



U.S. Office of Personnel Management Pandemic Planning Guide

**What Can an Agency Do To Prepare for Telework During a Pandemic Health Crisis?**

This Pandemic Planning Guide is designed to assist agencies as they prepare for and respond to a pandemic health crisis. The guide is general in nature. For detailed human resources information, see [www.opm.gov/pandemic/](http://www.opm.gov/pandemic/). For the latest information on contingency planning for a pandemic influenza, see [www.pandemicflu.gov](http://www.pandemicflu.gov). Readers should also review their agency policies, practices, and guidance prior to taking action.

Has the agency...	Completed	In Progress	Not Started
1. Broadened its telework policy to include information specific to a pandemic health crisis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Integrated telework into its pandemic health crisis plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Integrated pandemic and other emergency planning into telework agreements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Identified an agency telework coordinator and disseminated contact information agency-wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Determined which employees are eligible to telework?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Offered telework arrangements to all eligible employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Placed all teleworkers on a telework agreement and filed a copy with the telework coordinator? The agreement should include the following: <ul style="list-style-type: none"> <li>• Safety checklist</li> <li>• Communication and security plans and procedures</li> <li>• Clear expectations for telework in emergency situations</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Ensured labor-management obligations are met relative to telework planning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Developed telecommunications infrastructure (teleconferencing, videoconferencing, etc.) to provide the maximum amount of multi-way communication during emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Provided appropriate equipment to teleworkers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Ensured agency telecommunications infrastructure is capable of handling telework arrangements and securing sensitive information?

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12. Provided telework training for managers and employees?

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13. Ensured all employees receive mandatory security training?

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14. Tested telework at full capacity to determine whether infrastructure can withstand demand?

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15. Arranged to provide information technology support sufficient to meet telework needs?

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