EMERGENCY TELECOMMUTING PLAN

EXAMPLE COMPANY

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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COMPUTER EQUIPMENT AND INTERNET CONNECTIVITY

All staff will utilize company assigned laptop solely for work related use from their home.

In the event that a company assigned laptop is not available, staff may use a personal computer with virus scanning software, password protection and is kept in a secure location for confidentiality reasons.

All staff will utilize home based internet services for accessing company network. No public internet hotspots or connections will be used.

DATA SECURITY PRACTICES

All devices or computers used to access company information will be registered with the company IT department.

Company data may be uploaded and downloaded on a device with virus scanning software.

While working remotely, passwords must be changed every 10 days.

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EMPLOYEE WORK HOURS & AVAILABILITY

In the event of an emergency telecommuting situation, employees will be required to –

Respond to all contact via email, phone or online collaboration tools within 1 hour during normal business hours.

Availability during normal business hours is required, however, flexibility will be allowed to complete tasks that are not time-sensitive in a self-directed manner during these hours or later the same day.

COMMUNICATION METHODS & SCHEDULE

PRIMARY COMMUNICATION METHOD

Slack (please use your designated department and individual channels)

In the event of internet outage, please text or call your direct manager directly at – 561-023-7890

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WORKFLOW UPDATE SCHEDULE

Please provide written updates of work scheduled, in progress and completed at the following times to your direct manager –

- 10:00am Business Critical Task List
- 1:00pm   In Progress tasks, questions, updates
- No later than 8:00pm Overall update of day's progress

VIDEO MEETING SCHEDULE

Tuesdays 11:00am – Upper Management zoom.us/j/upmanage
Wednesdays 9:00am – Marketing Team zoom/us/j/marketing

BUSINESS CRITICAL TASKS

Department managers will provide a list to each team member with specific business critical tasks assigned to them utilizing current business operation needs.

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ENGAGEMENT & INTERACTION

Opportunities for employee engagement and supportive interaction during emergency situations will be available –

– Video Lunch Break Daily @ 12:00pm in zoom.us/j/lunch
– Video Coffee Break Daily @ 2:30pm in zoom.us/j/coffee

QUESTIONS ABOUT THIS DOCUMENT?

Please contact the company HR department at hr@company.com or by calling 800-365-8520. You can also contact your direct manager for additional information, concerns or support.