



WORK FROM HOME CHECKLIST

Name: _____

Department: _____

EQUIPMENT NEEDED

Computer: Desktop Laptop Single Monitor Dual Monitors

Do you have your own login with password that no one else accesses? yes no

- Computer Headphones with Microphone
- If Laptop, Do you have a separate keyboard and mouse?
- High Speed Internet Connection? Wired Wireless
- Microsoft Office

I need NDS to provide the following to successfully work from home:

- Computer Extra monitor Keyboard Mouse Headphones
- Desk/Table Office Chair Other (specify): _____

WORKSPACE AND ESSENTIALS

Do you have separate area that can be set aside for work that will allow for privacy of information and minimize distractions? yes no

MAKING IT WORK

I agree to the following:

- Tell friends and family that you're 'at work' during your working hours. Often, those close to you think that if you're home, then it's OK to call or pop in for a chat.
- Take regular breaks. Work normal business hours. Must take 30 min. for lunch.
- Save all work to Dropbox – No work saved on personal computer
- Lock your computer when away from my workspace
- Close all programs and log out of all NDS utilized websites at the end of each day
- Spend time on the clock working without distraction or doing non NDS related activities except on lunch or official break.

OTHER ITEMS

| | |
|--|---|
| <input type="checkbox"/> Slack Installed | <input type="checkbox"/> Computer experts monitoring added? |
| <input type="checkbox"/> Jive Desktop Installed | <input type="checkbox"/> Chrome Extensions added (CE) |
| <input type="checkbox"/> Approved antivirus program | <input type="checkbox"/> CE - Claritysoft |
| <input type="checkbox"/> Computer Confirmed virus free | <input type="checkbox"/> CE - Jive |
| <input type="checkbox"/> Separate login for NDS work | <input type="checkbox"/> Network cable |
| <input type="checkbox"/> Password for NDS user | <input type="checkbox"/> Power supply |
| <input type="checkbox"/> Chrome signed into as user | <input type="checkbox"/> Power strip/extension cord |

Signed: _____ Date: _____