

The Survivor's Guide To The Remote Work World

**The art of maintaining a
productive and well-managed
business in the heart of a crisis.**

Let's be honest. No one wants to be having a conversation about remote work right now. However, with the fears surrounding coronavirus (COVID-19) rapidly growing, now is the time to talk. Now is the time to ensure the continuity of your business. If you don't, you may not have a business to go back to.



Welcome to a brave new (digital) world!

For many business owners, the thought of remote workers is a frightening one. How will your employees do their work? How will they remain productive? How will I stay on top of things?

All excellent questions. And good news! To help take those worries of your plate, we've prepared:

The Emergency Remote Work Checklist

This checklist is intended for business owners who are implementing remote work or work-from-home procedures as part of their business continuity plan in response to a period of crisis. The checklist is easy to use, just follow along and don't skip a step!

▫ **Communicate Timing & Duration**

The primary issue crippling the success of remote work is lack of communication. If everyone's not on the same page, your business will suffer.

How To Check This Box:

Communicate with your entire team, letting the details of your business's remote work implementation. When will remote work begin? How long will it last? How will a change-in-plans be communicated to your team?



▫ **Audit Internet Access**

It goes without saying (but we're saying it): to work remote, your team will need stable internet connections.

How To Check This Box:

Ensure every worker has a stable internet connection. This may be a connection from an internet provider or a data hotspot connection from a phone provider. If no internet is available to one of your workers, you'll need to look into providing one.

▫ **Audit Hardware Access**

Cloud technology has come pretty far, but we still need some method for accessing it.

How To Check This Box:

Ensure every worker has the physical hardware necessary to connect to your systems. This includes workstations, monitors, mice, keyboards, etc.

▫ **Audit VPN Connections**

If your business has on-premises hardware, your team will need a system for connecting to those resources remotely.

How To Check This Box:

Ensure every worker has some sort of VPN or RDP system in place on their workstation.



□ **Document Passwords & Access Credentials**

Grown adults should be able to remember their passwords. You would think that's a give-me. Unfortunately that is not the case in today's world.

How To Check This Box:

Document all passwords and access credentials in a secure password storage software (such as LastPass). Ensure all employees know how to access this software.

□ **Distribute Contact Information**

All the communication devices in the world won't do any good if your team doesn't know how to reach each other.

How To Check This Box:

Document all employee phone numbers and emails (including leadership's contact information). Distribute this list to all employees.

□ **Adopt New Communication Channels**

Sometimes email and phone won't cut it. Now is your chance to explore alternative platforms for communicating between team members.

How To Check This Box:

Explore and (if appropriate) implement additional communication channels. For peer-to-peer communication, Slack is a popular option. For project-based communication you could look into Teamwork and Jira.



▫ **Communicate Schedule & Expectations**

It's natural for people to see remote work as a bit of a vacation. It's necessary to nip that in the bud and communicate your expectations for remote work.

How To Check This Box:

Communicate to your team their expected work hours. Also communicate how updates should be delivered and how issues should be addressed. Take time to hold a Q-and-A session. Schedule a recurring team meeting.

▫ **Put Security Policies In Place**

With work leaving the workplace, you are also faced with the dilemma of *data* leaving the workplace. Keep your business protected.

How To Check This Box:

Ensure all remote work devices are password protected. Implement a data-protection policy. Perform regular audits of available access logs.

▫ **Talk To Your Lawyer**

Having a team of remote workers presents new and unique legal challenges.

How To Check This Box:

It's a little more open ended of a task, but be sure you consult with your lawyer. Make sure your business is in legally safe waters.



Most Importantly, Empower Your Team

It's a scary prospect having your team work remotely. Surely they're all just going to spend the day lazing about and throwing toga parties. It'll be like some sort of plague-driven frat party. Right?

Wrong.

Your team is your greatest asset, and if you empower them (and put the right procedures in place), your business will not only survive this crisis, it will flourish.

Be smart and have faith.

Need Some Help?

It can be scary going it alone. If you need some help bracing your business for the impact remote work will have, get in touch today. We'll make getting work-at-home systems in place a breeze!

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