

Managers checklist for remote working;

Before you leave the office today;

Question:	Yes:	No:	Unsure:
Things to ask yourself today before you leave?			
<p>Have I got all my teams contact details?</p> <p>No - if not, obtain permission from the individual and ensure you have all relevant contact details</p>			
<p>As a manager have I got access to bob?</p>			
<p>Are any of my current team members on short- or long-term sick?</p> <p>If yes – contact the People Team</p>			
<p>Are any of my current team members on Maternity or Paternity Leave?</p> <p>If yes – contact the People Team</p>			
<p>Do I have any temps or contractors in my team?</p> <p>If yes contact the People Team to review</p>			
<p>Are any of my team members absent from the business today?</p> <p>If yes – contact the People Team</p>			
<p>Ensure your team take all required belongings to continue to work for an extended period</p>			

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			

<p>What meetings do you have scheduled over the next coming weeks – can these be done remotely?</p> <p>If yes we advise using teams if not urgent can they be re-scheduled to a later date?</p>			
<p>What Annual leave do your teams have scheduled, map this out so you can see who is booked off over the next few weeks?</p>			
<p>Are you aware of your People Team point of contact for any issues/concerns you may have?</p>			
<p>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</p>			

Day one working from home;

Action:	Yes:	No:	Unsure:
<p>Remotely login using FortiClient – this will give you access to the main servers, drives and Extranet where communications will continue to be posted</p>			
<p>Open up Teams as we will be using this as a mainstream of communications</p>			
<p>Check in with every member of your team to ensure they have logged on ok and any concerns</p>			

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