**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). |  |  |  |