



Ramp Down Checklist for Team Working Remotely

Preparation

Item	Complete	NA	Notes
Test and update remote work collaboration technologies available through IT services (Zoom video conferencing, G suite).			
Avoid in-person meetings. Use remote work technologies such as Zoom conferencing.			
Identify key outputs and milestones.			
Send letter to team regarding work from home.			
Notify designated department/school/or division leader of work-from-home plan.			

Communications

Item	Complete	NA	Notes
Create contact list including all lab personnel, principal investigator, and lab administrator director.			
Ensure the contact list is saved for remote access by everyone.			
Create or test your phone tree or email group to facilitate emergency communications.			
Post emergency contacts listed on lab placards (as appropriate).			