

## Supervisors Checklist

- Ensure that your staff has the proper technology - Explore the resources listed below.
- Identify a main channel of group communication for your team.
  - [Webex Teams](#)
  - [Google Groups.](#)
  - [Google Hangouts.](#)
- Collect and print a staff emergency contact information sheet (include personal emails and phones in case UMD systems go down).
- Ensure that people have access to files stored in the cloud (Google Drive, Box and so on). If you work with sensitive data, make sure that you understand how to properly handle data according to the UMD [data classification standards](#).
- Consider forwarding the calls from your office phone to a [personal device](#).
- [Configure your phone to send voicemail as an email attachment](#).

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