



### Checklist for Workability

<b>Ensuring coordination</b>	
<ul style="list-style-type: none"> <li>Name a main person responsible (Collect information, coordinate processes)</li> </ul>	<input type="checkbox"/>
<b>Organizing communication</b>	
<ul style="list-style-type: none"> <li>Decide on a central coordination channel (for regular internal updates)</li> <li>Ensure employees are reachable (e.g. via phone or mail)</li> <li>Organize a briefing for mobile working (caller identification should be disabled for private phones if online telephony isn't used yet and no company phones are available)</li> <li>if applicable, implement online meeting and collaboration tools</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Building connection from external sources (if no suitable infrastructure is yet available)</b>	
<u>Terminal server and licenses available:</u> <ul style="list-style-type: none"> <li>Determination of programs and systems needed on terminal server (In coordination with all departments)</li> <li>Connect terminal server to existing backup solution</li> <li>Allow employees access via a remote-desktop-connection (Requirement is a secure VPN-connection)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<u>No terminal server or licenses available:</u> <ul style="list-style-type: none"> <li>Create a connection to the computer in the company via TeamViewer                             <ul style="list-style-type: none"> <li>Install TeamViewer as a host</li> <li>set account of the employee via whitelisting as only authorized user</li> </ul> </li> </ul>	<input type="checkbox"/>
<b>Reduce server load (if necessary)</b>	
<ul style="list-style-type: none"> <li>Avoid IDLE-sessions (e.g. by briefing employees in proper logout process (log out completely, don't just disconnect))</li> <li>Set rules, for which work steps can be done locally on the employee's computer without access to the terminal server (Pay attention to data security/backups)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>

# Ensuring workability when working remotely

## Checklist



*Inspiring  
Publishing Software*

<ul style="list-style-type: none"><li>• Define set time-spans where the different departments can work on the terminal server</li></ul>	<input type="checkbox"/>
<b>Ensure firewall and virus protection</b>	
<ul style="list-style-type: none"><li>• Check that every computer has virus protection (the same as used by the company) and the firewall is active</li></ul>	<input type="checkbox"/>
<b>Organize hardware for employees</b>	
<ul style="list-style-type: none"><li>• Ensure basic equipment:<ul style="list-style-type: none"><li>- Laptop, multi-socket, headset (if needed: external camera, USB-hub, adapter)</li></ul></li><li>• In case of supply shortage:<ul style="list-style-type: none"><li>- Check whether devices previously mothballed by the IT department can be put back into operation</li><li>- Buy simple laptops that are sufficient for working on the terminal server in a regional market</li><li>- let IT format and reset old private devices of the employees (after removing all personal data)</li></ul></li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Ensuring data protection</b>	
<ul style="list-style-type: none"><li>• Coordination with the data protection officer</li><li>• Sensitize employees about data protection when working remotely</li></ul>	<input type="checkbox"/> <input type="checkbox"/>
<b>Inclusion of works council (if applicable)</b>	
<ul style="list-style-type: none"><li>• Coordination of planned steps with the work council</li></ul>	<input type="checkbox"/>
<b>Consideration of work rights</b>	
<ul style="list-style-type: none"><li>• Inform yourself about important questions and news (e.g. via online portals like juris)</li></ul>	<input type="checkbox"/>