



Remote Work Readiness Guide

A checklist for reliable, secure and productive remote operations.

Connectivity

- Use reliable internet and secure Wi-Fi.
- Provide a backup connectivity option for critical roles.
- Test voice, video and remote-access performance.

Access

- Use approved cloud platforms or secure remote access.
- Require multifactor authentication and device security.
- Avoid sharing passwords or unmanaged personal accounts.

Productivity

- Standardize file storage, communication and task-management tools.
- Document support and escalation procedures.
- Provide ergonomic and privacy guidance for remote staff.

Management

- Define equipment ownership and replacement responsibilities.
- Track devices and software licenses.
- Review access and security regularly.