

CHECKLIST

REMOTE WORKSTATION



As remote work has been an expanded practice, many organizations are reviewing how they can best support and plan for use of the remote workplace. Employers can use this checklist when reviewing and planning a remote workstation setup for current employees, or when planning a remote onboarding process. Remote workstation setup can vary by organization, and the employee's role and responsibilities. Employers can review this checklist to determine which components of a remote workstation should be provided to employees and what technology considerations should be planned for.

WORKSTATION ENVIRONMENT AND SETUP	
Adequate space within the employee's home for an office	<input type="checkbox"/>
Workstation area that complies with ergonomic and safety guidelines	<input type="checkbox"/>
Workstation in a location with broadband network able to download and upload at a minimum of 1.5 megabytes per second	<input type="checkbox"/>
Environment with minimal noise and distractions	<input type="checkbox"/>
Desk or work area with sufficient space for equipment	<input type="checkbox"/>
Comfortable and ergonomic office chair	<input type="checkbox"/>

COMPUTER	
Desktop or laptop, either provided by the employer or employee	<input type="checkbox"/>
Adequate hard drive capacity and memory on computer to perform necessary job duties	<input type="checkbox"/>
If video calls will be part of the employee's job responsibilities, computer includes a webcam	<input type="checkbox"/>
Headset with microphone	<input type="checkbox"/>
Power cord	<input type="checkbox"/>
Mouse	<input type="checkbox"/>
Mouse pad	<input type="checkbox"/>
Keyboard	<input type="checkbox"/>

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OPTIONAL WORKSTATION EQUIPMENT	YES	NO	N/A
Docking station or hub	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External monitor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional monitor for dual-monitor setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fax machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OFFICE SUPPLIES	YES	NO	N/A
Notebooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Binders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pencils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stapler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TECHNOLOGY SOFTWARE AND SERVICES	YES	NO	N/A
Cloud-based phone subscription service or cellphone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Virtual private network (VPN) established for employee's computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal network access given to employee for all necessary job functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use this checklist as a guide when planning the remote workstation setup for employees working remotely full- or part-time at your organization. For assistance with remote work planning, contact BKS-Partners.

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