Preparing for Online Work Environment

This checklist will help supervisors and staff prepare for the campus to move to an online environment.

**SUPERVISOR CONSIDERATIONS**

**Essential Employee Designation**

- Determine which employees are designated Essential or Non-Essential. See definitions. ([https://uhr.umd.edu/prep-online-work/designation/](https://uhr.umd.edu/prep-online-work/designation/))
- Notify Essential employees that they are Essential. ([https://go.umd.edu/notify-template](https://go.umd.edu/notify-template))
- Ensure employees who are designated Essential understand their responsibility to continue to work either physically on campus or remotely.
- Unsure of which positions are Essential/Non-essential? Contact the department’s assigned compensation analyst to help determine which positions are Essential. ([https://uhr.umd.edu/ecc/ecc-team/](https://uhr.umd.edu/ecc/ecc-team/))

**Telework Considerations**

- Determine which employees (including Contingent 1, Faculty Hourly, Other Hourly, Student Employees etc.) can perform critical job tasks remotely.
- Determine which employees (including Contingent 1, Faculty Hourly, Other Hourly, Student Employees etc.) can perform 50-75% of their role remotely. (Example: Admin Assistant, Office Clerk, may have some duties, but not all, that can be performed remotely.)
- Determine which employees would **not** be able to telework.
- Share [keepworking.umd.edu](http://keepworking.umd.edu) with employees and ask them to review the two checklists for telework.
- Share UHR’s [Telework Factors to Consider](http://uhr.umd.edu) document as a guide for supervisors and employees.
- Determine if employees who can telework have a laptop or home computer, high-speed internet, and VPN access.
- Supervisor should work with their employees to determine what job duties can be performed remotely.
- Ask employees to gather documents or tools they need to telework.
Review the resources available at UMD Telework and ensure employees have read and signed the appropriate agreements.

Department Continuity Plan - (https://go.umd.edu/dcp-template)

System Inventory - keepworking.umd.edu

- Have employees list which systems they access to perform their jobs.
- Ensure employees who can telework have high-speed Internet service.
- Ensure employees who can telework have remote access to Google and other systems.
- Contact DIT for system accessibility.

Equipment Inventory

- Determine if employees have a laptop or home computer and reliable high-speed Internet access.
- Determine if employees have an organized, quiet workspace in which to telework.
- Determine if employees have sufficient office supplies to telework.
- Determine if the team has an instant messaging platform, e.g. Google Hangouts, Slack.
- Determine what tools the team will use to organize and share documents and information securely, e.g. Box, Google Team Drive

Communication and Leave Management

- Set expectations that employees will check for communications from the University every day.
- Set up protocols to stay in touch with employees who may not have a home computer/email, etc.
- Determine protocol for employees who are teleworking to call in if they are unable to work. (For example, if they are sick or have to care for a sick family member.)
- Ensure employees understand that meetings will be conducted virtually and know how they can access the meeting platform. keepworking.umd.edu
EMPLOYEE CONSIDERATIONS

☐ Set up a call forwarding schedule to have your office phone forward to another number. There are two ways to set this up: Single number reach and call forwarding. keepworking.umd.edu

☐ Notify employees of the UHR phone number for questions regarding leave that are not answered in the FAQs (https://uhr.umd.edu/prep-online-work/hr-faq/), (301) 405-7575.

☐ Determine meetings that can be moved to WebEx or Zoom and those that need to be temporarily suspended. keepworking.umd.edu

☐ Ensure that employees have their supervisor’s cell/home phone number and backup contact information.

☐ Determine activities or events that need to be postponed.

☐ Determine contractors/vendors who need to be notified if campus takes social distancing measures or suspends some operations.