organization’s network.
* Review telecommuting policy and procedures to employees.
* Develop a telecommuting agreement by the employee and his or her supervisor, if necessary.
* Determine the communication needs of supervisors and employees
  + Meeting or touchpoints with telecommuters to ensure connectivity with organization
  + Schedule for visiting the office (i.e. frequency, circumstances)