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Temporary Work-From-Home Policies: Actions to Consider and Questions to Ask

As the Coronavirus pandemic spreads, many organizations are considering work-from-home policies. Under OSHA, employers have a duty to provide a safe and healthful workplace, and establishing a temporary remote work policy can be a good option to protect the health and safety of staff and to ensure continuation of business operations.

To assist you in formulating a work-from-home policy, below is a check list of issues, questions and actions to consider.

- Can the work done by your staff be done remotely?
- Which employees are eligible for remote work? If some employees are eligible and some are not eligible, this should be based on a business rationale, not discriminatory reasons.
- Is your remote work policy mandatory or optional? If optional, how will you ensure proper supervision of those who come to the office?
- Do you have employees who need to be in the office or on the ground to perform their job duties? How will you ensure proper supervision if other staff are remote?
- Will you partially staff your office or stagger remote vs. in-office work?
- What will be the expectations regarding work hours and availability for remote work?
- How will you monitor productivity of remote employees?
- How will remote employees submit timesheets?
- Do your employees have employer-issued laptops? Are they password protected and enabled to be wiped if lost, stolen or compromised?



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- How will you ensure that data security and privacy requirements are met during remote work?
- Do you have a secure cloud-based server?
- What communication methods will you use with remote workers? Have you enabled video conferencing for your organization?
- What projects can be carried on remotely?
- What projects cannot be carried on remotely?
- For projects that can be carried on remotely, what additional tools may be necessary to do so?
- For projects that cannot be carried on remotely, what planning is necessary to put them on hold?
- How will you encourage productivity of staff who are working from home?
- Are there projects that often fall by the wayside during busy times that might be good projects for remote work?
- What policies or procedures are necessary to ensure your temporary work-from-home policy is successful?

This alert is for general information purposes and should not be construed as legal advice. If you would like information about this alert, please contact one of the firm's attorneys: Deborah Buyer, 212-225-8483 x1, deborah@deborahbuyerlaw.com
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