



COVID-19: Recovery

SAFETY MOMENT

Remote Work Considerations

Ensure there is the proper infrastructure and implementation for any long-term remote work plans you decide to implement

Create and circulate a comprehensive remote work policy regarding expectations, reimbursement, etc.

Create and test emergency communication channels for employees (personal email, cell phone numbers, etc.)

Reimburse for business expenses during telework

Consider requests to continue remote work after temporary plan has ended