

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.