

Department of Families

Checklist for Staff – Prior to Working from Home

Electronic devices to take home (if applicable)

- Cell phone
- Chargers
- Laptop
- VPN

Office materials

Think about whether you need any of the following at home to continue working. Remember that annual reports, mandate letters, etc. are online.

- Office supplies – notebooks, pens, etc.
- Reference materials including reports, briefing notes, etc. You **may** use a USB flash drive (storage device) to save these materials. Please discuss with your manager anything you want to take home that may contain personal or sensitive information.
- Templates
- Save your work files under the shared folder
- Contact information (emails, phone numbers)
- Any passwords and email distribution lists (if applicable)

Personal materials

- Pack needed personal items
- Check the fridge for your food/drink
- Check your branch mailbox

General communication

- Check your Outlook calendar and cancel/postpone meetings, or set up phone/Skype meetings if possible
- Post a sign on the outside of your cubicle to indicate that you are working from home
- Update the white board indicating you are out of the office/working from home
- Create an out-of-office response in Outlook
- Update your outgoing voicemail indicating that you are not in the office

Communication with manager/supervisor

- Provide a detailed list of ongoing work to your manager
- Ensure that your manager has your personal email and phone number

Other direction: please avoid any unnecessary returns to the office. You may be directed to return to work by your manager.