Making the Workplace Virtual Checklist

☐ Send employees the equipment they need to work from home or let them borrow it from the office.

☐ Consider giving employees a monthly technology stipend if your organization can afford it.

☐ Upload files and documents into a shared drive that employee(s) can access.

☐ Select various platforms to stay connected such as Zoom, GoogleMeet and Microsoft Teams.

☐ Give employees technology and data safety training.

☐ Routinely update passwords and security firmware.