**DWD Remote Work Checklist**

Maintaining a safe and secure remote work environment is the employee’s responsibility. The following checklist is designed to assess the overall safety and security of an alternative worksite. Employees are encouraged to discuss any safety concerns they have with their supervisors.

Employee Name:

|  |  |  |
| --- | --- | --- |
| **General** | **Yes** | **No** |
| **1.** | Workspace is away from noise, distractions, and is devoted to your work needs. |  |  |
| **2.** | Workspace accommodates workstation, equipment, and related material. |  |  |
| **3.** | Floors are clear and free from hazards. |  |  |
| **4.** | File drawers are not top-heavy and do not open into walkways. |  |  |
| **5.** | Telephone lines and electrical cords are secured under a desk or along a wall, and away from heat sources. |  |  |
| **6.** | Temperature, ventilation, and lighting are adequate. |  |  |
| **7.** | All stairs with four (4) or more steps are equipped with handrails. |  |  |
| **8.** | Carpets are well secured to the floor and free of frayed or worn seams. |  |  |
| **Fire Safety** | **Yes** | **No** |
| **9.** | There is a working smoke detector in the workspace area. |  |  |
| **10.** | A home multi-use fire extinguisher, which you know how to use, is readily available. |  |  |
| **11.** | Walkways, aisles, and doorways are unobstructed. |  |  |
| **12.** | Workspace is kept free of trash, clutter, and flammable liquids. |  |  |
| **13.** | All radiators and portable heaters are located away from flammable items. |  |  |
| **14.** | An evacuation plan is in place so you what to do in the event of a fire. |  |  |
| **Electrical Safety** | **Yes** | **No** |
| **15.** | Sufficient electrical outlets are accessible. |  |  |
| **16.** | Computer equipment is connected to a surge protector. |  |  |
| **17.** | Electrical system is adequate for office equipment. |  |  |
| **18.** | All electrical plugs, cords, outlets, and panels are in good condition with no exposed or damaged wiring. |  |  |
| **19.** | Equipment is placed close to electrical outlets. |  |  |
| **20.** | Extension cords and power strips are not daisy-chained and no permanent extension cord is in use. |  |  |
| **21.** | Equipment is turned off when not in use. |  |  |
| **Computer Workstation** | **Yes** | **No** |
| **22.** | Chair casters (wheels) are secure and the rungs and legs of the chair are sturdy. |  |  |
| **23.** | Chair is adjustable. |  |  |
| **24.** | Your back is adequately supported by a backrest. |  |  |
| **25.** | Your feet are on the floor or adequately supported by a footrest. |  |  |
| **26.** | You have enough leg room at your desk. |  |  |
| **27.** | There is sufficient light for reading. |  |  |
| **28.** | The computer screen is free of noticeable glare. |  |  |
| **29.** | The top of the screen is at eye level. |  |  |
| **30.** | There is space to rest your arms while not keying. |  |  |
| **Other Safety and Security Measures** | **Yes** | **No** |
| **31.** | Files and data are secure.  |  |  |
| **32.** | Equipment and materials are in a secure place that can be protected from damage or misuse. |  |  |
| **33.** | You have an inventory of all DWD equipment in the remote work space, including serial numbers. |  |  |
| **34.** | If applicable, do you use an up-to-date anti-virus software, keep virus definitions up-to-date, and run regular scans? |  |  |
| **35.** | Upon the termination of a remote work agreement, employee is responsible for returning any state-issued equipment used by the employee at the remote work location. |  |  |

**DWD UI Employees must also acknowledge that the following conditions apply:**

|  |  |  |
| --- | --- | --- |
| **UI-Specific Conditions** | **Yes** | **No** |
| **1.** | All confidentiality rules apply equally to the remote work site. |  |  |
| **2.** | No UI department may print, copy, or write any UI information at any remote work location unless specifically authorized. This prohibition extends to recording/writing/copying of information to storage devices (e.g., thumb drive, cell phone or CD) that is not authorized by department management. |  |  |
| **3.** | The following DWD UI departments may print, copy, or write UI information at aremote work station as needed for completion of work: Benefit Payment Investigation (e.g., Fraud), Field Audit, Field Investigation, Administrative Law Judges and Wage Investigations. |  |  |
| **4.** | For employees that are permitted to have files, work materials, employer records, and/or other DWD or UI related materials at a remote work location, those materials must be secured in a designated locked filing cabinet. The locked container must be provided by the employee, at their own cost. Violations will result in immediate revocation of the remote work option and may result in other disciplinary action, up to and including dismissal. |  |  |
| **5.** | Claimant ID numbers must be written down in place of social security numbers. All documents used for note taking must be locked in a secure location during non-working hours and must not contain personal identifying information (PII). |  |  |
| **6.** | Employees are responsible for using appropriate security practices to safeguard their State provided computers against unauthorized access in their remote work locations. |  |  |
| **7.** | All hard copy documents must be retained/disposed of according to the retention schedule. For documents that can properly be shredded, those documents must be brought to a DWD office for shredding in state shred bins at least once every 30 days. If the teleworkers locked filing cabinets cannot accommodate the volume of paper gathered in 30 days, shredding at a DWD office should occur more frequently. Employees must document the dates and locations of shredding. UI staff will adhere to requirements in “DWD UI Document Shredding Procedures for Remote & Field Staff” document. |  |  |

|  |  |
| --- | --- |
|  |  |
| *Signature of Employee* | *Date (month, day, year)* |