| 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? | ☐ | ☐ |
| Do you have strategies in place to ensure employees don't feel isolated? | ☐ | ☐ |
| Do employees have access to telecommuting resources? | ☐ | ☐ |