**Managers checklist for remote working;**

**Before you leave the office today;**

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| Question: | Yes: | No: | Unsure: |
| Things to ask yourself today before you leave? | | | |
| Have I got all my teams contact details?  No - if not, obtain permission from the individual and ensure you have all relevant contact details |  |  |  |
| As a manager have I got access to bob? |  |  |  |
| Are any of my current team members on short- or long-term sick?  If yes – contact the People Team |  |  |  |
| Are any of my current team members on Maternity or Paternity Leave?  If yes – contact the People Team |  |  |  |
| Do I have any temps or contractors in my team?  If yes contact the People Team to review |  |  |  |
| Are any of my team members absent from the business today?  If yes – contact the People Team |  |  |  |
| Ensure your team take all required belongings to continue to work for an extended period |  |  |  |
| Have I identified any of my team members at high risk as per the GOV guidance?  Yes – please inform the People Team of these individuals |  |  |  |
| Working from Home Q’s | | | |
| Can each team member work from home? |  |  |  |
| Can your teams access a laptop, desktop and mobile at home? |  |  |  |
| Do your teams have access to WIFI at home? |  |  |  |
| Have your teams got a VPN/ FortiClient set up and understand the usage of this? |  |  |  |
| Have your teams got appropriate equipment such as chargers, cables, screens, pens and papers anything else that may need to support them in their role? |  |  |  |
| Have your teams got an appropriate working environment to set up at home - |  |  |  |
| Have I got all my teams contact details? – if not, obtain permission from the individual and ensure you have all relevant contact details |  |  |  |
| Set up the Teams app |  |  |  |
| Diarise meetings for this coming week ahead, booking in daily meetings with your teams |  |  |  |
| What meetings do you have scheduled over the next coming weeks – can these be done remotely?  If yes we advise using teams if not urgent can they be re-scheduled to a later date? |  |  |  |
| What Annual leave do your teams have scheduled, map this out so you can see who is booked off over the next few weeks? |  |  |  |
| Are you aware of your People Team point of contact for any issues/concerns you may have? |  |  |  |
| Have you identified which team members are at risk? – please follow the link to government legislation of what this is – once completed this information will need to be sent back to the People Team |  |  |  |

**Day one working from home;**

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| --- | --- | --- | --- |
| Action: | Yes: | No: | Unsure: |
| Remotely login using FortiClient – this will give you access to the main servers, drives and Extranet where communications will continue to be posted |  |  |  |
| Open up Teams as we will be using this as a mainstream of communications |  |  |  |
| Check in with every member of your team to ensure they have logged on ok and any concerns they may have with a plan of the day ahead |  |  |  |
| Have you set up your objective for the week?  Think about to do lists and any ongoing project work |  |  |  |
| What current project work have your teams got scheduled, is this able to continue from home? |  |  |  |
| Do your teams have objectives and an understanding of what is expected of them on a day to day basis? |  |  |  |
| Check in with your team on a personal level in terms of wellbeing and family |  |  |  |

* Have a Daily Check-In. Whenever possible, this should be one-on-one, and face-to-face via video, we have the facility to use teams to video link to our teams