**Contingency Plan for Staff Remote Operations**

*Should staff need to operate remotely, we are asking all College of Pharmacy Staff to complete the following document and review it with your supervisor as soon as possible.*

**Name**

**Title**

**Department**

**Cell phone number**

**Equipment Assessment and Needs for Remote Operations**

1. Do you have access to a computer (please circle one below):

University owned laptop computer

Personal home computer

1. Do you have internet access at home?
2. What other university owned equipment do you need to perform work remotely (i.e. scanner, etc.)

**Scope of Work**

1. Briefly list main duties to be performed remotely for up to a two-week period:
2. List any reasons you are unable to perform duties remotely (need access to paper student files, etc.):

**Please consider the following items in order to plan for remote operations:**

* Do you have the files you need to work remotely (hard copy files and electronic)?
  + You can create a UGA OneDrive for Business account for cloud storage of your files by going to the following link: <https://ugamail.uga.edu/onedrive_business/>
* Consider what systems or programs you routinely access.
  + Do you already have VPN capability to access them. If not, please discuss with your supervisor plans to obtain remote access. Examples include, but are not limited to: ELC, Banner, OneSource, PharmCAS, etc.
* Please plan to change your voice message and/or dial in periodically to check your office voicemails.
  + Directions will be forthcoming on how to dial in from off campus to check voicemail.
* Do you have the cell phone numbers of those at the College you interact with consistently to complete your work remotely? If not, begin gathering those numbers.