Sample Best Practices Checklist for Staff Working Remotely

In light of the unfolding events related to COVID-19, we ask that you plan ahead in the event that an office closes and for any team members who are working remotely.

1. Be sensitive to an employee’s desire to work remotely. Reinforce the company position that the health of our staff is top priority.
2. Check daily for posts online and from the office.
3. PMs should consult XXX XXX if they have any questions on active projects that might not have been migrated to BIM360. (This will allow team members to gain full access to the model through their laptops without logging in through their office desktop.)
4. Individual Team Members Working from Home
   a. Make sure that you have all members cell phone numbers.
   b. Discuss Connectivity
      i. Ensure all team members understand how to get remote access.
      ii. Projects in BIM360 can be accessed directly from laptops.
      iii. Projects not in BIM360, access by logging in through a desktop
   c. Daily Communication. Agree to check in (at a minimum) on a daily basis by phone or Zoom to discuss assignments and progress.
5. Office Closure – Full Teams Working from Home
   a. Call a team meeting and complete the above steps for Individual Team Members.
   b. Set up a Teams page to create a virtual space to keep in touch with project team.
   c. Set up a daily team meeting by Zoom call. Consider meetings at 9am and 3pm.
   d. Communicate the situation to clients and explain our approach to maintaining progress on their projects.
6. Suggestions for Working Remotely
   a. PMs should have a current half-size set of all active projects available to take home.
   b. Team members should have digital or paper copies of any information needed to continue work on active projects.
   c. Larger prints and scans can be sent to an ARC close to each PM. Below is a link to California locations: XXXX
7. Discourage discussion that stokes fear. If you overhear it, please de-escalate it and refocus the staff on recommended hygiene practices and encourage them to work remotely if they feel it necessary for peace of mind.