Staff Checklist

- ❏ Let your supervisor know how to contact you in case of an emergency.
- ❏ Plan communication with your team members and test how to conduct remote meetings
- ❏ Make sure you can access your account.
- ❏ Make sure that you have the software needed to work remotely.
- ❏ Become familiar with software for remote access, including:
    - ❏ Virtual private networking (VPN).
    - ❏ Web conferencing.
    - ❏ Phone forwarding.
- ❏ If you're working on your home computer, take steps to secure it.
- ❏ Install work at home versions of any [needed software](#).

Be prepared! Test access to your equipment and resources at home before the need arises, and [contact us](#) if you have questions or issues.