



EMERGENCY TELECOMMUTING PLAN

ATTENTION: FOR IMMEDIATE IMPLEMENTATION

 **COMPUTER EQUIPMENT AND INTERNET CONNECTIVITY**

 **DATA SECURITY PRACTICES**

 **EMPLOYEE WORK HOURS & AVAILABILITY**

 **COMMUNICATION METHODS & SCHEDULE**

 **PRIMARY COMMUNICATION METHOD**

 **WORKFLOW UPDATE SCHEDULE**

 **VIDEO MEETING SCHEDULE**

 **BUSINESS CRITICAL TASKS**

 **ENGAGEMENT & INTERACTION**



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QUESTIONS ABOUT THIS DOCUMENT?