

# Implementation Checklist

## Moving Forward with Telework Tomorrow

Thank you for partnering on Telework Tomorrow, an initiative to continue offering telework and flexible work schedule options to employees across the Denver region. Follow the steps below to establish a foundation for your telework culture.

### Foundational Setup

- Meet with your Commuter Consultant to get an understanding of your employees' typical commute routines, past telework options and discuss what the future telework needs may be.
- Visit [WayToGo.org/TeleworkTomorrow](https://WayToGo.org/TeleworkTomorrow) to download the Telework Tomorrow Toolkit which includes:
  - A Telework Tomorrow Implementation checklist
  - Telework Policy and Telework Agreement templates
  - Communication Overview decks for Zoom, G Suite and Microsoft Teams
  - A customizable Telework Implementation Webinar script
  - Sample Safe Work Plans
  - Employee Announcement Materials
- Adjust the Telework Policy and Telework Agreement templates to meet your company needs and route for the proper approvals.
- Review the Communication Overview decks and select which version(s) may be useful to your organization.
  - Adjust the content included in these based on your organization's familiarity with the various platforms.
- Review the Telework Implementation Webinar script and determine if you need to host a video call or develop a webinar for your employees. In this presentation, you can inform the team about the new telework policy details. This will also be a good time to establish expectations in this new work environment.

### Employee Announcement Preparation

We recommend you announce the changes in your telework offering with a virtual desk drop inclusive of a video message from the CEO or other member of your leadership team, a welcome back message, the new policy documents, a tips sheet, communication tutorials, custom virtual Zoom backgrounds and an e-gift.

Ready? Let's get started:

- Download the Virtual Deskdrop template from [WayToGo.org/TeleworkTomorrow](https://WayToGo.org/TeleworkTomorrow).
- Follow the instructions in the Telework Tomorrow Toolkit to create a Telework Announcement video with a member of your leadership team and embed the video in the Virtual Deskdrop template.
- Adjust the copy in the Welcome Back Note to fit your company tone and culture.
  - If your organization is able, we recommend including a small e-gift (e.g., DoorDash, Amazon or Office Depot) along with the note.

- The Resource Page will include links to a Telework Tips Sheet and Virtual Zoom Background files. We recommend you update this page to include links to:
  - Your new Telework Policy
  - Your Customized Communication Tool Decks
- Once your Virtual Deskdrop presentation is ready, prep a company-wide email, attach the presentation and press send!
- After you've announced the new telework policy, we recommend you use the Telework Implementation Webinar script as an outline to host a virtual meeting or webinar outlining the details of the telework changes to help establish expectations and employee success.

If you have questions during this implementation process, your Commuter Consultant is available to help.