

# WORK-FROM-HOME CHECKLIST

Working from home can eliminate long, stressful and costly commutes and reduce traffic congestion and air pollution. Research shows that employers who offer remote working benefit from increased employee retention and productivity. Think your workplace can support a work-from-home program? Here are a few of the basics you'll need to have in place.

## Employees have:

- ☐ A dedicated, safe workspace at home.
- ☐ At least one day of work each week that can be done from home.
- ☐ Care for children outside of the home workspace.
- ☐ The means to communicate with coworkers, supervisors and customers.
- ☐ Infrastructure to support computer use and networking.
- ☐ A quiet place with a plain background to conduct phone and video meetings.
- ☐ Plans for regular check ins with supervisors.
- ☐ The ability to keep to a schedule that allows for a separation of work and home life.

## Employers have:

- ☐ Support from all levels of the business for a work-from-home program.
- ☐ Laptops, cell phones and other hardware and software tools employees need to work from home.
- ☐ Identified positions and staff who can effectively work off site.
- ☐ Established standards and expectations for work that is completed from home.
- ☐ Online meeting and video conferencing tools available to staff.
- ☐ Guidelines for employees that encourage them to maintain a set schedule with regular breaks.

