A Working Remotely Team Plan can be used to document discussions, decisions, and team agreements so your team has a clear understanding of expectations for working remotely. Most teams transitioned quickly to get up-and-running from home. Creating a team plan is an opportunity to revisit some of the decisions which might have been made on the fly to make sure everyone on the team will have all the tools and information they need. Use this guide by editing and adding sections relevant to your team. Given the fluid and quickly changing environment with the COVID-19 situation, your plan should be updated regularly with the most up-to-date information. You may find it useful to meet as a leadership team first to ensure consistency in sections that are not necessarily unique to a particular unit (e.g. protection of information, communication protocols).

# Equipment

*Create an inventory of equipment, furniture or supplies that team members brought home so they could set up an appropriate remote workstation. This may be placed on a shared drive so team members can update it as needed.*

# Protection of information

*Revisit privacy policies and team practices to ensure the team is appropriately maintaining information security while working remotely.*

# What work can be done remotely?

*Brainstorm together key responsibilities that can be completed by team members from home. Include projects the team has been meaning to get to, documentation or procedures, cross-training or professional development.*

# What work might be difficult to complete remotely?

*Brainstorm together key responsibilities that may be difficult and identify a process for these tasks, or a contingency plan for reduced services or delays.*

# Attendance in the workplace

*Identify which tasks must be completed on site and arrange a schedule or rotating arrangement for ensuring these tasks are completed*. *Provide direction on protocols for maintaining social distancing and appropriate hygiene procedures.*

# Communications norms and protocols

*Clarify the tools and technology your team will use for communication, and agree on team norms for the use of technology—phone, email, teleconferencing, etc.*

# Staying connected

*Summarize agreements made among the team for regular communication and check-ins to maintain team connection, relationships and emotional well-being.*